



# भारतीय जन संचार संस्थान Indian Institute of Mass Communication

(An Autonomous Institutions of the Ministry of I&B, Govt. of India)

## **Advertisement for filling up of various positions in the IIMC on Contract Basis**

Walk-in-Interview will be conducted in the IIMC Hqrs., Aruna Asaf Ali Marg, JNU New Campus, New Delhi – 110 067 at 11.30 AM onwards on 10 July 2019 for filling up the following positions:

S. No	Post	Requirement	Qualification/Experience	Age	Monthly Remuneration	Period of hiring
1	<b>Associate (Projects)</b>	1	<p>1. Associate (Projects) will be responsible for supervising and monitoring the construction and maintenance of IIMC building infrastructure and other civil activities in the Headquarters and its regional centres. The position is based in New Delhi</p> <p>Preference will be given to retired officials of Central / State Government, Defense establishments, PSUs with exposure to government systems.</p>	65 years (as on 01.07.19)	Rs. 60,000/- per month	One year (Extendable as per requirement.)
2	<b>Associate (Budget &amp; Finance)</b>	1	<p>1. Associate (Budget &amp; Finance) will be responsible for looking after the budget and finance matters of IIMC at its Headquarters in New Delhi. Familiarity with government accounting and budgetary system is essential. .</p> <p>2. Preference will be given to retired officers of Central / State governments, Railway, Defense establishments or PSUs.</p>	65 years (as on 01.07.19)	Rs. 60,000/- per month	One year (Extendable as per requirement.)

3	<b>Associate (Admin)</b>	1	<ol style="list-style-type: none"> <li>1. Associate (Admin) will be responsible for supervising overall administration and establishment work of IIMC. Candidate should be thoroughly familiar with government rules and regulations.</li> <li>2. Preference will be given to retired officers of Central / State governments, Railway, Defense establishments or PSUs.</li> </ol>	65 years (as on 01.07.19)	Rs. 60,000/- per month	One year (Extendable as per requirement.)
4	<b>Associate Grade -II (Account )</b>	1	<ol style="list-style-type: none"> <li>1. Associate (Accounts) will be responsible for looking after the accounting matters of IIMC at its Headquarters in New Delhi. Familiarity with government accounting and budgetary system is essential.</li> <li>2. Retired officers of Central / State governments, Railway, Defence establishments and PSUs can also apply</li> </ol>	65 years (as on 01.07.19)	Rs. 45,000/- Per month	One year (Extendable as per requirement.)
5	<b>Associate Grade II Engineering</b>	1	<ol style="list-style-type: none"> <li>1. Associate (Gr II) (Engineering) will assist Associate (Projects) in overseeing the engineering projects of IIMC. He/she shall also liaison with construction institutions like CPWD, NBCC, CCW etc and will also be responsible for maintenance and upkeep of all engineering infrastructure in IIMC New Delhi</li> </ol>	65 years (as on 01.07.19)	Rs. 45,000/- Per month	One year (Extendable as per requirement.)

			2. Must possess Degree / Diploma in Civil/Electrical Engineering from a Govt. Recognized Institute. 2-5 years prior work experience is desirable.			
6	<b>Associate Grade II ( IT &amp; Networking )</b>	1	<ol style="list-style-type: none"> <li>Associate IT &amp; Networking shall be responsible for the supervision and maintenance of computer hardware and networking in the IIMC and its Regional Campuses.</li> <li>Must possess BCA from Recognized University/ Institute, with 03 years of Experience in Computer and Networking. OR Diploma/Certificate in MCSE &amp; Hardware &amp; Networking, with 15 Years' experience in the field.</li> </ol>	60 years (as on 01.07.19)	Rs. 40,000/- per month	One year (Extendable as per requirement.)
7	<b>Personal Secretary</b>	1	<ol style="list-style-type: none"> <li>Personal Secretary shall be attached with a senior officer or faculty member, who shall render all necessary secretarial assistance in the smooth functioning of the office.</li> <li>Graduate from a recognized university and having Speed of not less than 100 WPM in Shorthand (English). Should have sound knowledge of computers and possess 40 WPM English Typing speed.</li> <li>Minimum 10 years work experience in secretarial field is desirable. Retired PPS / PS of the Government Departments can also apply.</li> </ol>	60 years (65 years for Retired Government officials)	Rs. 40,000/- per month	One year (Extendable as per requirement.)

8	<b>Accountant</b>	1	<ol style="list-style-type: none"> <li>1. Accountant shall assist Associate (Accounts) in looking after the accounting matters of IIMC at its Headquarters in New Delhi. Familiarity with government accounting and budgetary system is essential. He / she shall also be required to liaison with Institute's Chartered Accountant in preparation of Annual Accounts.</li> <li>2. Graduation, preferably in Commerce with Inter CA (IPCA) is desirable.</li> </ol>	60 years (as on 01.07.19)	Rs. 35,000/- per month	One year (Extendable as per requirement.)
9	<b>Personal Assistant</b>	2	<ol style="list-style-type: none"> <li>1. Personal Assistant shall be attached with a senior officer or faculty member, who shall render all necessary secretarial assistance in the smooth functioning of the office.</li> <li>2. Qualification: Graduate from a recognized university and having Speed of not less than 80 WPM in Shorthand (English). Should have sound knowledge of computers and possess 40 WPM English Typing speed.</li> <li>3. Minimum 5 years work experience in secretarial field is desirable. Retired PPS / PS of the Government Departments can also apply</li> </ol>	60 years (65 years for Retired Government officials)	Rs. 35,000/- per month	One year (Extendable as per requirement.)

Interested candidates are requested to attend Walk-in-Interview with their CV at the Indian Institute of Mass Communication, Aruna Asaf Ali Road, JNU Campus on July 10, 2019.

**Terms & Conditions:**

**Employment will be purely on temporary and contract basis. Services may be terminated at any time without assigning any reason by giving one month's notice by either side or payment of one month's remuneration in lieu of notice period by the IIMC. This engagement does not confer any right to claim for regularization.**

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