APPLICATION FORM FOR THE POST OF COPY WRITER IN HARYANA TOURISM CORPORATION ON CONTRACT BASIS.

Latest attested photograph to be pasted

1. Name of the applicant (in BLOCK LETTERS): _____

2. Father's/Spouse Name (in BLOCK LETTERS) : _____

3. Date of Birth : _____Age. _____

4. Address for correspondence: _____

_____

5. Permanent Address: _____

_____

6. Phone (R)_____ (Off) _____(Mob.) _____

7. Email ID: _____

8. Educational Qualifications:

Sr. No.	Academic Qualification	Board/ University	Course Duration	Year of passing	Division/ Grade/ CGP	% of Marks	Subject(s)

9. Professional Qualification:

Sr. No.	Academic Qualification	Institute/ Board/ University	Course Duration	Year of passing	Division/ Grade/ CGP	% of Marks	Subject(s)

10. Experience:

Sr. No.	Designation	Name of the Institution/ Organization	Duration		Nature of work	Salary/Month
			From	To		

11. Details of attested documents to be attached in support of:-

a) Date of Birth Proof _____

b) Educational Qualifications_____

c) Professional Qualifications_____

d) Experience_____

e) Proof that applicant has studied subject of Hindi upto Matric Standard_____

UNDERTAKING

I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, my contract/agreement shall be liable to be terminated.

Date:

Place: **(Signature of the candidate)**

Note:

● All the columns are to be filled mandatorily.
● Relevant date for determining the age of the candidate shall be the last date of receipt of applications.
●The photocopies of requisite documents enclosed should be duly attested.
● Incomplete/unsigned application will not be entertained.
● Qualifications and experience for appointment of Copy Writer (on contract basis) :-

i) Master Degree in Journalism and Mass Communication with minimum 55% marks from a recognised University/Institute.
OR
Post Graduate Diploma in Creative Writing from a recognised University.

ii) Preference will be given to a candidate having Master Degree in English Language with minimum 55% marks.

iii) 05 years post qualification experience of article writing and copy writing in a leading advertising agency or advertising department of State/Union or newspaper/magazine of repute

iv) Hindi/Sanskrit upto Matric.

v) Age 21-42 years

● Job profile:-

1. The job involves writing of scripts, write ups for brochures, handbills, drafting of advertisement, preparation of Press Notes etc for publicity/office purpose, both in Hindi and English

● On receipt of applications, short listing of the applications would be made on the basis of qualifications and experience as mentioned above. The short listed candidates would be called for the interview at their own cost. No TA/DA would be paid for the same.
● The short listed candidates would be intimated through e-mail only about the date and time for the interview. No other means of communication will be used by the Haryana Tourism Corporation.