



## **Karnataka Forest Department**

### **Notification for the Position of Public Relation Officer (PRO)**

\*\*\*\*\*

Applications are invited for the post of Public Relation Officer (PRO) on contractual basis for an initial tenure of two years in the Karnataka Forests, Wildlife and Climate Change Foundation (KFWCCF).

Eligible and Interested candidates may apply in the prescribed Application form which can be downloaded from the official website of KFWCCF (<http://kfwccf.in>)

Application must be submitted **on or before 25-02-2026, Wednesday.**

Details regarding Application Process, Application Form and Terms and Conditions governing the appointment etc., are published on the official website of KFWCCF <http://kfwccf.in>

For/-

Karnataka Forest, Wildlife and Climate  
Change Foundation

## **Application Process**

Application for the position of **Public Relation Officer (PRO)** must be submitted **on or before 25-02-2026, Wednesday**. Applications shall be submitted in hard copy along with supporting documents of educational qualifications and professional experiences.

The application must be submitted in a sealed envelope superscribed '**Application for the Position of PRO**' and sent to the following address (either by post or in person): to reach before the prescribed last date.

**Venue:** Room No.: 103, Aranya Bhavan, 18<sup>th</sup> cross, Malleshwaram, Bengaluru-560 003.

**Note:** Any further clarification in this regard may be sought on the following landline telephone number or email address:

**Telephone No.:** 080-23346551

**Email address:** [kfwccf@aranya.gov.in](mailto:kfwccf@aranya.gov.in)

# **Terms and Conditions Governing the Appointment of Public Relation Officer (PRO) Karnataka Forests, Wildlife and Climate Change Foundation (KFWCCF)**

## **1. Appointment**

The appointment of the Public Relation Officer (PRO) shall be effected on a contractual basis for an initial tenure of two years. There shall be an observation period of three months at the commencement of the appointment, during which the performance and suitability of the PRO shall be assessed by the Foundation. Continuation of the appointment beyond the observation period will be subject to satisfactory performance as determined by the Foundation's management.

Extension of this tenure may be granted at the sole discretion of the Foundation, contingent upon satisfactory performance and organisational requirements. This appointment does not confer any right to permanent employment within the Foundation.

## **2. Duties and Responsibilities**

- Facilitate the channelization of Corporate Social Responsibility (CSR) and Corporate Environment Responsibility (CER) contributions to the Foundation.
- Administer and oversee media relations to ensure the effective communication of the Foundation's initiatives and accomplishments.
- Formulate, implement, and evaluate communication strategies designed to enhance public awareness and engagement.
- Maintain records, reports and facilitate reporting and accounting of activities of the Foundation
- Strengthen and expand the public outreach initiatives of the Foundation, with a view to advancing its mission and core activities.
- Undertake such other responsibilities as may be entrusted by the Foundation's management from time to time.

## **3. Qualifications**

Candidates applying for the position of Public Relation Officer (PRO) must have completed a graduate degree in any discipline. Preference will be given to those who have specialised in communication, as this is considered highly desirable for the role.

Applicants must possess effective communication skills and exhibit a pleasing personality, both of which are essential attributes for successful performance in this position.

Furthermore, it is imperative that candidates demonstrate a genuine passion for environmental conservation. Prior experience in activities or initiatives related to environmental conservation is also required for this role.

## **4. Remuneration**

A consolidated monthly remuneration of 1.5 lakhs INR along with other applicable benefits, shall be paid accordance with the policies prescribed by the Foundation. An annual escalation of 5% is provided. Statutory deductions shall be applied in accordance with prevailing legal provisions.

## **5. Working Hours**

The PRO shall be a full-time position in accordance with the working hours stipulated by the Government of Karnataka. Notwithstanding the foregoing, flexibility in working hours may be required to accommodate specific assignments and organisational exigencies.

## **6. Confidentiality**

The PRO shall be obligated to maintain the strictest standards of confidentiality with respect to all information, documentation, and data acquired during the engagement. Any breach of this obligation may result in disciplinary action, up to and including termination of the contractual appointment.

## **7. Code of Conduct**

The PRO shall, at all times, uphold and exemplify the highest standards of professional integrity, ethical behaviour, and decorum. The PRO shall refrain from any conduct that could bring the Foundation into disrepute.

## **8. Termination**

The Foundation reserves the right to terminate the appointment of the PRO by providing one month's written notice or, in lieu thereof, one month's salary. Similarly, the PRO may resign from the position by furnishing one month's written notice to the Foundation.

## **9. Leave**

Entitlement to leave, including casual and medical leave, shall be governed by the policies of the Foundation and will be communicated to the appointee at the time of joining.

## **10. Conflict of Interest**

The PRO shall not undertake any employment, business, or activity outside the purview of the Foundation that may give rise to a conflict of interest during the tenure of engagement.

## **11. Application Deadline**

Application for the position must be submitted within two weeks from the date of the notification issued by the Foundation. Applications shall be submitted in hard copy along with qualifications and experience and any such supporting documents.

## **11. Amendments**

The Foundation retains the right to alter, amend, or revise these terms and conditions at its absolute discretion. Any modification hereto shall be notified to the PRO in writing.

For comprehensive information concerning qualifications, procedures for application, and deadlines, candidates are advised to consult the official website of KFWCCF.

Appointment of Public Relation Officer (PRO) in Karnataka Forests,  
Wildlife and Climate Change Foundation (KFWCCF)

**Application Form**

**A. Personal Details**

1. Full Name (in BLOCK LETTERS): \_\_\_\_\_

2. Father's Name: \_\_\_\_\_

3. Date of Birth (DD/MM/YYYY): \_\_\_\_\_

4. Age (as on last date of application): \_\_\_\_\_ Years

5. Gender:  Male  Female  Other

6. Nationality: \_\_\_\_\_

7. Aadhaar No.: \_\_\_\_\_

**B. Contact Details**

9. Address for Correspondence :

---

---

10. Permanent Address (if different):  
---

11. Mobile Number: \_\_\_\_\_

12. Email ID: \_\_\_\_\_

C. Educational Qualifications (Graduation and higher qualifications)

(Attach self-attested copies of certificates)

Qualification	Subject/Specialization	University/Board	Year	Percentage / Grade

D. Professional Experience

(Experience relevant to public relations, media, communications, branding, journalism or environmental related activities,)

Organization	Designation	Period (From–To)	Nature of Work

Total Years of Relevant Experience: \_\_\_\_\_ Years

E. Core Skills (Tick applicable)

- Liaison
- Media Relations
- Press Release Drafting
- Event Management
- Social Media Management
- Content Writing

Date :

Signature of the Applicant