

Recruitment of Executives

Tamilnad Mercantile Bank Ltd., one of the leading old Private Sector Banks in India invites e-application for the following post. **Please read all the details, information and instructions carefully.**

❖ Public Relations Officer on Contract Basis

Opening date for registering Online e-application - 28.02.2023

Closing date for registering Online e-application - 14.03.2023

Only e-applications submitted on line with due registration will be accepted

Register your correct email ID/ Mobile Number. while creating User ID.

Public Relations Officer (PRO)

Age	Not more than 40 years old as on 31.12.2022
Qualification	Full time MBA / PGDM / Post Graduate Degree in Mass Communication / Management from institutions recognized / approved by Govt. bodies / AICTE / UGC. Minimum marks – 60% in MBA / PGDM PG Courses completed through correspondence / part time will not be eligible. Desirable: Additional Certification in PR / Corporate Communication / Journalism would be preferred Knowledge of MS Office, Analytical MIS Tool on digital platform is preferred.
Experience	Minimum 5 years' post qualification experience in a PR Agency / Service Industry. Out of these 5 years at least 3 years must be in PR
Contract Period	Original contract for 3 years which may be extended by another 2 years
Salary	Compensation will be of Scale II Cadre (Manager) on CTC basis new pay structure
Work Location	Mumbai

Roles of Public Relations Officer (PRO)

- ❖ Identify and establish future sources of funding for the continued growth and development of the credit.
- ❖ Support the vertical head in devising and implementing the annual corporate communication plan to gain adequate / desired press coverage for the bank and its different products and services.

- ❖ Liaise with for journalists for new story ideas, coordinate for quotes from key top-level management for media stories
- ❖ Track daily news activities across all media and regularly updating media regarding current and upcoming developments
- ❖ Any other PR related works assigned by Reporting Authority

Procedure of Selection:

The shortlisted candidates should appear for interview. They will be called for personal interview through Direct / Video Conferencing. The mode of interview, date and time will be communicated to the eligible candidates individually.

Application Fee: Nil

General Conditions:

The following enclosures to be uploaded along with the e-application

- Self-attested photo copy of SSLC or Higher Secondary Mark Sheet/Transfer Certificate for age proof.
- Self-attested photo copy of Degree Certificate.
- Experience certificate/s and Relieving Letter.
- Last Month Salary Slip

Candidates are advised to adhere to the eligibility conditions given strictly. Any information found to be wrong or any candidate found ineligible at any stage of the process or later will result in disqualification of the candidate.

Disclaimer:

Please note that the e-applications with incorrect / incomplete particulars or without copies of certificates attached as required above are liable to be rejected.

The Bank reserves the right to reject any application without assigning any reason and Bank's decision in the matter of eligibility, interview and selection would be final. The Bank reserves the right to eliminate the ineligible candidates at any point of time before, during or after the personal interview / selection. The decision of the Bank is final.

The e-applications will be scrutinized and the shortlisted applicants will be communicated individually by post / e-mail with details of the interview. The Bank reserves the right to reject any application at any point of time without assigning any reason and Bank's decision in the matter of eligibility, conduct of interview and selection would be final. No correspondence in this regard will be entertained by the Bank.
