

National Science Centre, Delhi
(A Unit of National Council of Science Museums)
Ministry of Culture, Govt. of India

Engagement of Young Professional in the field of Public Relations & Marketing (Adv. No. 07/2025)

National Science Center, Delhi is a constituent unit of National Council of Science Museums (NCSM), an autonomous body under the Ministry of Culture, Government of India, invites interested candidates for Engagement of Young Professional in the field of Public Relations & Marketing through Walk-in-Test scheduled to be held at NSC, Delhi on 10/06/2025 at 9:30 a.m. as per details given below:

Sl. No.	Position	Required Qualification	Experience Required	Remuneration (Monthly)	Location of Deployment - No. of Persons Required	Work Profile
1.	Assistant Public Relations Executive	<p>Minimum Qualification:</p> <ul style="list-style-type: none"> PG Degree/PG Diploma in Journalism and Mass Communication, Public Relations, Media Science etc. <p>Desirable:</p> <ul style="list-style-type: none"> Certificate Course in Digital Marketing/Social Media Marketing etc. Should have good communication skill and command over English & Hindi. Having knowledge of respective regional languages will be an advantage. Candidate having knowledge of graphic designing and/or video editing shall be preferred. <p>Age Limit: Maximum 35 years.</p>	Minimum 2 years (Experience in the field of Public Relations, Social Media Management, Social Media Analytics, Content Development, branding, conducting campaigns, handling Media and organising Press Conferences, etc.)	Rs. 35,000/-	<p>At the National Level Units/Zonal headquarter of NCSM –</p> <ul style="list-style-type: none"> National Science Centre, Delhi – 1 person <p>OR</p> <p>To be decided by the competent authority from time to time.</p>	<ul style="list-style-type: none"> Branding and Image building of the Science Museum/Centres and its facilities Developing Relationship with media and stakeholders Write Press Release and Organise Press Conference. Conduct Visitor Survey and Submit Analytical Report Handle Social Media pages, Prepare and Submit Analytics/Insight Report from time to time. Digital and Social Media Marketing Preparation of various Reports and Publications Coordination within the zone and with the headquarter. All other works as advised by the competent authority from time to time.

National Science Centre, Delhi
(A Unit of National Council of Science Museums)
Ministry of Culture, Govt. of India

General Terms & Conditions:

1. **Engagement:** The engagement will be purely on contract basis and will not confer any right for regular appointment in NCSM or any of its units. The initial period of engagement will be for one year, which can be extended up to a maximum period of one more year subject to functional requirements, appraisal of the performance and medical fitness of the individual.
2. The Young Professionals will be appointed on a full-time basis and will not be permitted to take up any other assignment during the period of engagement as Young Professional in the National Council of Science Museums (NCSM) or its units.
3. **Termination:** NCSM or its units reserves the right to terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course, termination of contract may be done by giving one month's notice or salary, as the case may be, without providing any reason for it. The Young Professional can also seek termination of the contract upon giving minimum one month's notice to the NCSM or its units.
4. **TA/DA-** TA/DA is allowed for travel in the country in connection with official work, subject to the approval of the competent authority. The permissible mode of journey will be by Rail in AC Three Tier. Hotel accommodation, food and taxi fare shall be admissible as per entitlement of officials in Level – 5.
5. **Leave:** The Young Professionals shall be entitled to leave for 12 days in a year on a pro rata basis. Further, an absence of up to one month may be considered without remuneration.
6. The Young Professionals shall not be entitled to any other allowances such as HRA, CGHS/Medical facility, medical reimbursement etc. apart from the monthly remuneration mentioned above.
7. The Young Professionals shall be required to observe the normal office timing and may also be called upon to attend the office on Sunday or any holiday in case of exigencies of work. They shall mark their attendance mandatorily and failing which may result in deduction of remuneration.
8. The Young Professionals will have to sign a Confidentiality and Non-Disclosure Undertaking before the commencement of assignment.
9. Interested candidates may appear for walk-in-test & interview at NSC, Delhi on 10/06/2025 at 9:30 a.m. No candidate will be allowed to enter after 10:00 A.M.
10. Candidates are advised to come up with all original testimonials / documents for verification and bring duly filled-in Application Form along with a photocopy of all related documents.
11. The cancellation of this advertisement or any amendment at any point of time is at the sole discretion of the management of National Science Centre, Delhi (NSCD).

राष्ट्रीय विज्ञान केंद्र / National Science Centre
(राष्ट्रीय विज्ञान संग्रहालय परिषद की इकाई) / (A Unit of National Council of Science Museums)
प्रगति मैदान गेट नं. 4 के निकट, भैरों मार्ग / Near Gate No. 4 Pragati Maidan, Bhairon Road
नई दिल्ली / New Delhi - 110001

APPLICATION FORM FOR ENGAGEMENT AS
AT NATIONAL SCIENCE CENTRE, DELHI

**Paste recent colour
photograph**

1.	Name (in block letter)	
2.	Father's Name	
3.	Date of Birth	
4.	Address:	
5.	Mobile No.	
6.	E-mail ID	
7.	Category (General/SC/ST/OBC etc.)	
8.	Marital Status	

9. Educational Qualifications:

Sl. No.	Examination Passed	Name of Board/University	% of marks obtained	Class or Division obtained	Major subjects taken	Year of passing

10. Any Other Qualifications (If any):

Sl. No.	Name of the Course	Name of Institute-Board/University	% of marks obtained	Class or Division obtained	Major subjects taken	Year of passing

11. Work Experience: (Mention chronologically in descending order)

Sl. No.	Name of the Organisation	Period (From - To)	Designation	Salary details	Responsibilities handled

12. Knowledge of Software: (Please tick in the appropriate column)

Sl. No.	Name of the Software	Beginner	Mid-Level	Proficient or Advanced Level
Graphic Designing Software				
1.	Adobe Photoshop			
2.	CorelDRAW			
3.	Adobe InDesign			
4.	Adobe Illustrator			
5.	Canva			
6.	Any Other, please mention name			
Video Editing Software				
7.	Premier Pro			
8.	After Effects			
9.	Vegas Pro			
10.	Lightroom			
11.	Any Other, please mention name			

13. Knowledge of Social Media & Analytics Handling (Please tick in the appropriate column)

Sl. No.	Social Media	Beginner	Mid-Level	Proficient or Advanced Level
1.	Facebook			
2.	Twitter (X)			
3.	Instagram			
4.	YouTube			
5.	Any Other, please mention			

14. Knowledge of Camera Handling (Please tick in the appropriate column)

Sl. No.	Social Media	Beginner	Mid-Level	Proficient or Advanced Level
1.	Still Camera			
2.	Video Camera			

15. Knowledge and Experience of Digital Marketing:

Sl. No.	Knowledge Level (Please tick in the appropriate column)			Work Experience (Write about your knowledge and Experience)	
	Beginner	Mid-Level	Proficient or Advanced Level	Worked for (Name of the organization or person)	Remarks (Mention details about the work profile)

16. Language known (Please tick in the appropriate column)

Sl. No.	Language	Read only	Write only	Both Read and Write
1.	English			
2.	Hindi			
3.	Any Other Language -			

17. Required Joining Time (Please tick in the appropriate column)

Sl. No.	Immediate	10-15 Days	> 1 Month	Remarks (If the joining time is >1 month, then please specify the reason and mention the expected time to join)

I certify that the information as furnished above is true. I have read the terms and conditions of the assignment and these are acceptable to me. I also certify that no police case / disciplinary / vigilance proceeding is pending against me. I request you to kindly consider my candidature for the post.

Date:

Candidate's Signature

Place:

N.B: Candidates are required to submit the duly filled in Application Form along with a copy of all related documents (Certificates and Testimonials).