



भारतीय जन संचार संस्थान

Indian Institute of Mass Communication

(An Autonomous Institution of the Ministry of I&B, Govt. of India)

Filling up of the position of Associate (Budget & Claims) in IIMC New Delhi on Contract Basis.

IIMC which is an Autonomous Society under the Ministry of Information and Broadcasting, Govt. of India proposes to fill up the position of Associate (Budget & Claims) on Contract Basis. The relevant details are as under:

Name of the Position : **Associate (Budget & Claims)**

Essential Qualification : Post Graduate Degree in Commerce from a Recognized University or equivalent. Candidates will be responsible for looking after the accounting matters of IIMC at its Hqrs.

Or

MBA (Finance)/ CA from a Recognized University.

Or

Candidates having experience of at least 5 years in handling financial and budgetary matters in a reputable organization or retired as Under Secretary/ Section Officer from the Central/State Government.

Duties & Responsibilities : He/she will be responsible for looking after the budget and personal claims like medical, LTC, TA, etc. of the officers/ staff of IIMC at its Hqrs. in New Delhi. Familiarity with Government Budgetary system is a requirement for the position.

Age : Age not exceeding 62 years (as on date of advertisement).

Remuneration : Rs.55,000/- per month. (consolidated)

Duration of Engagement : Initially for a period of 6 months. Further continuation of the selected candidates 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 28th March, 2022. Date of interview and other details for the interview will be shared with the candidates in due course.