

**JAMIA MILLIA ISLAMIA**  
JAMIA NAGAR, NEW DELHI-110025

**LOCAL ADVT. NO. 08/2018 DATED 08.10.2018**

Application on prescribed application forms is invited for engagement of Floor Manager on contractual basis in the AJK Mass Communication Research Centre, JMI, on consolidated salary of Rs.20,000 per month (for six months), so as to reach the application in the centre latest by 30.10.2018 as per details given below:

**Floor Manager [Consolidated salary of Rs.20,000- p.m.]. (No. Of Posts - 01 )**

**Essential Qualifications:**

1. Bachelor Degree or equivalent from a recognized University / Institution.
2. At-least Two years experience in management of Film / TV Studio or Theatre Floor.

**Desirable:**

- i. Working knowledge of English, Urdu and Hindi.
- ii. Ability to do multitasking for production related works.
- iii. Ability to do any office work assigned from time to time.
- iv. Experience of T.V Production in a T.V Channel.

**Note:**

- Selection against temporary post /vacancy shall not confer on the appointee any right of permanent appointment / regularization.
- The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him / her for being called for interview. The University reserves the right to restrict the candidates to be called for interview to reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit. The University may constitute a Screening Committee to scrutinize the applications and short-listing the candidates
- Call letters for test / interview will be sent only to the short-listed candidates and no correspondence will be made with applicants who are not shortlisted.
- Candidates must enclose the attested copies of degrees, diplomas and mark-sheets etc. giving reference of media experience / published work with application form to prove their eligibility.

- The University reserves the right to hold / not to hold Selection Committee for any or all of the post(s).
- The Jamia has right to cancel the interview / appointment/ empanelment without informing the persons.
- The Jamia reserves the right to evolve a uniform and reasonable criterion for short-listing of eligible candidates, if needed.
- Jamia also reserves right to give preference to those who possess higher qualifications.
- Incomplete application or application on plain paper will not be entertained and is liable to be rejected.
- Canvassing, in any form or on behalf of the candidate will be a disqualification.
- There will no fee for filling up the application form for the above positions.
- The decision of the University will be final.

The candidates may download detailed advertisement along with qualifications and application from the University website <http://jmi.ac.in> and send it with complete in all respect on or before 30.10.2018, to the Section Officer, AJKMCRC, Jamia Millia Islamia, New Delhi110025 during working days between 10:00 a.m to 05:00 p.m, (on Friday upto 12:00 noon).

**Dated : 08.10.2018**

  
(Prof. Iftekhhar Ahmad)  
Director