



**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 on Contract Basis. The relevant details are as under:

<b>Name of the Position</b>	:	<b>Office Assistant</b>
<b>Essential Qualification</b>	:	Graduate from a Recognized University or equivalent. Candidate will be responsible for looking after the administrative matters of IIMC. Preference will be given to candidates who have worked in Govt. Offices as Clerk etc. and have proficiency in MS word and Excel.
<b>Experience</b>	:	Candidates should have experience of at least 3 years handling administrative matters, preferably in Govt. organization.
<b>Job Description</b>	:	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. iii) Any other task as may be given by the Course Director
<b>Age</b>	:	Not more than 40 years (as on date of advertisement).
<b>Remuneration</b>	:	Rs. 25,000/- per month. (consolidated)
<b>Duration of Engagement</b>	:	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](mailto:iimcrecruitmentcell@gmail.com) by 5:00 pm of 20<sup>th</sup> June, 2022. Interview is proposed to be held through online mode. Date of interview and other details like time, link, etc. for the interview will be shared with the candidates in due course.**