



भारतीय जन संचार संस्थान
INDIAN INSTITUTE OF MASS COMMUNICATION
(Deemed to be University)

Advt. No. 1969(3) (II)/2024(C)

Engagement of Academic-cum-Teaching Associate (1) at IIMC, Kottayam) on Contract Basis

IIMC which is a Deemed to be University proposes to engage the Academic-cum- Teaching Associate for IIMC Kottayam Campus on Contract Basis:

| Programme/Course for which the contractual faculty is sought | Kottayam | Total |
|---|-----------------|--------------|
| PG Diploma in Digital Media | 1 | 1 |
| Total | 1 | 1 |

1. Essential Qualifications for Academic-cum-Teaching Associate:

Educational Qualifications:

i). Master's Degree in Journalism/Mass Communication with at least 55% marks in aggregate or equivalent graded score.

OR

Graduate in any subject with minimum 55% marks along with Post Graduate Diploma in Mass Media/ Journalism and Mass Communication.

ii). The candidates having cleared National Eligibility Test (NET) conducted by the UGC will be preferred.

2). Essential Experience:

Minimum two years of full time teaching/Industry experience in relevant discipline.

3). Desirable Qualifications/ Experience

- Ph.D. (Mass Communication)
- Minimum 2 Years of Work Experience in a reputed Digital Media organization. Hands on experience on Media Software as Adobe Creative Suite (Photoshop, Indesign, After effects, Premiere Pro.
- Knowledge of Data Analytics and Data visualization, Content Management Systems.
- Teaching Experience at the undergraduate/ post graduate level.

4. Duration of Engagement: Initially till the end of Academic Semester of Academic Session 2024-25.

5. Job Descriptions:

- i) Assist the concerned Course Directors/HoDs/Regional Directors/Centre Head in smooth day-to-day functioning of academic programme of the course.
- ii) Help in managing the teaching/other academic activities/study visits of the students during the course.
- iii) To coordinate with media experts/guest faculty for the classes, as asked by Course Directors/HoDs/Regional Directors/Centre Head
- iv) To teach PGD students and evaluate their assignments as asked by Course Directors/ HoDs/Regional Directors/Centre Head.
- v) Minimum teaching hours (direct teaching) i.e.10-12 Hours per week should be applicable along with biometric attendance.
- vi) Adherence of office timings as per GoI norms.
- vii) Coordination and assist the CDs/HoDs/RDs in industry interface for internships of students
- viii) Any other assignments given by Course Directors/HoDs/Regional Directors/Centre Head.

6). Language Proficiency:

- i) Candidates applying to be engaged for PG Diploma in Digital Media should be proficient in both Hindi & English.

7). Age: Preferably less than 40 years on the last date of receipt of application

8). Remuneration: Rs. 40,000/-(Consolidated) per month. No other perquisites or allowances.

9). Other Terms & Conditions:

- i. Employment will be purely on temporary and contract basis for initial till the end of Academic Semester (02 Semester) extendable upto maximum two years from initial joining, subject to performance evaluated by the IIMC authorities/ Feedback from the students.
- ii. Services may be terminated at any time without assigning any reason by giving one month's notice by either side or payment of one month's remuneration in lieu of notice period by the IIMC.
- iii. In case of indiscipline only a notice period as specified by the Institute will be applicable.
- iv. This engagement does not confer any right to claim for regularization.
- v. Biometric Attendance shall be compulsory.

10). Important Instructions:

- i) Interested and eligible candidates are requested to send their CVs along with duly filled in application form. They should email the application form and the CV to iimcrecruitmentcell@gmail.com .
- ii) Closing date for receipt of applications is 5:00pm of 21st November, 2024.
- iii) Interview will be held online for which details of platform, etc. will be shared with the candidates in due course.



Indian Institute of Mass Communication

Aruna Asaf Ali Marg, New JNU Campus, New Delhi 110067

Application for the engagement of Academic-cum-Teaching Associate (on contract) in IIMC

| | |
|-----------------------|---------------------------------|
| Advertisement No..... | 3.5 x4.5 Passport Size Photo |
|-----------------------|---------------------------------|

Applied for the Academic-cum-Teaching Position: IIMC, Kottayam (Digital Media)

I. Personal data

| | |
|---|-----------------------|
| Name in Full | |
| Mother's Name | |
| Father's Name | |
| Date of Birth DD- MM -YYYY | |
| Address for correspondence | |
| Contact Information: | Phone: E-mail: |
| Nationality | |
| Languages known at the proficient level | |

II. Educational Qualifications (all degrees-beginning with the highest degree, XIIth and Xth Class)

| Exam/Degree | University/ Institution | Subjects | % Marks/Grade | Year of passing |
|-------------|-------------------------|----------|---------------|-----------------|
| | | | | |
| | | | | |
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| | | | | |
| | | | | |

III. Details of NET/SLET or SET Qualifications (if applicable)

| No. | Particulars | Year when qualified |
|-----|--------------------------------|---------------------|
| 1 | National Eligibility Test(NET) | |
| 2 | State Eligibility Test(SET) | |

IV. Details of Research, Publications, and Consultancy activities (if applicable)

| No. | Area of academic activity | Particulars | Research Score claimed* (wherever applicable) |
|-----|--|-------------|--|
| 1. | Research Papers in peer reviewed or UGC listed Journals. | | |
| 2. | Publications (other than research papers) | | |
| 3. | Creation of ICT Material | | |
| 4. | Research Guidance | | |
| 5. | Patents | | |
| 6. | Lectures/Seminars/ Conferences | | |

* Please refer to Table 2 of Appendix II of UGC Notification of 18th July, 2018 on 'UGC Regulations on
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Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for Maintenance of Standards in Higher Education, 2018’.

V. Desirable qualifications: Candidates may mention how they meet the desirable qualifications for the position/positions applied for:

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VI. Present Employment

| Designation | Organization | Nature of Work | Date of Joining (DD/MM/YYYY) |
|--------------------|---------------------|-----------------------|---|
| | | | |

VII. Other Work Experience(fill up to last four)

| Designation | Organization | Nature of Work | Period (From MM/YYYY, To MM/YYYY) |
|--------------------|---------------------|-----------------------|--|
| | | | |

| | | | |
|--|--|--|--|
| | | | |
| | | | |

VIII. Any other information relevant to the candidate, e.g., significant achievements, award, etc.

| Particulars | Year |
|-------------|------|
| | |

(Please attach separate sheet ,if necessary)

IX).Professional References

| Name and contact information (Phone/Email) | Nature of Professional Relationship with the Referee (e.g. Direct Manager, Colleague) |
|--|---|
| | |
| | |

(References maybe from present/past employer, professors /teachers who have taught the applicant)

I hereby declare that the information given in the application form is true and correct to the best of my knowledge and belief.

(Signature of Applicant)

Place:

Date :