



भारतीय जन संचार संस्थान

Indian Institute of Mass Communication

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

**Filling up of position of Academic-cum-Teaching Associate in the Publications Department of 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 the position of Academic Associate in the Publications Department on Contract Basis. The relevant details are as under:

**Name of the Position** : **Academic-cum-Teaching Associate (Publications Department)**  
**Essential Qualification** : Master's Degree in Journalism & Mass Communication on any discipline of Social Science with good command over English with 50% marks in aggregate.

**OR**

Graduate in any subject with 55% marks along with Post Graduate Diploma in English Journalism with good command over English and Hindi language.

**Experience** : Minimum 5 years' experience in editing (English) and publishing.  
**Duties and Responsibilities** : To assist HoD-Publications in Editing/copy editing of the manuscripts (English); Working knowledge of Layout and Design (Indesign /CorelDraw/ Illustrator), maintaining double-blind peer review process; screening of the research papers as per the set parameters of the Publications Department; Screening of book proposals/manuscripts, etc.  
**Desirable** :  
1. Experience of working in reputed government/ private publishing house having direct working knowledge of all the editorial and publishing processes.  
2. Knowledge of typography, graphic design and printing process.  
**Age** : Not more than 40 years (as on date of advertisement).  
**Remuneration** : Rs. 35,000/- per month (consolidated)  
**Duration of Engagement** : Initially till 30<sup>th</sup> July, 2023. Further continuation of the selected candidate will be subject to satisfactory performance and requirement of the Institute.

2. Those who had applied earlier with reference to this Institute's earlier Advt. dated 31.08.2022 need not to apply again. Their application will be considered along with the applications that will be received in response to the present Advt.

3. Interested and eligible candidates are requested to send their CV in the enclosed proforma on email id [iimcrecruitmentcell@gmail.com](mailto:iimcrecruitmentcell@gmail.com) by 5:00 pm of 12<sup>th</sup> December, 2022. Firm date and other details like date of interview etc. will be shared with the candidates in due course.