



भारतीय जन संचार संस्थान

Indian Institute of Mass Communication

Aruna Asaf Ali Marg, JNU New Campus, New Delhi 110 067

(Advt. No. 03/2025)

Indian Institute of Mass Communication, established in 1965 by the Ministry of Information & Broadcasting, is a premier Institute of mass communication education, research and training. It has its main campus in New Delhi and Regional Centers in Aizawl (Mizoram), Amravati (Maharashtra), Dhenkanal (Odisha), Jammu (Jammu & Kashmir) and Kottayam (Kerala).

IIMC invites applications to fill up the following vacancies:

S. No	Post Name & Pay Level	New Delhi	Dhenkanal	Aizawl	Amravati	Jammu	Kottayam	Group	Total Posts
1	Library & Information Officer, Level – 11	1 (UR)	-	-	-	-	-	A	01
2	Assistant Editor, Level -10	#1 (Deputation)						A	#01
3	Assistant Registrar, Level – 10	-	1 (UR)	1 (UR)	1 (UR)	1 (OBC)	1 (UR)	A	05
4	Section Officer, Level – 7	-	-	1 (UR)	1 (OBC)	1 (UR)	1 (UR)	B	04
5	Senior Research Assistant, Level – 6	1 (UR)	-	-	-	-	-	B	01
6	Assistant, Level – 6	2 (UR)	2 (UR)	1 (UR) 1 (EWS)	1 (UR) 1 (OBC)	1 (ST)	1 (OBC) 1 (UR)	B	11
7	Professional Assistant, Level – 6	-	1 (UR-PwD)	1 (OBC)	1 (UR)	1 (UR)	1 (UR)	B	05
8	Junior Programmer, Level – 6	-	1 (UR)	1 (UR)	1 (UR)	1 (OBC)	1 (UR)	B	05
9	Upper Division Clerk, Level – 4	1 (UR) 1 (UR-PwD) 1 (OBC)	1 (UR) 1 (OBC)	1 (UR)	1 (UR) 1 (SC)	1 (UR) 1 (EWS)	1 (UR) 1 (OBC)	C	12
10	Stenographer, Level – 4	1 (UR)	1 (UR)	1 (SC)	1 (OBC)	1 (UR)	1 (OBC)	C	06
Total Posts		9	8	8	9	8	9		51

Application Fee:

S. No	Group	Category	Fee (Rs.)
1.	A Posts	UR/OBC	1500.00
2.	A Posts	SC/ST/Women/EWS/PwD	750.00
2.	B Posts	UR/OBC	1000.00
3.	B Posts	SC/ST/Women/EWS/PwD	500.00
4	C Posts	UR/OBC	500.00
5	C Posts	SC/ST/Women/EWS/PwD	250.00
6	Deputation Posts	Any category	NIL

Start date online Application Form: **13.12.2025**

Last date of submission of online Application upto: **12.01.2026**

Last date of submission of Hard Copy of Application upto : **19.01.2026**. on or before 5.00 P.M.

Online link (<https://iimcnt.samarth.edu.in/>) will be available live from **13.12.2025**

Only online applications will be accepted. The hard copy of online application form alongwith all self- attested testimonials, certificates/ educational qualifications and all supporting documents alongwith a Demand Draft as detail above to be drawn in favor of the **Indian Institute of Mass Communication** payable at **New Delhi** should reach to “The Deputy Registrar, Indian Institute of Mass Communication, Aruna Asaf Ali Marg, New JNU Campus, New Delhi – 110067” in closed envelop within a week from the last date of submission of Online Application Form, positively by **19.01.2026** by Speed Post / Registered Post only, failing which the application will be rejected. Any other mode of payment will not be accepted nor refunded.

FOR ANY QUERY PLEASE SEND E-MAIL : deputy.registrar@iimc.gov.in

Qualification prescribed in the Recruitment Rules of the Posts are as detailed below:

1. Post of Library & Information officer, level – 11

Essential:

- i) Master's Degree in Library Science or Library and Information Science of a recognized University / Institute;
- ii) (ii) Five years' professional experience in a Library at the pay level 10 or above under Central/State Government / Autonomous or Statutory organization/PSU/ University or Recognized Research or Educational Institution.

Desirable:

- i) One year experience of computerizing Library activities in a Library under Central/State Government / Autonomous or Statutory organization/ PSU/ University or recognized Research or educational Institution.
- ii) One-year Professional experience in the specific areas of activities of the Department / Ministry viz technical or scientific, if any.
- iii) Diploma in Computer Application from a recognized University or Institute.

Age limit : Not exceeding **40 years** on the closing date of receipt of applications

2. Post of Assistant Editor , level – 10 (Deputation)

Essential:

- i) Master's Degree in Journalism/ Communication/ Social Science/ Literature from a recognized University or equivalent.
- ii) Five years experience of editing, production and publication of books and journals in a newspaper/ publishing or advertising agency in any Central /State Government / University/ PSU and other Central or State Autonomous Institutions or in any reputed Private companies/an organization with minimum annual turnover of at least Rs.200/- Crores or more.

Desirable:

Working knowledge in publication work and training in computerization.

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

3. Post of Assistant Registrar, level – 10

Essential Qualifications:

- i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- ii) The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.

Desirable Qualification:

- i) Three Years' Experience as Section Officer in the Level 7 or above in any Central / State Government / University/ PSU and other Central or State Autonomous Institutions.

Age limit : Not exceeding **40 years** on the closing date of receipt of applications

4. Posts of Section Officer, level – 7

Essential Qualifications:

- i) A Bachelor's Degree in any discipline from any recognized Institute/ University.
- ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Government / University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more.
- iii) Proficiency in Computer Operation, noting and drafting.

Age limit : Not exceeding **35 years** on the closing date of receipt of applications

5. Post of Senior Research Assistant, level –6

Essential:

- i) Master's degree in Social Sciences such as Mass Communication, Sociology, Anthropology, Psychology from a recognized University.
- ii) Three years research experience in Mass Communication/ Social Sciences or allied field in any Central/State Government organization/ University/ PSU and other Central or State Autonomous Institutions.

Desirable:

- i) Diploma in Research Methodology from a recognized University or Institute.
- ii) PG Diploma in Mass Communication & Journalism from a recognized Institution.
- iii) Knowledge of Data Processing and Statistics.

Age limit: Not exceeding **40 years** on the closing date of receipt of applications

6. Posts of Assistant, level – 6

Essential Qualifications:

- i) Bachelor Degree from a recognized University/Institution.
- ii) Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.
- iii) Proficiency in Typing, Computer applications, noting and drafting.

Age limit : Not exceeding **35 years** on the closing date of receipt of applications

7. Post of Professional Assistant, level – 6

Essential:

- i) Master's Degree in Library & Information Science from any recognized University/ Institution with 02 years experience in the relevant field in a University/ Research establishment/ Central/ State Government / PSU and Library of other autonomous Institutions.
OR
- ii) Bachelor's Degree in Library/ Library and Information Science from any recognized Institute/ University with 03 years experience in the relevant field in a University/ Research Establishment /Central /State Government /PSU and Library of other autonomous Institutions.
- iii) Knowledge of Computer Applications.

Desirable:

- i) Diploma in Computer Application from a recognized University or Institute.

Age limit : Not exceeding **35 years** on the closing date of receipt of applications

8. Posts of Junior Programmer, level- 6

Essential Qualification:

- i) B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering.
OR
- ii) M.C.A./M.Sc.in Computer Science
- iii) 02 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under
- iv) WINDOWS /LINUX/ UNIX platforms from a recognized Public/PUS /Private organization with annual turnover of Rs. 200 crore or more.

Age limit : Not exceeding **35 years** on the closing date of receipt of applications

9. Posts of Upper Division Clerk, level – 4

Essential Qualifications:

- i) A Bachelor's Degree from any recognized Institute/University.
- ii) Two year experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Government / PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.
- iii) Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm
- iv) Proficiency in Computer Operations.

Age limit : Not exceeding **32 years** on the closing date of receipt of applications

10. Posts of Stenographer, level - 4

Essential Qualifications:

- i) A Bachelor's Degree in any discipline from any recognised Institute/ University.
- ii) Proficiency in Stenography in English or Hindi with minimum speed of 80wpm.
- iii) Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.
- iv) Knowledge of Computer Applications.

Desirable Qualifications: Proficiency in English and good communication skills.

Skill Test Norms on Computer:

- i) Dictation: 10minutes@80w.p.m.
- ii) Transcription: 50minutes English/65 minutes Hindi

Age limit: Not exceeding **32 years** on the closing date of receipt of applications

Other important instructions are as under:

- 1.1 Selection to all Groups 'A' posts will be done based on written test, Skill Test followed by interview. Only those candidates will be called for interview who will be found to be qualifying in the written test and skill test as per the criteria fixed by the Selection Committee;
- 1.2 Selection to Group 'B' and Group 'C' posts will be based on written test, following by skill test. Only those candidates will be called for skill test who will be found to be qualifying in the written test as per the criteria fixed by the Selection Committee;
- 1.3 Relaxation in age for reserved category candidates will be permissible as per Govt. of India's instructions in the matter.
- 1.4 Persons with Benchmark Disability (PwBD) shall be considered subject to availability and suitability of positions for OH, HH & VH as per reservation norms. The PwBD candidates shall be provided horizontal reservation as per the Government Guidelines wherever PwBD candidates are available.²³
- 1.5 Applicants should possess the prescribed qualifications, experience and Eligibility criteria as on the closing date of applications, as prescribed by the University from time to time for the respective posts. Applicants are required to produce specific certificates as per eligibility conditions.
- 1.6 It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience and submit the application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading, information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, appointment of the candidate shall be liable to termination forthwith as per this clause. In case of any ambiguity in the recruitment Rules in general and eligibility in particular for any post, the decision of the Executive Council shall be final.
- 1.7 The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of tests or interview wherever applicable. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/interview and his candidature may be treated as cancelled without any further communication in this regard.
- 1.8 The applications received for the posts shall be shortlisted/ screened in compliance with the shortlisting/ screening guidelines laid down by the IIMC.
- 1.9 The terms & conditions of deputation shall be governed by DoPT OM No.6/8/2009- Estt.(Pay II) dated 17.06.2010 & as amended time to time. The initial period of deputation shall be 03 year, extendable as per extant rules, subject to review of performance. The maximum age should not exceed 56 years as on the last date of the receipt of application.
- 1.10 Candidates applying on deputation are required to submit their applications **through proper channel**, along with **Vigilance Clearance** and **duly attested copies of the APARs of the last five years** by the Competent Authority.
- 1.11 The selected candidate shall be liable to serve anywhere in India within the jurisdiction of the IIMC i.e. Delhi, Amravati, Dhenkanal, Aizwal, Kottayam, Jammu (all centers) or any other places within India.
- 1.12 The appointment of a candidate shall be subject to verification of character, antecedents, educational qualifications, experience and medical fitness by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, medical, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/ terminated forth with.
- 1.13 The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours /holidays which the employee shall have to perform without fail to avoid any disciplinary action.
- 1.14 At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned and a copy of the same shall be kept with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
- 1.15 The Institute reserves the right to withdraw an advertisement, either partly or wholly, at any time, without assigning any reasons. The Institute reserves the right to increase or decrease the number of vacancies.

- 1.16 Institute reserves the right to frame a panel for filling up future vacancies arising during the tenability of panel which is normally operative for one year;
- 1.17 If advertisement for any post is withdrawn by the Institute, the application fee collected from the candidate shall be refunded within a reasonable period of time.
- 1.18 In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
- 1.19 In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
- 1.20 Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for Written test. The Institute may restrict the number of applicants to be called for Written test on the recommendations of the short listing/screening committee, constituted by the Competent Authority.
- 1.21 The following categories of persons shall not be eligible to apply for any position in the Institute:
- 1.21.1 Who has been convicted by any Court of Law or any criminal proceedings are pending against him;
 - 1.21.2 Who is a person of unsound mind and questionable conduct or not medically fit to perform his duties.
 - 1.21.3 Who has entered in to or contracted a marriage with a person having a living spouse; Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
 - 1.21.4 Who is not a citizen of India; and
 - 1.21.5 Any other category of person disqualified for appointment by the Government of India/State Government /UGC from time to time.
- 1.22 No TA/DA shall be paid to applicants for attending Written Test/Skill Test/ Interview.
- 1.23 Any dispute arising in the matter of filling of the advertised vacancies will be subject to the jurisdiction of the Courts in Delhi
- 1.24 The retirement age for all positions will be 60 years (except for deputation posts). In case of deputation posts, the retirement age shall be 60 years or completion of the approved deputation tenure, whichever is earlier.
- 1.25 Anything which is not mentioned here will be as per institute norm as approved by the Competent Authority.
- 1.26 All correspondence from the Institute, if any, shall be sent only at the e-mail address provided by the applicant in the filled application form. The applicants are advised to check the website of the Institute regularly for updates.
- 1.27 Any addendum/dedendum/corrigendum, if any, shall be posted on our website www.iimc.gov.in only.
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Last date: Online application complete in all respect should be submitted on or before **12.01.2026**. and must be reach the Deputy Registrar, IIMC, Aruna Asaf Ali Marg, JNU New Campus, New Delhi – 110067 latest by 5.00 p.m. of **19.01.2026** along with all relevant supporting documents and a Demand Draft of prescribed fee of particular post to be drawn in favor of the **Indian Institute of Mass Communication** payable at **New Delhi**.
