



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 Consultant (Admn) for both IIMC Aizawl and Jammu Campuses 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 Consultant (Admn) for both IIMC Aizawl and Jammu Campuses on Contract Basis. The relevant details are as under:

- Name of the Position** : **Consultant (Admn)**
- Essential Qualification** : i) Graduate from a recognized University, having proficiency in use of Computers.
ii) He should be a retired officer of Govt. of India/State Govt/ Autonomous Body from the post of Deputy Secretary/ Director
- Desirable Experience** : Candidate should have at last 5 years experience of handling administrative work
- Responsibilities of Consultant (Admn)** : The selected candidates will be required to assist the RD, Aizawl/ RD Jammu in handling all administrative issues of the Campus and also such other issues as may be assigned to him by the RD.
- Age** : Not exceeding 63 years (as on the last date of advertisement).
- Remuneration** : Rs. 65,000/- per month. (consolidated). Pay of the selected candidate will be regulated as per relevant instructions of the Govt. of India.
- Duration of Engagement** : Initially for a period of 6 months. Further continuation of the selected candidates 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 5th May, 2023. Date and mode of interview and other details will be shared with the candidates in due course.