

INDIAN INSTITUTE OF MASS COMMUNICATION
NEW DELHI

The Department of Communication Research, IIMC invites applications for the hiring of one Associate Grade-II (Research) on contract basis initially for a period of one year.

Please refer to the attached “TERMS OF REFERENCE” for the details regarding the job descriptions, educational qualifications and experience. Interested candidates may send their applications in the prescribed format along with the updated CV through email at iimcrecruitmentcell@gmail.com latest by 5:00 pm of 13th May, 2022.

Shortlisted candidates will be informed about the date and time of the Interview through email.

POST: Associate Grade-II (Research) - 01 (One)

Job Description

Post: Associate Grade-II (Research)

Reports to: Head, Department of Communication Research

1) ROLES AND RESPONSIBILITIES:

- Perform all administrative and clerical work of the department.
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Recruitment process of project staff.
- Provide support during Seminars/Workshops/Projects/Field Surveys/ Online Webinars / Special Lectures and other meetings
- Provide logistic arrangements for the local / out-station meetings.
- Write and distribute email, correspondence memos, letters and faxes
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies
- Book travel arrangements
- Act as the point of contact for internal and external client organizations
- Liaise with senior officials with regards to the routine requirements of the Department
- Knowledge of Government Rules and Regulations

2) SKILLS REQUIRED:

- Proven experience as an Assistant or Office Assistant
- Knowledge of working in an academic management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task

3) EDUCATIONAL QUALIFICATION:

Essential: Masters' Degree in any discipline, preferably in Mass Communication/M.B.A./Management.

4) ESSENTIAL WORK EXPERIENCE:

Candidate with Masters' Degree: A minimum of five years of progressively responsible experience in

administration/clerical/office management/project management of an educational institute is required.

Candidate with experience in the area of research projects will be given preference.

5) PERIOD OF ENGAGEMENT (DURATION)

The selected candidate will be engaged for a period of one year depending on the performance of the candidate reviewed periodically by the HoD, Communication Research. Further extension beyond this period will be as per satisfactory performance of the candidate and continued requirement of the Department.

6) REMUNERATION

Total emoluments for the post would be a consolidated amount of Rs.45,000/- per month. The consolidated remuneration paid per month will be subject to deduction of Income/Tax/Service Tax as per rules and regulations of the Government of India.

7) Age limit: Not exceed 35 years as on 01.04.2022

8) APPLICATION PROCEDURE

- i.** References: Candidates should mention details of two references with whom they have worked.
- ii.** The CV should mention the Educational Qualification and Work Experience in the order of the most recent first and the earliest record and subsequent details later.
- iii.** Recruitment process will be based on face to face/online interview basis by an interview panel.

9) TA/DA

No TA/DA shall be admissible for interview, for joining the assignment or on its completion.
