



**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 Kottayam 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 the Southern Regional Campus of IIMC, Kottayam on Contract Basis. The relevant details are as under:

<b>Name of the Position</b>	:	<b>Office Assistant at Kottayam Campus</b>
<b>Essential Qualification</b>	:	Graduate from a Recognized University or equivalent. Candidates will be responsible for looking after the Administrative/Accounts/Library matters of the Institute.
<b>Desirable</b>	:	i) Preference will be given to the candidates who have Govt. recognized Diploma/Certificate in office automation with knowledge in MS Word and Excel. ii) Working knowledge in Malayalam & English typing/DTP.
<b>Experience</b>	:	Candidates should have experience of minimum 3 years in handling administrative/ operational matters preferably in Govt./preferably in autonomous/ reputed organizations/project.
<b>Job Description</b>	:	i) Assist the Regional Director in smooth day-to-day functioning of the Regional Campus. ii) Any other task/ responsibilities as may be given by the Regional Director.
<b>Age</b>	:	Not more than 40 years (as on date of advertisement).
<b>Remuneration</b>	:	Rs. 25,000/- per month (consolidated).
<b>Duration of Engagement</b>	:	Initially till 30 <sup>th</sup> July, 2023. 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 12<sup>th</sup> December, 2022. Firm date of interview and other details will be shared with the candidates in due course.