



**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 Data Analyst in 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 one position of Data Analyst on Contract Basis. The relevant details are as under:

- Name of the Position** : **Data Analyst in Department of Communication Research**
- Essential Qualification** : Master's Degree in Social Sciences preferably in Mass Communication/ Computer Science/ Statistics/ Business Administration from a UGC recognized University/ National Level Institution.
- Desirable Qualification** : M.Phil/ Ph.D in the relevant area (as indicated above) from a UGC recognized University/ National- level Institution.
- Essential Work Experience** : **Candidates with Masters' Degree:** A Minimum 2 years' regular work experience post PG Degree.

**OR**

**Candidates with M.Phil/ Ph.D:** A Minimum 6 months relevant regular work experience post PG Degree.

Worked on time-bound research projects in Govt./ Non-Govt./ International Organizations.

**OR**

Academic experience of teaching and conducting research in UGC recognized University/ National Level Institutions.

**AND**

Experience and knowledge of analyzing qualitative and quantitative data for multi-centric projects/ studies.

- Essential Skills Sets required:**
- i) Understanding of qualitative and quantitative research methods and tools.
  - ii) Computer software proficiency with high level of familiarity with commonly used packages like Excel, SPSS/ NVivo with proficiency in statistical analysis.
  - iii) Excellent analytical, written/ communication and presentation skills.
  - iv) Must be self-managed, proactive, responsive and focused.
  - v) Demonstrated ability to learn quickly, be a team player and manage change effectively.
  - vi) Candidate should be prepared to travel extensively.
- Job Description :**
- i) Managing Master Data;
  - ii) Designing and maintaining data systems and databases
  - iii) Mining data from primary and secondary sources
  - iv) Using Statistical Tools to interpret data sets
  - v) Identifying patterns and trends in data sets
  - vi) Developing Research Projects and
  - vii) Writing Research Papers
- Experience in Publications :** Candidates must send their published papers/ articles in peer-reviewed Journals/ Articles/ Web Blogs links along with application as specimen of their research/ analytical writing caliber.
- Essential Academic Orientation:** A proven record of minimum two published independent research papers/reports.  
 Good theoretical grasp of the issues involved in Development related subjects/ Communication studies/ Market Research / Social Science Research  
 Candidates with requisite experience in the communication field will be given preference.
- Age limit :** Not exceeding 40 years (as on date of advertisement).
- Remuneration :** Rs.40,000/- per month (consolidated)
- Duration of Engagement :** Initially for a period of one year. Further continuation of the selected candidate will be subject to satisfactory performance and requirement of the Institute.

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