



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 Amravati Campus 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 Amravati Campus on Contract Basis. The relevant details are as under:

Name of the Position	:	Office Assistant at Amravati Campus
Essential Qualification	:	Graduate from a Recognized University or equivalent.
Experience	:	Candidates should have experience of at least 3 years handling administrative matters, preferably in Govt. organization.
Job Description	:	i) Assist the Regional Director in smooth day-to-day functioning of the Regional Campus. ii) Look after the hostel of the Regional Campus as Caretaker. iii) Any other task as may be given by the Regional Director
Age	:	Not more than 35 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 31st August, 2022. Firm date of interview and other details will be shared with the candidates in due course.