

**Job Title:** Event Coordinator and PR

**Number of Positions:** 1

36 Inc is the proposed incubator of the government of Chhattisgarh. It is the first business Incubator cum Accelerator supported by Government of Chhattisgarh. 36Inc will also act as a Hub for network of Incubators and Accelerators across the state. 36Inc has been chosen as one of the three new incubators in the non-academic category to be an Atal Innovation Centre. As an Atal Innovation Centre it will be at the forefront of entrepreneurship development initiatives in the region and the country as well.

**Manatory:**

Educational qualification: PG in Journalism/Mass Communication.

Requisite Skills & Experience: At least 03 years of work experience in Public Relations

**Desirable:**

- ✓ Demonstrated capability in publicity.
- ✓ Ability to make write-up for news paper & magazine, websites, audio-visual content for publicity, Annual Report, nomination for awards, magazine publication etc.
- ✓ Event/ Global Event hosting & management.
- ✓ Strong relationship with Incubators.
- ✓ PR related issue handling for 36INC incubation Centre.
- ✓ Capability to grasp key contents of speech of a presenter from workshop/social gathering/training session etc.
- ✓ should have knowledge of Coral Draw, Photoshop etc. like software's.

**Note:**

**The Post is purely contractual with 36Inc for the max period of 3 Years and can be extend further depending upon satisfactory performance.**

**Selection Process for the positions would be as below:**

1. Out of the total applications, 5 shortlisted candidates will be called for interview.
2. Candidate will be selected based on personal interview by Selection Committee.

Interview marks – 100