



**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 Associate (Official Language) in IIMC 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 Associate (Official Language) on Contract Basis. The relevant details are as under:

<b>Name of the Position</b>	:	<b>Associate (Official Language)</b>
<b>Essential Qualification</b>	:	<b>i) Post Graduate from a recognized University in Hindi, with English as a compulsory or elective subject at the Degree level.</b> <b>ii) He/she should have Hindi typing speed of at least 40 w.p.m.</b>
<b>Desirable Experience</b>	:	<b>i) Three years experience of using/applying terminology in Hindi and translation work from English to Hindi &amp; vice-versa, under Central/State Governments/ Autonomous Bodies/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.</b> <b>ii) The candidate should know English typing at least at the speed of 20 w.p.m.</b>
<b>Job Description</b>	:	To assist the HoD in disbursing the daily routine task along with translating documents, orders, letters, question papers, etc as per requirement of the Institute.
<b>Manner of Selection</b>	:	Skill test followed by interview.
<b>Age</b>	:	Not more than 40 years (as on the last date of advertisement).
<b>Remuneration</b>	:	Rs.35,000/- per month (consolidated)
<b>Duration of Engagement</b>	:	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](mailto:iimcrecruitmentcell@gmail.com) by 5:00 pm of 31<sup>st</sup> August, 2022. Date and mode of interview and other details will be shared with the candidates in due course.**