



भारतीय जन संचार संस्थान
Indian Institute of Mass Communication

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 2025-2026. 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 (Office Assistant) No. of Vacancies-03*	<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.	9000/-

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

- Candidates are required to download the application form available on IIMC's website www.iimc.gov.in.
- Applications duly filled by the candidates should reach at the following address:- **The Deputy Registrar, Indian Institute of Mass Communication, Aruna Asaf Ali Marg, JNU New Campus, New Delhi – 110067.**
- As the positions are based for IIMC Hqrs. at New Delhi only, hence, applications will be considered of the residents of Delhi NCR. Outstation candidates who opted Delhi preference may also be considered for written test / interview.
- The candidates claiming reservation under SC/ST/OBC category have to submit their certificate as per Central Government format, failing which their claim for reservation will be considered as 'General' category only.
- AGE Limit:** Candidates should be minimum of 18 years and maximum of 28 years of age on the date of written test / personal interview (relaxable by 5 years for SC/ST and 3 years for OBC candidates).
- 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.
- Last date to submit applications: 15 days from the date of advertisement at IIMC's website.**
- Selection Procedure and Criteria:** Candidates will be selected on written test / personal interview 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.
- Shortlisted candidates must bring all original relevant certificates at the time of verification/interview.
- 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.
- Only Selected candidates will be informed through offer letter/ email.**
- 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.
- Candidates who have already undergone apprenticeship training in any institute/organisation are not eligible. The candidates who have passed in 2023, 2024 and 2025 will only be eligible.
- It may be explicitly understood that subsequent to the apprenticeship period, **IIMC shall not offer - absorption / any employment in the IIMC.**
- No TA/DA will be paid to the applicants called at any stage of the selection process.



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Annexure

Affix recent
Passport size
colored
Photograph
Self Attested

**APPLICATION FORM FOR GRADUATE APPRENTICE
(OFFICE ASSISTANT)**

1. National Apprenticeship Training Scheme (NATS) Enrollment No.
(<https://nats.education.gov.in>)
2. Name of the Candidate (Capital Letter): (As
recorded in Xth Class)
3. Father's/Husband's Name:
4. Date of Birth (as recorded in class Xth Certificate).....
5. Address for Correspondence (Capital Letter):
.....
.....
6. E-Mail.....
7. Mobile No.
8. Permanent Address (Capital Letter):
.....
.....
9. Nationality:
10. Gender (Male/Female):.....
11. Category (General/SC/ST/OBC):

Date :

(Signature of the Apprentice)

Place :