

# JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)



## CENTRE FOR CULTURE, MEDIA & GOVERNANCE (CCMG)

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### ADVERTISEMENT

*The Centre for Culture, Media & Governance, Jamia Millia Islamia invites application for the post of Research Fellow, Project Fellow, Project Manager and Attendant on consolidated salary as per the UGC norms under the Centre for Potential Excellence in Particular Areas (CPEPA programme) being funded by University Grants Commission.*

#### **Research Fellow (2 positions)**

##### *Qualifications-*

- *PhD in any Social Sciences having specialization in Communication and Media Studies.*
- *Experience of teaching at post-graduate level.*
- *Research publication in the field of communication studies.*

##### *Responsibilities-*

- *Assisting CPEPA team in proposed cluster areas of research.*
- *Teaching post-graduate courses at centre.*
- *Designing new courses in the Centre.*

#### **Project Fellow (2 positions)**

##### *Qualifications-*

- *Post-Graduate in Social Sciences, preferably in Communication and Media Studies or Mass Communication.*
- *Previous academic research experience in the field of Media and Communication studies.*
- *Familiarity in working with MS Office.*
- *Strong writing and analytical skills.*

##### *Responsibilities-*

- *Assisting CPEPA team in administrative work.*

#### **Project Manager (1 Position)**

##### *Qualifications-*

- *Post-Graduate in Social Sciences, preferably in Communication and Media Studies or Mass Communication.*
- *Experience of minimum 3 years in project administration in the field of Media and Communication studies.*
- *Experience of working in a university set-up, liasoning with officials and the funding agency.*
- *Familiarity in working with MS Office and other managerial tools.*

*B. Biswas Das*

**Responsibilities-**

- Prepare Annual Narratives and Financial Reports.
- Organize meetings, workshops, conferences etc.
- Maintain project documentation.
- To maintain and manage the blog, writing narrative report of the project and documentation of minutes.

**Attendant (1Position)**

**Qualification**

- 8<sup>th</sup> class passed from a recognized school or institution.
- Adequate knowledge of Hindi language.
- Knowledge of photo-copying and operating Photostat machine.
- Minimum 3 years of experience in a university.

**Responsibilities**

- Multitasking office work.

Interested candidates should send their CV / bio-data (with mobile no. and email id) and copies of certificates and all relevant documents to **Mr. Suhail Ahmad** Email ID- [ccmg@jmi.ac.in](mailto:ccmg@jmi.ac.in) (office in charge Centre for Culture Media & Governance, Jamia Millia Islamia) latest by **15 December 2016** along with attached duly filled proforma in format mentioned below.

**PROFORMA**

**Advertisement Date:** .....

**Particulars: Mr/Ms./Mrs.:**.....

**Application for**.....

S.No.	Name of the candidate	Qualifications	Experience	Writing Skills	Others

**Candidate Signature**.....

Note- No TA/DA will be paid to candidates appearing for the interview.

*B. J. Singh*



**DIRECTOR**  
Centre for Culture Media  
& Governance (CCMG)  
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