

**MORMUGAO PORT AUTHORITY**  
**GENERAL ADMINISTRATION DEPARTMENT**

**CONTRACT ENGAGEMENT**

Applications are invited to engage one Media Coordinator in the General Administration Department of Mormugao Port Authority. The other details are given hereunder:-

**MEDIA COORDINATOR (ON CONTRACT)**

NUMBER OF REQUIREMENT – 01 (ONE)

(i)	Age limit for applying (as on the date of publication of advertisement)	Upper age limit is 45 years
(ii)	Consolidated remuneration	Rs.50,000/- ( Consolidated per month)
(iii)	Essential	<p><b>Education Qualification: -</b> MA/MSc in Media Science/Journalism and Mass Communication /Digital PR &amp; Social Media/ Advertising <b>or equivalent</b> from a recognized University/ Institution.</p> <p style="text-align: center;"><b>Or</b></p> <p>Post Graduate Diploma in Media Science/ Journalism and Mass Communication/Digital PR &amp; Social Media/Advertising <b>or equivalent</b> from a recognized University / Institution.</p> <p><b>Experience: -</b> At least <b>02 (two)</b> years experience in a reputed firm /company dealing with media coordination and Guest relations .</p> <p>The candidate must have good communication skill .</p> <p>Desirable: Having experience in designing and adept at using software like Photoshop/Coral/Freehand etc. and command over Digital Social Media &amp; Production of different printed materials.</p>

: 2 :

Candidates fulfilling the above eligibility criteria may submit their applications duly filled in prescribed format alongwith self-certified copies of Education Qualification (All year/semester Mark sheets & Certificates, from 10th Standard onwards), Experience Certificate, Proof of identity and age (PAN/Aadhar Card/Birth Certificate), 2 recent passport size photos etc. to reach us on the below mentioned address **on or before 02.09.2024.**

**Office of the Secretary,  
General Administration Department,  
Mormugao Port Authority,  
3<sup>rd</sup> Floor, Administrative Office Building,  
Headland Sada, Goa – 403 804.**

Eligible candidates will be called for an interview through e-mail or by post as may be decided by Management. The date, time and venue of interview will be informed accordingly. The original documents should be submitted at the time of interview for verification. The crucial date for determining eligibility criteria viz. educational qualification, experience, age etc. shall be as on first day for the month in which applications were invited.

Selected candidates will not have any claim for regular appointment. This requirement is purely on temporary basis for one year.

No TA/DA will be paid to the applicants attending the interview.

**(SANTOSH NAIK)  
LAW OFFICER GR. I  
SECRETARY (I/C)**

## APPLICATION FORMAT

Affix recent  
Passport size  
Photograph

POST APPLIED FOR \_\_\_\_\_

1	Name of the Candidate				
2	Name of Father/Husband				
3	Date of birth/age (Enclose attested copy of proof)				
4	Nationality				
5	Gender		Male / Female		
6	Qualification (Enclose attested copies of Certificates)				
Sl. No	Qualification (with Discipline / Branch)	Name of College	Year of Passing	Marks Secured	%
i)					
ii)					
iii)					
iv)					
Note : in case of CGPA etc. system of grading, the candidates shall convert the CGPA etc. grading into equivalent percentage of marks and indicate in the above prescribed column accurately. Indicating wrong percentage will disqualify the candidature					

Contd...

7	Experience in earlier posts held in the chronological order as in below table (Enclose copies of proof)					
Sl. No	Name of the Organization	Post Held	Scale of Pay	From	To	Nature of duties performed
(i)						
(ii)						
(iii)						
8	Permanent Address					
9	Address for communication with email address and Telephone Number					
10	Any other points, applicant wishes to submit					

**Declaration**

I, Shri/Smt. .... (Name of the applicant) hereby declare that, the information furnished above are true and correct. In case, any information is found incorrect /false, I myself render liable for disqualification for the post applied for, apart from the necessary action as deemed fit.

Signature of the Applicant

Place :

Date :

