



# भारतीय जन संचार संस्थान Indian Institute of Mass Communication

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

## **Filling up of the position of Associate (Budget & Claims) in IIMC New Delhi on Contract Basis.**

IIMC which is an Autonomous Society under the Ministry of Information and Broadcasting, Govt. of India proposes to fill up the position of Associate (Budget & Claims) on Contract Basis. The relevant details are as under:

<b>Name of the Position</b>	:	<b>Associate (Budget &amp; Claims)</b>
<b>Essential Qualification</b>	:	Bachelor's Degree in any discipline from a recognized University or equivalent.
<b>OR</b>		
		Minimum 5 years' experience in the field of Accounts.
<b>Experience</b>	:	Preference will be given to retired officers of the level of which Secretary/ Section Officers in Central/State Govt. and PSUs.
<b>Duties &amp; Responsibilities</b>	:	He/she will be responsible for looking after the budget and personal claims like medical, LTC, TA, etc. of the officers/ staff of IIMC at its Hqrs. in New Delhi. Familiarity with Government Budgetary system is a requirement for the position.
<b>Duration of Engagement</b>	:	For 6 months from the date of joining.
<b>Age</b>	:	Between 40 to 63 years (as on date of advertisement).
<b>Remuneration</b>	:	Rs.55,000/- per month. (consolidated)

Interested and eligible candidates are requested to send their CV in the enclosed proforma on email id [iimc2020rectt@gmail.com](mailto:iimc2020rectt@gmail.com) by 5:00 pm of 7<sup>th</sup> April , 2021. Interview is proposed to be held through Video Conferencing mode. Date of interview and other details like time, link, etc. for the interview will be shared with the candidates in due course.