CENTRE FOR DEVELOPMENT STUDIES

Thiruvananthapuram, Kerala, India, Website: www.cds.edu

RECRUITMENT NOTIFICATION

REC.No:NACAD.01/2026 dated July 31, 2026

Applications are invited from eligible Indian nationals for engagement as Communication Officer on a contract basis in Centre for Development Studies a Social Science Research Centre, an autonomous research institution engaged in policy-oriented economic research, analysis and dissemination.

Name of the Post: Publication Officer (Communication) – on Contract basis

Number of Post: One (01)

Qualification

- Master's or Bachelor's degree in **Public Relations/ Communications/ Journalism/ Mass Communication** or a **Postgraduate Diploma in Corporate Communication** from a recognised institution.
- Strong written and verbal communication skills in English are essential; proficiency in Malayalam/ Hindi will be an added advantage.
- Demonstrated ability in media relations, strategic communication planning and stakeholder engagement.

Experience

- Minimum **2 years of relevant experience** in communications, public relations or media management, preferably in an academic, research or policy-oriented institution.

Essential Skills

- **Communication Skills** – Proven ability to draft press releases, media statements, newsletters, and digital content, and to engage effectively with a wide range of stakeholders, including policymakers, academics, media and the public.
- **Interpersonal Skills** – Capacity to build and maintain strong working relationships with journalists, partner institutions, government agencies and funding organisations.
- **Strategic Thinking** – Ability to conceptualise, plan, and execute communication strategies that enhance institutional visibility, support academic programme promotion and advance the Centre's policy outreach objectives.
- **Media Relations** – Understanding of the media landscape and ability to manage media interactions, press briefings and coverage of institutional events.
- **Digital Marketing and Social Media** – Proficiency in managing institutional social media accounts, optimising online presence and developing digital campaigns to reach targeted audiences.
- **Research and Analytical Skills** – Ability to track and analyse media coverage, monitor trends in higher education and public policy discourse and assess the impact of outreach initiatives.
- **Organisational Skills** – Strong ability to manage multiple projects simultaneously, prioritise tasks and meet deadlines in a fast-paced environment.

Desirable

- Experience in communication, public relations, research dissemination or digital media management in a research, academic, government or autonomous institution.
- Working knowledge of website management, content management systems, graphic design applications and social media analytics.
- Ability to prepare communication materials, newsletters, brochures, press releases, infographics and multimedia content.

Other Requirements

- **Networking** – Demonstrated capacity to develop and sustain a professional network across academic, policy, media and funding communities.
- **Continuous Learning** – Commitment to staying updated on emerging trends, tools, and technologies in media, communication and public engagement.

Job Responsibilities

The Communication Officer should act as the Institutional Data and Documentation Coordinator responsible for strengthening the Centre's visibility and outreach through effective dissemination of its research outputs and institutional activities. The selected candidate will, inter alia:

1. Compile, catalogue and maintain a comprehensive digital repository of the Centre's publications, research papers, working papers, policy briefs, reports, books, newsletters and other knowledge products.
2. Coordinate with research faculties and project teams to collect, edit and disseminate research outputs in a timely manner.
3. Regularly update and manage the Centre's official website with publications, research highlights, news, events, achievements and other institutional information.
4. Develop, manage and maintain the Centre's presence on social media platforms by creating informative and engaging content to enhance public outreach and stakeholder engagement.
5. Design and implement communication strategies to promote the Centre's research, policy contributions, academic activities, seminars, conferences, workshops and other events.
6. Prepare press releases, newsletters, annual communication materials, brochures, promotional content and other publications highlighting the Centre's achievements and contributions.
7. Develop digital communication products, including infographics, photographs, videos and other multimedia content for wider dissemination.
8. Monitor media coverage and social media engagement and prepare periodic reports on communication and outreach activities.
9. Liaise with media organizations, government agencies, academic institutions and other stakeholders for dissemination of the Centre's research and activities.
10. Perform any other communication, outreach, documentation, and publicity related duties assigned by the Competent Authority from time to time.
11. Responsible for regularly collecting, compiling and presenting information required by various government bodies.
12. Coordinating data required for institutional rankings, accreditation, annual reports and government reporting.
13. Ensuring timely dissemination of validated information through the website, social media, newsletters and other communication channels.
14. Maintaining a central database of publications, working papers, books, policy briefs and research reports.

Period of Engagement

- Initially for two years, extendable based on performance, project requirements and the needs of the Centre.

Age

- Minimum 25 years and not exceeding 50 years. Age will be calculated as on last date of application. Age relaxation will be applicable to candidates belonging to reserved categories as per Government of Kerala rules.

Consolidated Remuneration

- A consolidated monthly remuneration between Rs.75,000/- - Rs.1,00,000/-, commensurate with qualifications and experience, with the possibility of an increase for exceptionally qualified candidates. The appointment will be purely on a contract basis. The appointee shall be entitled only to the consolidated remuneration specified and shall not be eligible for any other allowance, benefit or perquisite of any kind, including but not limited to Dearness Allowance (DA), House Rent Allowance (HRA), Travel Allowance (TA) or any other allowance admissible to regular employees.

General Conditions

- The engagement is purely on a contractual basis and shall not confer any right for regular appointment in the Centre.
- The Centre reserves the right to modify, cancel, or restrict the recruitment process without assigning any reason.
- Merely fulfilling the prescribed eligibility criteria does not entitle a candidate to be called for an interview.
- Only shortlisted candidates will be called for interview. No TA/DA will be paid for attending the interview.
- The decision of the Centre regarding selection shall be final and binding.

How to Apply

Interested candidates are required to apply online in the prescribed format with complete, correct information and attachments, through CDS website at the link : ‘ https://cds.edu/jobs/ ’ . Enclosures to be uploaded along with the application:- self-attested scanned copies of the following documents: along with a detailed Curriculum Vitae, self-attested copies of educational qualifications, experience certificates, and other relevant documents on or before the last date prescribed in the notification.

The last date for submission of the application is September 22, 2026, 5.00 p.m. For any clarification, applicants may contact CDS Personnel section-Telephone: 0471-2774277 or email to: personnel@cds.edu