

INDIAN INSTITUTE OF MASS COMMUNICATION
NEW DELHI

Guidelines for submission of Online Applications for various Non-Academic Posts in IIMC in response to Advertisement No. 01/2020

This is in respect of IIMC's detailed Advt. No. 01/2020 wherein Applications have been sought in respect of the following posts :

- i) 1 Group 'A' Post of Registrar ;
- ii) 1 Group 'A' Post of Deputy Registrar ;
- iii) 1 Group 'A' Post of Senior Research Officer ;
- iv) 1 Group 'A' Post of Assistant Registrar ;
- v) 1 Group 'A' Post of Assistant Director(Official Language);
- vi) 1 Group 'B' Post of Sr. Private Secretary;
- vii) 2 Group 'B' Posts of Section Officer ;
- viii) 2 Group 'B' Posts of Sr. Personal Assistant ;
- ix) 1 Group 'B' Post of Assistant ;
- x) 2 Group 'B' Posts of Library & Information Assistant ;
- xi) 1 Group 'C' Post of Junior Stenographer ; and
- xii) 4 Group 'C' Posts of LDC/Typist.

2. **Date from which online applications may be submitted: 1st December, 2020.**

3. For any query relating to eligibility, age relaxation and other administrative aspects, e-mail could be sent to iimcrectt2020@gmail.com and for any technical problem in online submission of application, e-mail could be sent to iimctechnical@gmail.com for requisite clarification.

4. Applicants are requested to read the eligibility criteria carefully in the detailed Advertisement uploaded in IIMC's website, viz., <http://www.iimc.gov.in>. Application submitted through online mode does not imply that the candidate has fulfilled all the eligibility criteria. Application will be subjected to scrutiny at later stage also and it will be rejected if found that the applicant does not fulfill the eligibility criteria or he/she has misrepresented/suppressed the information.

5. Candidates applying for more than one post should indicate the same e-mail id and mobile no. in all the applications. In case these details are not same, it may lead to clash in Exam time, etc.

6. Check list :

Candidates are required to keep the following documents handy before attempting to submit application online :

- i) Credit card/Debit card/Bank details for payment of fee ;
- ii) Scanned Photograph of frontal view in white background (Pixel Size: 413 x 531/ File Size: 20-40 KB) ; and
- iii) All Certificates regarding essential qualifications, Date of Birth, Reservation Certificate (SC/ST/OBC/EWS) (for ensuring accuracy of facts entered, but the certificates need not be uploaded).

7. Important Instructions

The following are the steps for online submission of application :

- i) Step-1 : Reservation of Application : Submission of details of Applicant, and receipt of Application No.
- ii) Step-2 : Uploading of candidate's scanned photograph
- iii) Step-3 : Payment of prescribed fee and then to Submit Application by clicking on Submit Application button.

8. The Application shall be treated to be complete only if all the three mandatory steps, i.e., Step-1, Step-2 and Step-3 are completed successfully.

9. Applicants may view the Application details from the View/Print Application menu option available on the Home Page by providing Application No., Identity details, Date of Birth, Mobile No., etc.

10. Applicant is required to make sure that "Application Status" in respect of the application is shown to be "Submitted Successfully", failing which application will be treated as incomplete and rejected. Thereafter, no further communication will be entertained by the Institute in this regard.
