

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

Filling up of position of Associate-Grade II, English in the Publications Department, IIMC New Delhi on Contract Basis.

Indian Institute of Mass Communication (IIMC) an Autonomous Society under the Ministry of Information and Broadcasting, Govt. of India intend to fill up one position of Associate Grade II English in the Publications Department on Contract Basis. The relevant details are as under:

Name of the Position	:	<u>Associate Grade-II, English (Publications Department)</u>
Essential Qualification	:	Master's Degree in Journalism & Mass Communication on any discipline of Science, Social Science with good command over English with 50% marks in aggregate.
Experience	:	Minimum 7 years experience of Editing in a reputed government/private publishing house having working knowledge of all the editorial and publishing processes. Knowledge of typography, graphic design and printing process.
Duties and Responsibilities	:	To assist HoD, Publications in Editing/copy editing of the manuscripts (English); Working knowledge of Layout and Design (InDesign /CorelDraw/ Illustrator), maintaining double-blind peer review process; screening of the research papers as per the set parameters of the Publications Department; Screening of book proposals/manuscripts, etc.
Desirable	:	Experience of working in InDesign software
Age	:	Not more than 55 years (as on date of advertisement).
Remuneration	:	Rs. 45,000/- per month (consolidated)
Duration of Engagement	:	Initially for a period of 6 months. Further continuation of the selected candidate will be subject to satisfactory performance and requirement of the Institute.
Mode of selection	:	Written Exam followed by interview in <u>offline</u> mode.

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 15th May, 2023. Candidates will be required to appear at written exam to be held in the IIMC. After the written exam, candidates will be interviewed in physical mode (offline) by a duly constituted Selection Committee. Date and time for the written exam/ interview shall be informed to the candidates accordingly.