



UTKAL UNIVERSITY
VANIVIHAR, BHUBANESWAR-751004

Guidelines for Public Relation Officer/ Documentation Officer

1. Public Relations Officer/ Documentation Officer

Specific Tasks

- Coverage of Events, Initiatives and Achievements: The candidate/team will cover the events, initiatives and achievements of the University for the print/electronic/online Media Platforms of Odisha, India and the world. This is an ongoing and continuous activity.
- Content Development and Editing: The PRO will be responsible to develop content and procure content from university faculty members/other relevant sources for development of collaterals like banners, posters and other documents for the PR and Branding activities.
- Documentation and Reports: The candidate/team will compile, design, prepare and publish reports of the university both in print and soft copy for compliance purposes and also for wider public circulation.
- 360 Degree Branding: Will devise an SOP for the PR and Media Cell (PRMC) on how a holistic branding of Utkal can be done.
- Overall Responsibility of PRMC: The candidate will be overall responsible for the smooth functioning of the PRMC through his inspiring leadership to promote a positive brand image of the university.

Qualifications and Experience

- A professional Master's Degree/PG Diploma in a communication related subject like Journalism and Mass Communication (MJMC)/ Development Journalism/Electronic Communication or an MA in English or an MBA in Corporate Communication/Public Relations from an institute of repute having a minimum of 7-10 years of track record of inspiring work experience in professional media organizations/academia/industry.
- The ideal candidate should be below 40 and dynamic and innovative leader who has excellent command over Odia, English and Hindi and preferably having good reputation in the media circles/networks of Odisha in Bhubaneswar and in New Delhi.
- Experience of heading an editorial board at a leading print/electronic/online news organization and/or leading a CSR and corporate communication team in the industry will have added advantage.
- Will lead a team of professionals to provide cutting edge and quick coverage of Utkal University's events, initiatives and achievements for the state level and national level media.
- The candidate should be willing to travel and represent the university whenever required and build on the existing goodwill of people/decision makers of Odisha/India that they have for Utkal University.
- Any other miscellaneous work as assigned by the university from time to time.

Competency Skills:

- High integrity and ethical standards.
- Strong analytical skills, ability to think strategically, analyze diverse information and manage multiple projects simultaneously.
- Ability to communicate ideas clearly and confidently, articulate issues and recommend solutions.
- Competency in usage of IT tools for accounting & finance
- Strong oral and writing skills in English.
- Ability to communicate in essential

APPLICATION FORM FOR
Public Relation Officer/ Documentation Officer at Utkal University

PHOTOGRAPH

**Affix Recent
Passport Size
Photo**

Applied for: _____

Name	(First)	(Middle)	(Last)
Date of Birth	(Day)	(Month)	(Year)

Communication Address

Telephone No. with STD Code (Residence)	Telephone No. With STD Code (Office)	Mobile	E- mail

Permanent Address

Telephone No. with STD Code (Residence)	Telephone No. With STD Code (Office)	Mobile	E- mail

1) Details of University / Institution Studied (Matriculation's level and above)

Sl.No.	Degree	Discipline	University/College	Year	Average Marks / CGPA

1) Whether any degree was obtained through Correspondence course/distance education mode?

(Tick the relevant) Yes ___ No ___

If yes give details: _____

2) Professional Experience (if any):

Name of the Organization	Designation	Period		Nature of Work
		From	To	

3) Personal Information:

a) Father /Spouse's Name: _____

b) Whether the applicant is employed : Yes _____ No _____

(If yes, the applicant has to submit NOC from the employer at the time of interview)

c) Gender: Male _____ Female _____

d) Category:

General ___SC ___ST ___OBC

e) Annual Income:

4) References [Please give name, address and contact numbers (office and residence) of at least two persons under whom you have worked or have had professional interaction]

Sl.No.	Name	Address	Contact Number

DECLARATION

I hereby declare that I have carefully read the instructions and particulars supplied to me and that the entries made in this application form are correct to the best of my knowledge and belief. I understand that association (active or passive) with any unlawful organization is forbidden. If selected, I promise to abide by the rules and discipline of the university.

I note that the decision of the University is final in regard to selection for admission and assignment to a particular field of study. The University shall have the right to expel me from the University at any time after my joining, provided it is satisfied that I was admitted on false particulars furnished by me or my antecedents prove that my continuation in the University is not desirable. I agree that I shall abide by the decision of the University, which shall be final.

Place: _____

Date: _____

Signature of Applicant

Public Relations Officer/ Documentation Officer AT UTKAL UNIVERSITY

NO OBJECTION CERTIFICATE FROM THE EMPLOYER

(To be submitted along with application)

The application of _____ Working
as _____
_____ in _____
_____ since _____, is herewith recommended
and forwarded of **Public Relations Officer/ Documentation Officer** at Utkal University.

1. This organization does not have any objection to _____ accepting **Public Relations Officer/ Documentation Officer** at Utkal University if selected and the applicant will be deputed/granted leave.
2. Till the completion of his/her research program, the applicant will not ordinarily be transferred to another unit or place which may impede his/her work under the Fellowship. If such a transfer is necessary, Utkal University will be informed within a month of such transfer. We understand that continuing of **Public Relations Officer/ Documentation Officer** will depend on University's decision in this regard, taking into account all relevant factors.

Date:

Name of Authorized Signatory:

Designation of Authorized Signatory:

Signatory:

Seal of the Organization:

Address of the Organization:



UTKAL UNIVERSITY

Vani Vihar, Bhubaneswar - 751004



Walk-in-Interview for Empanelment of Human Resources under RUSA 2.0 Project

No. DRS/RUSA-1041-2016(HR)/ 3642 /2026

Date: 31.03.26

Utkal University invites applications for the following contractual position (One-year Contract) in Vani Vihar and Rural Campus under RUSA 2.0 Project.

The engagement under the advertised positions will be on purely temporary basis for a period of 1 (one) year from the date of engagement, which may be extended, at the sole discretion of the University, depending on Project requirement.

PR and Media Cell

Sl. No.	Position	Remuneration (in/month)	No. of Position	Date of Interview and Time
1	Public Relation Officer/Documentation Officer	Rs. 50,000/- only (Consolidated)	1	Shall be communicated later

Please visit www.utkaluniversity.ac.in for detailed Notification, eligibility criteria and terms of reference, job descriptions and conditions along with the application form and other details.

Candidates fulfilling the requirements in the Notification and desirous of appearing for the Walk in Interview may apply by sending in the completed application form to rusa.utkal@gmail.com on or before 7-4 2026.

Candidates may walk in for the Interview with hard copy of the application, self-attested photocopies of mark-sheets, certificates, and other relevant documents in support of applications on the aforementioned date and time at E. Library, Utkal University, Vani Vihar, Bhubaneswar-751004.

University reserves the right to cancel / amend the advertisement without assigning any reason.

No TA/DA will be paid for attending the Interview.

Suena
30.3.26

REGISTRAR

Memo No. DRS/RUSA-1041-2016(HR)/ 3643 /2026

Date: 31.03.26

1. Heads of Departments / Coordinators of CoEs, Utkal University, Bhubaneswar
2. The Principal of MS Law College, Cuttack
3. The Principal, University Law College, Bhubaneswar
4. Secretary to Vice-Chancellor, Utkal University, Bhubaneswar
5. PA to Registrar, Utkal University, Bhubaneswar
6. M/S DISPLAY LINES, 158 Sahned Nagar, Bhubaneswar-7 with a request to publish the advertisement in the Times of India (All Edition), the Samaj, the Sambad, the Dharitri, Nijukti Khabar, Bhubaneswar; at the 1&PR rate of Government of Odisha (with the trade discount) and to submit the bills in triplicate for payment.
7. Professor-in-Charge, Computer Centre, Utkal University for uploading in the University website for information of all concerned.
8. Copy to the Notice Board, Utkal University for general information.

Suena
30.3.26
REGISTRAR