



भारतीय जन संचार संस्थान  
Indian Institute of Mass Communication

F. No. V/1588/2020-MCI (Vol-I)

Dated the 15<sup>th</sup> December, 2023

**CIRCULAR**

(Advt. No. 02/2023/MCI)

Indian Institute of Mass Communication which is an autonomous Society under the Ministry of Information & Broadcasting, Government of India proposed to fill up a vacant 2 Posts of Section Officer on deputation basis (One Post for IIMC Headquarters Delhi and One post for IIMC Regional Centre Dhenkanal Odisha). The deputation period will be for 3 years which could be extended for further period as may be permissible as per Deptt. of Personnel & Training's instructions in the matter.

**2. Vacancy Details**

S.No.	Post Name	No of Vacancy	Pay Level 7 <sup>th</sup> CPC	Location
1	Section Officer	1	Rs. 44,900 – 1,42,400	Delhi
2	Section Officer	1	Rs. 44,900 – 1,42,400	Dhenkanal (Odisha)

**3. Eligibility:**

Employees of Central/State Govt./Autonomous Bodies etc. are eligible for the vacancy, subject to following conditions :

a) Holding analogous post on regular basis in their parent cadre/department.

Or

b) With 6 years regular service at the level of Assistant in Level 6 of Pay Matrix.

c) The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of application.

4. Eligible candidates may please send their dully filled application in the prescribed proforma attached herewith through proper channel along with No Objection Certificate, ACR/APAR Dossier and latest Integrity & Vigilance Clearance Certificate from their parent organization so as reach the Assistant Registrar (Admin), Indian Institute of Mass Communication, New JNU Campus, Aruna Asaf Ali Marg, New Delhi – 110067 latest by 5:00 pm of 15<sup>th</sup> January, 2024. **Application not forwarded through proper channel/ application received late or those received without the requisite certificates and necessary documents will not be entertained.**

(Ritesh Pathak)  
Assistant Registrar

Encl : Proforma for application.

To  
All Admn. Of All Ministries/Deptts. in the Govt. of India, including Media Units under the Ministry of I&B,  
etc.

Encl : Proforma for application.

(One Post for IIMC Headquarters Delhi and One post for IIMC Regional Centre Dhenkanal Odisha)



भारतीय जन संचार संस्थान

Indian Institute of Mass Communication

**Application form for the post of Section Officer on Deputation basis**

To affix Passport  
Size Photo

Location Applied For:  Delhi  Dhenkanal

1. Name (in Block Letters)	
2. Father's Name	
3. Date of Birth (in Christian era) Age as on 15 <sup>th</sup> January, 2024	..... .....
4. Category	
5. Mobile No.	
6. Email ID	
7. Correspondence Address	

8. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
9. Highest Educational Qualifications	

10. Details of Employment in chronological order. Enclose a separate duly authenticated by your signature, if the space below is insufficient.

<b>Office/Institution</b>	<b>Post held on regular basic</b>	<b>From</b>	<b>To</b>	<b>Pay band and Grade Pay/Pay Scale of the post held on regular basis.</b>	<b>Nature of Duties (in detail) highlighting experience required for the post applied</b>

### 11. Details of Present Employment

Designation along with Pay Level as per 7 <sup>th</sup> CPC		
Name of Organization		
Nature of work		
Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.		
12. Total emoluments per month now drawn		
<b>Basis Pay in the PB</b>	<b>Grade Pay</b>	<b>Total Emoluments</b>
13. In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
<b>Basic Pay with Scale of Pay and rate of Increment</b>	<b>Dearness Pay/ Interim relief/ other Allowances etc.(with break-up details)</b>	<b>Total Emoluments</b>

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the above application form in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection on my selection has been suppressed / withheld.

**(Date)** \_\_\_\_\_

**(Signature of the candidate)**

**Address** \_\_\_\_\_

\_\_\_\_\_

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## Certification by the Employer/ Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualification and experience mentioned in the vacancy Circular. If selected, he /she will be relieved immediately.

### 2. **Also certified that:**

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_.
- ii) His/Her integrity is certified.
- iii) His/Her CR dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as case may be).

Signature: \_\_\_\_\_

Name of the Officer: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Office Seal: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**PROFORMA FOR NO OBJECTION CERTIFICATE**

(To be filled in by the employer in respect of the candidates)

Certified that Shri/Ms. ....has been working in this organizations since..... We do not have any objection for his/her being considered for employment in the Indian Institute of Mass Communication.

Signature: \_\_\_\_\_

Name of the Officer: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Office Seal: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_