



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 Office Assistant in the IIMC's Regional Campus of Jammu 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 Office Assistant in IIMC's Regional Campus at Jammu Campus on Contract Basis. The relevant details are as under:

Name of the Position	:	Office Assistant
Essential Qualification	:	Candidate from a Recognized University or equivalent. Candidate will be responsible for looking after the administrative matters of IIMC Regional Campus. Preference will be given to candidates who have worked in Govt. Offices as Clerk etc.
Experience	:	Candidates should have experience of at least 3 years handling administrative matters, preferably in Govt. organization.
Job Description	:	<p>i) Assist the Regional Director in smooth day-to-day functioning of Administrative Section.</p> <p>ii) He will be responsible for looking after various office work of the Regional Campus and coordinate with IIMC, Hqrs New Delhi.</p> <p>iii) Any other task as may be given by the Regional Director.</p>
Age	:	Not more than 63 years (as on date of advertisement).
Remuneration	:	Rs. 25,000/- per month. (consolidated)
Duration of Engagement	:	Initially for a period of 6 months. Further continuation of the selected candidate will be subject to satisfactory performance and requirement of the Institute.

Interested and eligible candidates are requested to send their CV in the enclosed proforma on email id iimcrecruitmentcell@gmail.com by 5:00 pm of 18th April, 2022. Interview is proposed to be held through Video Conferencing mode. Date of interview and other details like time, link, etc. for the interview will be shared with the candidates in due course.