

**Duties & Responsibilities attached to the post of
Public Relation Officer**

1. Planning Publicity strategies and campaigns.
2. Writing and producing presentations and press releases.
3. Dealing with enquiries from the public, the press releases.
4. Dealing with enquiries from the public, the press and related organizations.
5. Organizing promotional events such as press conferences, open days, exhibitions, tours and visits.
6. Speaking publicity at interviews, press conference and presentations.
7. Analysing media coverage
8. Any other duty assigned by Medical Superintendent as per requirement.



(Pankaj Kr. Sinha)
Deputy Director (Admn.)



(Dr. V.K. Tiwari)
Medical Superintendent & Director

Dated, ~~February~~, 2019
7th March,