



भारतीय जन संचार संस्थान
Indian Institute of Mass Communication
(An Autonomous Institution of the Ministry of I&B, Govt. of India)

Filling up of one position of Office Assistant in the IIMC on Contract Basis.

IIMC which is an Autonomous Society under the Ministry of Information and Broadcasting, Govt. of India proposes to fill up one position of Office Assistant in IIMC Community Radio Station on Contract Basis. The relevant details are as under:

Name of the Position	:	Office Assistant (Apna Radio)
Essential Qualification	:	Graduate from a Recognized University or equivalent.
Experience	:	i) Candidates should have experience of at least 3 years in handling administrative matters, preferably in Govt. organization. ii) Candidates should be fluent in both Hindi & English.
Job Description	:	i) Assist the Course Director in smooth day-to-day functioning of Deptt.. ii) Candidate will be responsible for looking after various office work of the Deptt. like noting, drafting letter, manage department diaries and other administrative work. iii) Any other task as may be assigned by the Course Director
Age	:	Not more than 40 years (as on date of advertisement).
Remuneration	:	Rs. 25,000/- per month (consolidated)
Duration of Engagement	:	Initially for a period of 6 months. Further continuation of the selected candidate will be subject to satisfactory performance and requirement of the Institute.

Interested and eligible candidates are requested to send their CV in the enclosed proforma on email id iimcrecruitmentcell@gmail.com by 5:00 pm of 05th September, 2022. Firm date and other details for the interview will be shared with the candidates in due course.