

**INDIAN INSTITUTE OF MASS COMMUNICATION**  
**NEW DELHI**

Advertisement No. 01/2020

Indian Institute of Mass Communication proposes to fill up the following vacancies :

- i) 1 Group 'A' Post of Registrar (Level 13 in Pay Matrix, Rs. 1,18,500-2,14,100) ;
- ii) 1 Group 'A' Post of Deputy Registrar (Level 11 in Pay Matrix, Rs. 67,700 - 2,08,700) ;
- iii) 1 Group 'A' Post of Senior Research Officer (Level 11 in Pay Matrix, Rs. 67,700 -2,08,700) ;
- iv) 1 Group 'A' Post of Assistant Registrar (Level 10 in Pay Matrix, Rs.56,100-1,77,500);
- v) 1 Group 'A' Post of Assistant Director(Official Language) (Level 10 of Pay Matrix, Rs. 56,100-1,77,500);
- vi) 1 Group 'B' Post of Sr. Private Secretary (Level 8 in Pay Matrix, Rs. 47,600-1,51,100);
- vii) 2 Group 'B' Posts of Section Officer (Level 7 in Pay Matrix, Rs. 44,900-1,42,400) ;
- viii) 2 Group 'B' Posts of Sr. Personal Assistant (Level 7 in Pay Matrix, Rs. 44,900-1,42,400) ;
- ix) 1 Group 'B' Post of Assistant (Level 6 in Pay Matrix, Rs. 35,400-1,12,400);
- x) 2 Group 'B' Posts of Library & Information Assistant (Level 6 in Pay Matrix, Rs. 35,400-1,12,400);
- xi) 1 Group 'C' Post of Junior Stenographer (Level 4 in Pay Matrix, Rs. 25,500-81,100); and
- xii) 4 Group 'C' Posts of LDC/Typist (Level 2 in Pay Matrix, Rs. 19,900-63,200).

2. Qualification prescribed in the Rectt. Rules of the posts are as detailed below :

**i) 1 Post of Registrar :**

The post is proposed to be filled up by Direct Rectt. by an officer having the following qualifications :

- (1) Master's Degree with at least 55% marks or its equivalent Grade B in the UGC 7 point scale from a recognized University or equivalent.
- (2) (a) At least 10 years experience as Assistant Professor in the AGP of Rs. 7000 (Level 11 of 7<sup>th</sup> CPC) and above or with 5 years of service in the AGP of Rs. 8000 and above, including 3 years experience in Educational Administration.

Or

- (b) Comparable experience in Research establishments and other institutions of higher education.

Or

(c) 10 years administrative experience, out of which 6 years as Deputy Registrar or its equivalent post at Level 11 of Pay Matrix (7<sup>th</sup> CPC).

Age limit : Not exceeding 50 years as on the closing date of receipt of applications.

The post is open to all.

ii) **1 Post of Deputy Registrar :**

The post is proposed to be filled up on deputation basis by officers from the Central/State /UT Govt. fulfilling the following conditions :

(a) holding analogous posts on regular basis in the parent cadre/ department;

Or

(b) with 7 years service on a regular basis in Level 7 of Pay Matrix/in posts in PB-2, Rs. 9,300-34,800/- with Grade Pay Rs. 4,600/-.

Age limit : Not exceeding 56 years as on the closing date of receipt of applications.

The post is open to all.

iii) **1 Post of Senior Research Officer :**

The post is proposed to be filled up by Direct Recruitment by candidates having the following educational and other qualifications :

**Essential :**

(a) Master's Degree in Social Science/Statistics/Economics from a recognized University.

(b) Five years experience in studying design, field work, coding, tabulation and analysis.

(c) Knowledge of media planning.

**Desirable :**

Experience in reputed national research organization.

Age limit : Not exceeding 45 years as on the closing date of receipt of applications.

The post is open to all.

iv) **1 Post of Assistant Registrar :**

The post is proposed to be filled up on deputation basis by officers from the Central Govt./Autonomous Societies fulfilling the following conditions :

(a) holding analogous post on regular basis in the parent cadre or department;

Or

(b) having 3 years regular service in the grade of Section Officers (Level 7 of the Pay Matrix) or equivalent post in the parent cadre or department.

Age limit : Not exceeding 56 years as on the closing date of receipt of applications.

The post is open to all.

v) **1 Post of Assistant Director (Official Language) :**

The post is proposed to be filled up by Direct Rectt. by an officer having the following qualifications :

**Essential:**

(1) Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the Degree level;

Or

Master's Degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level;

Or

Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the Degree level;

Or

Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of examination at the Degree level;

Or

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the Degree level;

- (2) Three years' experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/ State Governments/ Autonomous Body/ Statutory Organisations/ PSUs/ Universities or recognized research or educational institutions.

Or

Three years' experience of teaching in Hindi and English or research in Hindi or English under Central/ State Government/ Autonomous Body/ Statutory Organisations/ PSUs/ Universities or recognised research or educational institutions.

**Desirable:**

Studied one of the languages other than Hindi included in the 8<sup>th</sup> schedule of the Constitution at 10<sup>th</sup> level from a recognised Board.

Age Limit : 35 years (Relaxable for departmental candidates/Govt. Servants up to 5 years as per the instructions issued by the Govt. of India)

The post is open to all.

**vi) 1 Post of Senior Private Secretary :**

The post is proposed to be filled up on deputation basis by officials from the Central Govt./Autonomous Societies fulfilling the following conditions :

- (a) holding analogous post on regular basis in the parent cadre or department;

Or

- (b) having five years regular service in the grade of Senior Personal Assistant (Level 7 of the Pay Matrix) or equivalent post in the parent cadre or department.

Age limit : Not exceeding 56 years as on the closing date of receipt of applications.

The post is open to all.

**vii) 2 Posts of Section Officers :**

1 post is proposed to be filled up by deputation and 1 post by Direct Recruitment. For Direct Rectt., the candidates should possess Degree of a recognized University or equivalent and have working knowledge of computer application. Age limit for Direct Recruitment : 27 years on the closing date for receipt of application.

The other post is proposed to be filled on deputation basis by candidates from Central Govt./Autonomous Societies fulfilling the following conditions :

(a) holding analogous post on regular basis in the parent cadre or department;

Or

(b) having 6 years regular service in the grade of Assistant (Level 6 of the Pay Matrix) or equivalent post in the parent cadre or department.

Age limit for deputation : Not exceeding 56 years as on the closing date for receipt of examinations.

Both the posts are open to all.

**viii) 2 Posts of Senior Personal Assistants :**

The posts are proposed to be filled up by deputation basis by officials of Central Govt./Autonomous Societies fulfilling the following conditions :

(a) holding analogous post on regular basis in the parent cadre or department;

Or

(b) having five years regular service in the grade of Senior Stenographer (Level 6 of the Pay Matrix) or equivalent post in the parent cadre or department.

Age limit : Not exceeding 56 years as on the closing date of receipt of applications.

The posts are open to all.

**ix) 1 Post of Assistant :**

The post is proposed to be filled up by Direct Rectt. from amongst candidates possessing degree of a recognized University or equivalent. Age limit is 27 years as on the last date of receipt of applications.

The post is reserved for ST candidate.

x) **2 Posts of Library & Information Assistants :**

The Posts are proposed to be filled up by Direct Recruitment from amongst candidates possessing the following qualifications :

**Essential :**

(a) Bachelor Degree in Library Science or Library and Information Science of a recognized University/Institute.

(b) Two years' professional experience in a Library under Central/ State Government/Autonomous or Statutory organization/PSU/ University or recognized research or educational institution.

**Desirable :**

Diploma in Computer Application from a recognized University or Institute.

Age limit : Not exceeding 30 years on the closing date of receipt of applications.

The posts are open to all.

xi) **1 Post of Jr. Stenographer :**

The Post is proposed to be filled up by Direct Recruitment from amongst candidates having the following educational and other qualifications:

(a) 12<sup>th</sup> Class Pass or equivalent from a recognized Board or University.

(b) Skill Test Norms: Dictation: 10 mts. @ 80 w.p.m. Transcription: 65 mts. (Eng), 75 mts. (Hindi) (on manual typewriter)

Or

(c) 50 mts. (Eng.), 65 mts (Hindi) on computer.

Age limit : Not exceeding 27 years on the closing date of receipt of applications.

The post is open to all.

xii) **4 Posts of LDCs/Typists :**

The Posts are proposed to be filled up by Direct Recruitment from amongst candidates possessing the following qualifications:

(a) 12<sup>th</sup> Class Pass or equivalent qualification from a recognized Board or University.

(b) A typing speed of 30 words per minute (w.p.m.) in English or 25 w.p.m. in Hindi on manual typewriter

Or

A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.

Notes :

1. A candidate not possessing the requisite qualification in typing may be appointed to the post subject to the condition that he will not be given increment or confirmed in the grade till he acquires a speed as mentioned above in point (b).
2. A physically handicapped candidate who is otherwise well qualified to hold a clerical post but does not possess the requisite qualification in typing may be appointed to the post provided a Civil Surgeon certifies that the said handicapped candidate is not in a fit condition to be able to type.

Age limit : Between 18 and 27 years of age. (Relaxable for departmental candidates/ Govt. servants up to 40 years of age in accordance with the instructions issued by the Govt. of India)

Out of the 4 Posts, 2 posts are open to General Category, 1 post is reserved for SC candidate and 1 post is reserved for Persons with Disability in Deaf & Hard of Hearing category.

3. Applications in the prescribed proforma, complete in all respects, should reach the Assistant Registrar (Admn.), Indian Institute of Mass Communication, New JNU Campus, Aruna Asaf Ali Marg, New Delhi-110 067 latest by 5.00 pm of 15<sup>th</sup> December, 2020, along with a Demand Draft of Rs. 500 for General category candidates and Rs. 250 for reserved category candidates, to be drawn in favour of the Indian Institute of Mass Communication, New Delhi

4. Other important instructions are as under :

i) Incomplete applications shall liable to be rejected and no correspondence will be entertained in the matter;

ii) Relaxation in age for reserved category candidates will be permissible as per Govt. of India's instructions in the matter.

iii) Selection to all Groups 'A' & 'B' posts will be done based on written test followed by interview. Only those candidates will be called for interview who will be found to be qualifying in the written test as per the criteria fixed by the Selection Committee ;

iv) Selection to Group 'C' posts will be based on written test, followed by skill test/typing test. Only those candidates will be called for skill test/typing test who will be found to be qualifying in the written test as per the criteria fixed by the Selection Committee ;

v) The Institute reserves the right :

- (a) To fix criteria for screening the applications so as to reduce the number of candidates to be called for written tests ;
- (b) To increase/decrease the number of vacancies on its own discretion ;
- (c) To frame a panel for filling up future vacancies arising during the tenability of panel which is normally operative for one year ;
- (d) Not to fill up all or any of the vacancies advertised, if the circumstances so warrant.

vi) No TA/DA or local conveyance shall be paid to the candidates called for written tests/interview /skill test/typing test;

vii) Applications received after last date shall not be entertained and the Institute will not be responsible for any postal delay ;

viii) The applicant should clearly mention the name of the post applied for on the top of the envelope.

ix) Any dispute arising in the matter of filling of the advertised vacancies will be subject to the jurisdiction of the courts in Delhi.

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INDIAN INSTITUTE OF MASS COMMUNICATION  
NEW DELHI

**Guidelines for submission of Online Applications for various Non-Academic Posts in IIMC in response to Advertisement No. 01/2020**

This is in respect of IIMC's detailed Advt. No. 01/2020 wherein Applications have been sought in respect of the following posts :

- i) 1 Group 'A' Post of Registrar ;
- ii) 1 Group 'A' Post of Deputy Registrar ;
- iii) 1 Group 'A' Post of Senior Research Officer ;
- iv) 1 Group 'A' Post of Assistant Registrar ;
- v) 1 Group 'A' Post of Assistant Director(Official Language);
- vi) 1 Group 'B' Post of Sr. Private Secretary;
- vii) 2 Group 'B' Posts of Section Officer ;
- viii) 2 Group 'B' Posts of Sr. Personal Assistant ;
- ix) 1 Group 'B' Post of Assistant ;
- x) 2 Group 'B' Posts of Library & Information Assistant ;
- xi) 1 Group 'C' Post of Junior Stenographer ; and
- xii) 4 Group 'C' Posts of LDC/Typist.

2. **Date from which online applications may be submitted: 1<sup>st</sup> December, 2020.**

3. For any query relating to eligibility, age relaxation and other administrative aspects, e-mail could be sent to [iimcrectt2020@gmail.com](mailto:iimcrectt2020@gmail.com) and for any technical problem in online submission of application, e-mail could be sent to [iimctechnical@gmail.com](mailto:iimctechnical@gmail.com) for requisite clarification.

4. Applicants are requested to read the eligibility criteria carefully in the detailed Advertisement uploaded in IIMC's website, viz., <http://www.iimc.gov.in>. Application submitted through online mode does not imply that the candidate has fulfilled all the eligibility criteria. Application will be subjected to scrutiny at later stage also and it will be rejected if found that the applicant does not fulfill the eligibility criteria or he/she has misrepresented/suppressed the information.

5. Candidates applying for more than one post should indicate the same e-mail id and mobile no. in all the applications. In case these details are not same, it may lead to clash in Exam time, etc.

6. Check list :

Candidates are required to keep the following documents handy before attempting to submit application online :

- i) Credit card/Debit card/Bank details for payment of fee ;
- ii) Scanned Photograph of frontal view in white background (Pixel Size: 413 x 531/ File Size: 20-40 KB) ; and
- iii) All Certificates regarding essential qualifications, Date of Birth, Reservation Certificate (SC/ST/OBC/EWS) (for ensuring accuracy of facts entered, but the certificates need not be uploaded).

7. Important Instructions

The following are the steps for online submission of application :

- i) Step-1 : Reservation of Application : Submission of details of Applicant, and receipt of Application No.
- ii) Step-2 : Uploading of candidate's scanned photograph
- iii) Step-3 : Payment of prescribed fee and then to Submit Application by clicking on Submit Application button.

8. The Application shall be treated to be complete only if all the three mandatory steps, i.e., Step-1, Step-2 and Step-3 are completed successfully.

9. Applicants may view the Application details from the View/Print Application menu option available on the Home Page by providing Application No., Identity details, Date of Birth, Mobile No., etc.

10. Applicant is required to make sure that "Application Status" in respect of the application is shown to be "Submitted Successfully", failing which application will be treated as incomplete and rejected. Thereafter, no further communication will be entertained by the Institute in this regard.

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INDIAN INSTITUTE OF MASS COMMUNICATION  
NEW DELHI

Dated 6<sup>th</sup> December, 2020.

CIRCULAR

Subject: Extension of Last Date for Receipt of Applications for Various Non-Academic Post of IIMC.

In the IIMC's Advertisement No.01/2020 for filling up of various Non-Academic Posts of the IIMC, the last date was decided to be 15<sup>th</sup> December, 2020. **The Competent Authority has since decided to extend the said date to 15<sup>th</sup> January, 2021.**

2. **Candidates are requested to submit applications only through Online Mode.**
3. Arrangements for receipt of applications through Online Mode will be made operational by 9<sup>th</sup> December, 2020.

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भारतीय जन संचार संस्थान  
Indian Institute of Mass Communication  
(An Autonomous Institution of the Ministry of I&B, Govt. of India)

**Advertisement No. 01/2020**

Indian Institute of Mass Communication proposes to fill up 18 posts in 12 categories. They include :

- i) 1 Group 'A' Post of Registrar ;
- ii) 1 Group 'A' Post of Deputy Registrar ;
- iii) 1 Group 'A' Post of Senior Research Officer ;
- iv) 1 Group 'A' Post of Assistant Registrar ;
- v) 1 Group 'A' Post of Assistant Director(Official Language) ;
- vi) 1 Group 'B' Post of Sr. Private Secretary ;
- vii) 2 Group 'B' Posts of Section Officer ;
- viii) 2 Group 'B' Posts of Sr. Personal Assistant ;
- ix) 1 Group 'B' Post of Assistant ;
- x) 2 Group 'B' Posts of Library & Information Assistant ;
- xi) 1 Group 'C' Post of Junior Stenographer ; and
- xii) 4 Group 'C' Posts of LDC/Typist.

2. For further details like qualification prescribed for the posts, no. of posts reserved for different category of candidates, proforma in which application is required to be submitted, manners of selection, etc., candidates may please see the 'Vacancy' Section of the IIMC's website, i.e., <http://www.iimc.gov.in>.

3. Applications may please be sent only through Online Mode as per link provided in the website of Indian Institute of Mass Communication, i.e., <http://www.iimc.gov.in> latest by 5.00 pm of 15<sup>th</sup> January, 2021, along with online payment of Rs. 500 for General category candidates and Rs. 250 for Reserved category candidates i.e., SC, ST and PwD.

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