



भारतीय जन संचार संस्थान  
Indian Institute of Mass Communication  
Deemed to be University  
New Delhi

**Subject: Engagement of (03) retired Government Officer as Consultant- reg.**

Sl.No.	Particulars	
1.	<b>Name of the Post</b>	i) Consultant (Admn.) - 01 Nos ii) Consultant (Accounts) - 01 Nos iii) Consultant (Academics) – 01 Nos
2.	<b>Period of Engagement</b>	Initially for a period of one year extendable on yearly basis subject to satisfactory performance
3.	<b>Job Location</b>	IIMC, New Delhi
4.	<b>Age Limit</b>	Not exceeding 62 years
5.	<b>Educational Qualification</b>	Retired Officer of Government of India, State Government, Autonomous Bodies and PSUs
6.	<b>Eligibility Conditions</b>	i) He/She must have retired in past 02 years ii) He/She must have served in the Administrative/ Academics/ Accounts (as relevant for the post applied) department in Level -10 or above for at least 05 years. iii) Person with good aptitude for the IT process and typing shall be preferred.
7.	<b>Remuneration/Salary</b>	i) The remuneration of retired government servants shall be fixed as per DoE OM No. 3-25/2020-E.IIIA dated 09.12.2020 ii) No HRA will be paid
8.	<b>Leave</b>	i) Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. ii) Accumulation of leave beyond a calendar year may not be allowed
9.	<b>Roles and Responsibilities</b>	To assist the IIMC authorities in day to day execution of official works as directed
10.	<b>Terms of Contract</b>	i) The term of appointment shall be for a period of one year ii) The consultant shall sign an Agreement of Confidentiality with the IIMC containing a clause of ethics and integrity as per Indian Official Secret. Act, 1923.
11.	<b>Method of Selection</b>	After examination of application and CVs, the shortlisted candidates shall be called for interview. A selection committee shall make the final decision on the basis of performance of candidates in interview.

12.	<b>Terms and conditions</b>	<p>i) Only retired government servants (Center/State /Abs/ PSUs) with qualification as detailed above shall eligible.</p> <p>ii) He/she shall not be entitled to any other allowance like HRA, CCA, Accommodation, telephone, etc.</p> <p>iii) For official tour, the consultant shall be entitled to TA/DA as per their entitlement at the time of retirement.</p> <p>iv) Incumbent shall have no right to get absorbed/regularized.</p> <p>v) The engaged persons shall not indulge or disclose to any person the information, which is confidential in nature. A non-disclosure agreement shall be signed by the consultant as above.</p> <p>vi) The consultant shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/her duties. In case of services of consultants found in conflict with interests of government or unsatisfactory, the engagement can be discontinued at any time by the competent authority without assigning any reason.</p> <p>vii) A self-undertaking shall be provided by the candidates to the effect that he/she has no criminal record or criminal case in any court is pending against them.</p> <p>viii) Selected candidates shall provide integrity certificate from 2 references know to them</p>
13.	<b>How to apply</b>	<p>Applications to be filled in the prescribed performa either sent through at <a href="mailto:iimcrecruitmentcell@gmail.com">iimcrecruitmentcell@gmail.com</a> or hard copy to the following address:</p> <p>The Deputy Registrar Indian Institute of Mass Communication Aruna Asaf Ali Marg, New Delhi -1100067</p>

- No TA/DA shall be payable to attend the interview. Original documents shall be brought by the candidates in support of eligibility at the time of interview for verification.
- The complete application should reach the above address latest by 10<sup>th</sup> June, 2026.

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