



AGARTALA SMART CITY LIMITED

U D BHAWAN, 1ST FLOOR, NEAR RABINDRA SATABARSHIKI BHABAN
AGARTALA, WEST TRIPURA- 799001

No.F.7(9)-UDD/DUD/2014/ 20436

Dated 20.11.2024

NOTIFICATION

Applications are invited in plain paper for hiring of manpower for Agartala Smart City Limited purely on contractual basis. The details of post and eligibly criteria are as follows.

Name of the post	No. of post	Qualification	Experience	Upper Age limit	Monthly consolidated Remuneration
Public Engagement Officer(PEO)	01 (One)	Engineering Degree (BE / B.Tech.) in any discipline AND MBA in any discipline from recognised Institute.	i) Minimum 3(three) years Post-Qualification working experience preferably in the field of Projects. ii) Ability to draft clearly and concisely, ideas and concepts in written and oral form, specific skill in writing press releases and articles / stories for print and electronic media. iii) Excellent writing and communication skills in English (required) and the regional language (desirable). iv) Ability to work responsibly and flexibly, take initiative and generate new ideas. v) Willingness to travel as and when required.	45 Years	Rs.80,000/- (Rupees Eighty Thousand) per month.

1. Roles & Responsibilities:

- Work in collaboration with the SPV CEO, E&S Nodal Officer, CITIIS Project-in-0charge and CITIIS Technical Assistant for developing a Stakeholder Enjoyment Plan.

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- Develop a "Communications and Outreach Plan" for the CITIIS Project on the basis of Stakeholder Engagement Plan.
- Facilitate the deepening of partnership platforms and network across the city, and coordinate advocacy and outreach events to ensure continuous citizen participation, consultation and feedback for the projects undertaken by the SPV.
- Conduct outreach activities at regular intervals as per international guidelines such as the world Bank Strategy Framework on Citizen engagement to mobilize key stakeholders of the program including citizens across the socio-economic strata. Documentation and dissemination of these activities shall be a crucial element.
- Liaise with media agencies to ensure coverage of project activities, including citizen engagement under CITIIS program.
- Lead the development of creative knowledge products (IEC material including print & digital brochure, newsletter, videos, other user friendly information, education and communication material) based on requirements targeting different stakeholders with clear dissemination plan. For development of these products, work with relevant design entity to create good infographics to showcase intent, components, project progress and linkages with other aspects of development.
- Plan and manage events fully as required, including hiring of event management agency wherever applicable. Otherwise, activities including agenda & schedule planning, venue & facilities management, invitations & RSVPs, press coverage (invitations, RSVPs, press release, interviews, proof-editing, post-coverage, touch points), event co-ordination (including design, MCing, peripherals, mementoes) & wrap up, and to prepare event reports with all necessary documentation (photo, video, audio, transcript, summary, etc).
- Develop relevant content and update the social media, websites, newsletters, press releases and any other distribution channels to deliver the project content & ensure visibility.
- Ensure the brand guidelines of the CITIIS program are met across all digital and print communication, including branding of the assets built under CITIIS program.
- Raise awareness within the SPV regarding the importance of citizen participation and promote public engagement across the projects.
- Attend the trainings and workshops conducted by the CITIIS PMU at NIUA, and provide data/reports to the CITIIS PMU as and when required.

2. Period of appointment:

The initial appointment shall be for 01(one) year which is extendable based upon performance.

3. How to apply :

Eligible candidates may send their detail Bio-data along with a passport size Photograph and giving particulars of name, address, contact number, e-mail address, age, qualification, experience, documentary proof of academic qualification and experience to the Chief Executive Office(CEO), Agartala Smart City Limited (ASCL). Applicants can apply by Registered post/ Speed post/ Email.

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4. Address for sending application:

Chief Executive Office, Agartala Smart City Limited, U D Bhawan, 1st Floor, near Rabindra Satabarshiki Bhaban, Agartala-799001.

5. E-mail ID for sending application :

agartalasmartcitylimited@gmail.com

6. Last date of application :

7th December 2024 up to 5.00 PM

No TA/DA will be entertained for attending the Competency Test/ Interview. The application(s) received after the closing date will not be entertained. Incomplete application(s) is liable to be summarily rejected. The detailed recruitment notification may be seen in the following website.

(i) agartalasmartcity.tripura.gov.in

The list of Shortlisted Candidates, Date & venue of Competency Test/ Interview will be published in due course in the above website.



(Dr. Shailesh Kumar Yadav, IAS)
Mission Director & Chief Executive Officer
Agartala Smart City limited