

Application for Engagement of Apprentices (under Apprentices Act, 1961) for one year

Indian Institute of Mass Communication, Deemed to be University engages apprentices under the Apprentices Act, 1961 purely for **ONE YEAR** apprenticeship training for the Financial Year 2026-27. Applications are invited for the engagement of apprenticeship trainees in the following disciplines.

S. No.	Subject	Educational Qualifications	Stipend Rate Rs. (Per month)
1)	Graduate Apprentice (Library) No. of Vacancies-03*	i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. ii) Knowledge of Computer Applications. <u>Desirable Qualification</u> i) Typing speed of 30 words per minute in English / Hindi.	12,300/-
2)	Graduate Apprentice (Office Assistant) No. of Vacancies-07*	<u>Essential Qualification</u> i) Bachelor's degree in any discipline or equivalent from a recognized University. ii) Knowledge of Computer Applications. <u>Desirable Qualification</u> i) Typing speed of 30 words per minute in English / Hindi.	12,300/-

(*The number of apprentices may increase or decrease depending upon the requirement of organization)

1. Candidates are required to download the application form available on IIMC's website www.iimc.gov.in.
2. As the positions are based for IIMC Hqrs. at New Delhi only, hence, applications will be considered who opted Delhi preference for written test / personal interview / skill test.
3. The candidates claiming reservation under SC/ST/OBC/EWS/PwBD category have to submit their certificate as per Central Government format, failing which their claim for reservation will be considered as 'General' category only.
4. **AGE Limit:** Candidates should be minimum of 18 years and maximum of 28 years of age on the date of written test / personal interview / skill test (relaxable by 5 years for SC/ST, 3 years for OBC and 10 / 15 / 13 years for PwBD candidates).
5. **Working Hours/Leave/Overtime:**
 - Working hours will be admissible as per Institute's timings, i.e. 09:30 A.M to

06:00 P.M.

- During the training period of one year, an apprentice will be granted 08 days Casual Leave.
- No overtime will be payable to the Apprentice during the training period.

6. Last date to submit applications: 21 days from the date of advertisement at IIMC's website.

7. Selection Procedure and Criteria: Candidates will be selected on written test / personal interview / skill test basis after short listing on the merit basis **(percentage/marks of essential qualification)**. The mode of selection may change as per the requirement of the Institute.

8. Shortlisted candidates must bring all original relevant certificates at the time of verification/interview.

9. The board will be constituted by the Vice Chancellor, IIMC for scrutiny of the applications and to shortlist the candidates (as per the vacancies indicated above) as per selection criteria.

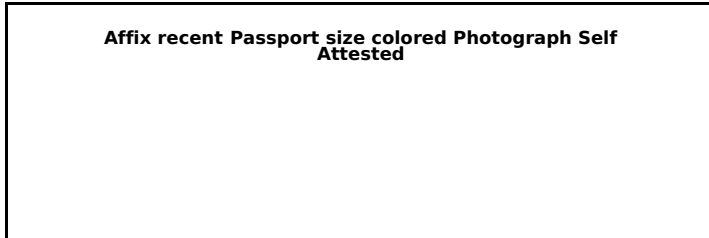
10. Only Selected candidates will be informed through offer letter/ email.

11. **Enrollment under Apprentice Act 1961:** It is **mandatory** for candidates to enroll themselves on National Apprenticeship Training Scheme (NATS) portal (<https://nats.education.gov.in>) before applying for apprenticeship training.

12. Candidates who have already undergone apprenticeship training in any institute/organisation are not eligible. The candidates who have passed in **2023, 2024, 2025 and 2026 (result awaited) will only be eligible.**

13. It may be explicitly understood that subsequent to the apprenticeship period, **IIMC shall not offer - absorption / any employment in the IIMC.**

14. No TA/DA will be paid to the applicants called at any stage of the selection process.



**APPLICATION
FORM FOR
GRADUATE**

**APPRENTICE
(LIBRARY & OFFICE ASSISTANT)**

National Apprenticeship Training Scheme (NATS) EnrollmentNo.
(<https://nats.education.gov.in>)

2. Stream applied for
3. Name of the Candidate (Capital Letter): (As recorded in Xth Class)
4. Father's/Husband's Name:
5. Date of Birth (as recorded in class Xth Certificate).....
6. Address for Correspondence (Capital Letter):

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7. E-Mail.....
8. Mobile No.
9. Permanent Address (Capital Letter):

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10. Nationality:
11. Gender (Male/Female/Others):.....
12. Category (General/SC/ST/OBC/EWS/PwBD):

(Signature of the Apprentice)

Date:

Place: