



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 Production Assistant, Apna Radio 96.9 FM in IIMC New Delhi on Contract basis.

IIMC has an in-campus Community Radio called 'Apna Radio' to proliferate and promote the growth of highly effective medium of communication by providing practical exposure to the student community and the local population.

- Name of the Position** : **Production Assistant (Apna Radio 96.9 FM)**
- Essential Qualification** : Graduate in any discipline.
- Desirable** : Graduation or Post Graduation in Mass Communication and Journalism. Experience of working with any Community Radio Station. Be well aware of issues, events and areas at local and national levels.
- Professional Educations** : i) Must possess at least 3 years experience in a broadcasting set up as a Producer/ Presenter/Production Assistant/ Broadcast Assistant.
ii) Must possess a good voice quality. Must be able to edit programmes and handle broadcast. Must have good command on written and verbal Hindi.
- Job/Work Responsibilities** : Knowledge of editing programmes on various software. Candidate should be able to handle live and large event recordings and any other work assigned by HoD, Apna Radio.
- Duration of Engagement** : Initially for a period of 6 months which could be extended if his/her services are found to be satisfactory and there is continued requirement of the position in the IIMC.
- Age** : Not more than 40 years (as on the last date of advertisement).
- Remuneration** : Rs. 30,000/- per month (consolidated).

Application Procedure

- i. Candidates are required to send their CV with scanned copies of the supporting documents.
- ii. Candidates should provide names and numbers of two supervisors with whom they have worked as references.
- iii. Recruitment process will include written test/practical/interview.
- iv. Candidate will have to fill-up the prescribed proforma as their applications

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 12th May, 2023. Interview is proposed to be held through online mode. Firm date of interview like time, link, etc. will be shared with the candidates in due course.