



भारतीय जन संचार संस्थान Indian Institute of Mass Communication

(An Autonomous Institutions of the Ministry of I&B, Govt. of India)

Advertisement for filling up of various positions in the IIMC on Contract Basis

Walk-in-Interview will be conducted in the IIMC Hqrs., Aruna Asaf Ali Marg, JNU New Campus, New Delhi – 110 067 at 11.30 AM onwards* on 11 July 2019 for filling up the following positions:

S. No	Post	Requirement	Qualification/Experience	Age	Monthly Remuneration	Period of hiring
1	Web Content Manager	1	<ol style="list-style-type: none">1. Web content manager shall be responsible for developing and overseeing the content that appears on the Institute's website.2. Graduate/Post Graduate in Computer Science or equivalent technical field from recognized university/institutions and having a minimum of 3 years' experience in HTML,CMS,CSS, JavaScript, UI Development	60 years (65 years for Retired Government officials)	Rs. 30,000/- per month	One year (Extendable as per requirement.)
2	Video Editor	1	<ol style="list-style-type: none">1. Video Editor shall be responsible for editing various audio-visual productions of the Institute including the audio-visual material produced by the students' as part of curriculum activities.2. Graduate from a recognized university. The candidate should possess good knowledge of FCP, Adobe Premier etc.	60 years (as on 01.07.19)	Rs. 30,000/-	One year (Extendable as per requirement.)

			3. Minimum 3 Years' Experience as a Video Editor.			
3	Technical Assistant (Audio Visual)	1	<ol style="list-style-type: none"> 1. Technical Assistant (Audio Visual) or Video Assistant shall be responsible for assisting audio-visual production in the Institute. He / she should be familiar with handling video and still camera 2. Should be at least HSC (12th) Pass. Certification in Video production is desirable. Should possess a minimum of three years' experience in a studio set up or an academic institution. 	60 years (as on 01.07.19)	Rs. 30,000/-	One year (Extendable as per requirement.)
4	Technical Assistant (Sound Recording)	1	<ol style="list-style-type: none"> 1. Technical Assistant (Sound Recording) shall be responsible for sound recording and audio editing. He / she should be at least HSC (12th) Pass. Certification in Sound Recording is desirable. Should possess a minimum of three years' experience in a studio set up or an academic institution 	60 years (as on 01.07.19)	Rs. 30,000/-	One year (Extendable as per requirement.)
5	Technical Assistant (IT)	1	<ol style="list-style-type: none"> 1. Technical Assistant (IT) shall be responsible for maintenance of computer hardware and networking in the Institute. Minimum HSC (12th) Pass with Diploma / Certificate in Computer Hardware, Networking fields. 2. Should possess minimum 3 years post qualification work experience. 	60 years (as on 01.07.19)	Rs. 30,000/-	One year (Extendable as per requirement.)
6	Library Assistant	2	<ol style="list-style-type: none"> 1. Library Assistant shall be responsible for rendering library assistance in the IIMC Library 	60 years (as on 01.07.19)	Rs. 30,000/-	Six months. (Extendable as per requirement).

			<p>2. Graduate from recognized University, the candidate should possess good knowledge of Computer, and be familiar with the Library Management System. Bachelor's Degree in Library & Information Science will be an added qualification. Minimum 3 years' Experience as a Library Assistant</p>			
7	Office Assistant	8	<p>1. Office Assistant shall be responsible for rendering clerical assistance in the Department, Office or Section he / she is attached with.</p> <p>2. Graduate from recognized University, the candidate should possess good knowledge of Computer, letter drafting and 35 WPM English / Hindi Typing Speed. Minimum 3 years' Experience as a Office Assistant / Clerk</p>	60 years (as on 01.07.19)	Rs. 25,000/- per month	Six months. (Extendable as per requirement).
8	Account Assistant	1	<p>1. Accounts Assistant shall be responsible for rendering clerical assistance in the Accounts and Finance Department of IIMC.</p> <p>2. Graduate from recognized University, preferably in Commerce with minimum 3 years' Experience in the field of accounting and finance</p>	60 years (as on 01.07.19)	Rs. 25,000/- per month	Six months. (Extendable as per requirement).

Interested candidates are requested to attend Walk-in-Interview with their CV at the Indian Institute of Mass Communication, Aruna Asaf Ali Road, JNU Campus on July 11, 2019.

*All interested candidates who fulfill the eligibility criteria must report by **10:00am** at Reception, Indian Institute of Mass Communication.

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.

Dated: 2nd July, 2019
