



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

**Filling up of various positions at 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 following positions on Contract Basis.

| Sl. No | Position                       | No. of Position | Qualification/Experience  | Age   | Monthly Remuneration |
|--------|--------------------------------|-----------------|---|---|----------------------|
| 1.     | Associate (Finance & Accounts) | 1               | i. Associate (Finance &Accounts) will be responsible for looking after all financial matters of IIMC at its Hqrs. in New Delhi and its Regional Campuses. Familiarity with Government accounting and pay & allowance matters, etc., are essential.<br>ii. Preference will be given to retired officers of Central/State Govt., Railway, Defence Establishments or PSUs.                             | Not exceeding 63 years on the last date of receipt of application | Rs. 55,000/-         |
| 2      | Associate (Budget & Claims)    | 1               | i. Associate (Budgets & Claims) will be responsible for looking after the budget and personal claims like medical, LTC, TA, etc. of officers/staff of IIMC at its Hqrs. in New Delhi. Familiarity with Government budgetary system is essential.<br>ii. Preference will be given to retired officers of Central/State Govt., Railway, Defence Establishments or PSUs.                               | -do-  | Rs. 55,000/-         |
| 3      | Associate (Projects)           | 1               | i. Associate (Projects) will be responsible for supervising and monitoring the construction and maintenance of IIMC's building infrastructure and other civil activities in the Hqrs. and its Regional Campuses. The position is based in New Delhi.<br>ii. Preference will be given to retired officials of Central/State Govt., Defence Establishments, PSUs with exposure to Government systems. | -do-  | Rs. 55,000/-         |

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| 4 | Technical Consultant       | 1 | <p>i. Responsibilities of Technical Consultant will be:</p> <ul style="list-style-type: none"> <li>• To provide technical assistance in running online courses.</li> <li>• To supervise the redesigning and regular updating in IIMC website</li> <li>• To be interact with NIC staff on issues related to website.</li> <li>• To provide technical expertise to Regional Campuses in strengthening their Digital Infrastructure.</li> <li>• To provide technical assistance for the events organized by IIMC.</li> </ul> <p>ii. Must possess BE/ B.Tech/ M.Sc in Computer Science/ Information Technology/ MCA from recognized University.</p> <p>iii. At least 5-7 years of overall experience with 2 years of experience in managing IT programmes, ERP/MIS, Development of software and data management in Central/ State Govt. institutions/ University/ Institutions of Higher Education, Autonomous Bodies and PSUs. Experience in managing IT programme systems, defining &amp; realizing end-to-end Solution Architecture for large &amp; complex systems is required.</p> | Not exceeding 50 years on the last date of receipt of application | Rs. 55,000/- |
| 5 | Private Secretary          | 1 | <p>i. Private Secretary will be attached with Director General and will render all necessary secretarial assistance in the smooth functioning of the office of DG.</p> <p>ii. The candidate should be Graduate from a recognized University and having speed of not less than 100 w.p.m. in Shorthand (English). Should have sound knowledge of computers and possess English Typing Speed of 40 w.p.m.</p> <p>iii. Minimum 10 years' work experience in secretarial field is desirable. Retired PPS/PS of the Government Deptt. will be preferred.</p>   | Not exceeding 63 years on the last date of receipt of application | Rs. 55,000/- |
| 6 | Associate Grade II (Admn.) | 1 | <p>i. Associate Grade II (Admn.) will be responsible for supervising overall administration and establishment work of IIMC. Candidate should be</p>   | Not exceeding 63 years on the last date                           | Rs. 50,000/- |

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|   |                                   |   | <p>thoroughly familiar with Government rules and regulations relating to service matters.</p> <p>ii. Preference will be given to retired officers of Central /State governments, Railway, Defence establishment or PSUs.</p>  | of receipt of application   |              |
| 7 | Associate (Technical)             | 1 | <p>i. Associate (Technical) will be responsible to assist Technical Consultant in all identified areas as above shown against Sl. No. 4 above. Also to serve as system analyst and web designer.</p> <p>ii. At least 3-5 years' of overall experience with 3 years of experience in creating websites, themes with CSS and HTML/CSS/Java Script for existing sites. Proficiency in front-end development web programming languages such as HTML and CSS, JQuery and Java Script. Proficient understanding in content management systems, cross-browser compatibility issues, search engine optimization principles.</p> <p>iii. The candidate should be Graduate in Computer Science or equivalent technical qualification from a recognized University/ Institution and having strong development experience in UI Development, C#, ASP.NET, ADO.NET, WCF, WPF, MVC and knowledge of SQL Server.</p> | Not exceeding 50 years on the last date of receipt of application | Rs. 45,000/- |
| 8 | Associate (Social Media & Events) | 1 | <p>i. Associate (Social Media &amp; Events) will be responsible for looking after the social media activities and events of the IIMC and in particular assist DG in all such matters.</p> <p>ii. The candidate should possess Post Graduate Degree/Diploma in Mass Communication and should have at least 7 years' experience in the field of Social Media and Event.</p>   | Not exceeding 40 years on the last date of receipt of application | Rs. 45,000/- |
| 9 | Office Associate                  | 1 | <p>i. Office Associate will be responsible for looking after various office work of IIMC.</p> <p>ii. The candidate should be Graduate from a recognized University and should possess good knowledge of Computer.</p>   | Not exceeding 35 years on the last date of receipt of application | Rs. 30,000/- |

**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.

**Terms & Conditions:**

Employment will be purely on temporary and contract basis. Services may be terminated at any time without assigning any reason by giving one month's notice by either side or payment of one month's remuneration in lieu of notice period by the IIMC. This engagement does not confer any right to claim for regularization.

**Important Instructions:**

1. Applications should be sent only in the prescribed proforma attached herewith.
2. Candidates must indicate the post in the allotted space in the proforma for which they are applying.
3. Applications should be sent to e-mail id [iimc2020rectt@gmail.com](mailto:iimc2020rectt@gmail.com)
4. Closing date for receipt of applications is 5:00 pm of 28<sup>th</sup> December, 2020.
5. Interview will be held online for which details of platform, etc. will be shared with the candidates in due course.
6. Tentative date of interview will be 1<sup>st</sup> week of January, 2021. Firm date and time of online interview will be intimated in due course.

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