



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 Associate (Admn. & Accounts) in IIMC Dhenkanal Campus 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 Associate (Admn. & Accounts) on Contract Basis. The relevant details are as under:

Name of the Position	:	Associate (Admn. & Accounts)
Essential Qualification	:	i) Graduate from a recognized University, having proficiency in use of Computers. ii) Candidate should have at least 5 years experience of handling administrative work.
Desirable Experience	:	He should be retired officer of Govt. of India/State Govt./ Autonomous Body from the post of Under Secretary/ Deputy Secretary/ Director.
Responsibilities of Consultant (Admn. & A/cs)	:	The selected candidate will be required to assist the RD, Dhenkanal in handling all administrative & financial issues of the Campus and also such other issues as may be assigned to him by the Regional Director.
Age	:	Not exceeding 63 years (as on the last date of advertisement)
Remuneration	:	Rs. 45,000/- 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 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 03rd December, 2023. Firm date of interview like time, link, etc. will be shared with the candidates in due course.