

# JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)



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

Ist Floor, Nelson Mandela House, Mujeeb Bagh, Jamia Nagar, New Delhi - 110025  
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27<sup>th</sup> December 2018

### ADVERTISEMENT

The Centre for Culture, Media & Governance, Jamia Millia Islamia, New Delhi invites applications for the post of Research Fellow, Project Fellow, Project Manager, Computer Operator and Lab Technician on consolidated salary as per UGC norms under Centre with Potential for Excellence in a Particular Area (CPEPA Programme) being funded by University Grants Commission.

#### 1. RESEARCH FELLOW (1 Position)

**Salary:** 35,000 (Consolidated and likely to be enhanced)

##### *Desirable Qualifications:*

- Post-Graduate in any Social Sciences with specialization in Communication and Media Studies.
- Five or more years of working experience in diverse fields (academic/non-academic/publishing organization).
- Research publication(s) in the field of communication studies or having worked as an editor/co-editor with a reputed publishing company (Attach proof).
- Experience of organizing workshops/conferences/seminars.

##### *Responsibilities:*

- Coordinating with CPEPA team in proposed cluster areas of research.
- Drafting research proposals in coordination with the CPEPA team.
- Designing new post-graduate courses.
- Organising workshops and conferences.

## **2. PROJECT FELLOW (2 Positions)**

**Salary:** 16,000 + HRA (likely to be enhanced)

### ***Desirable 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
- Strong writing and analytical skills (Attach sample writing)
- Familiarity with multiple software packages (MS-Office, SPSS, etc.)

### ***Responsibilities:***

- Assisting the team in research activities.
- Assisting the team in administrative work.

## **3. PROJECT MANAGER (1 Position)**

**Salary:** 30,000 (Consolidated)

### ***Desirable Qualifications:***

- Post-graduate in social sciences, preferably in Communication and Media Studies or Mass Communication.
- Experience of minimum 2 years in project administration in the field of Media and Communication studies.
- Familiarity of working on multiple computer operating systems (Windows 8, 10, Linux, Ubuntu) and MS-Office, SPSS, etc.
- Strong communication skills and motivation power.

### ***Responsibilities:***

- All the managerial/administrative work of the CPEPA project.
- Communicating with university officials and funding agencies on a regular basis.
- Drafting of half-yearly reports for CPEPA.
- Assisting CPEPA team in organising workshops/conferences/seminars.

  
  
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Centre for Culture Media  
& Governance (CCMG)  
Jamia Millia Islamia  
New Delhi-110025

#### **4. COMPUTER OPERATOR (1 Position)**

**Salary:** 20,000 (Consolidated)

***Desirable Qualifications:***

- Graduate in any discipline (preferably computer sciences) with one year diploma in computer applications.
- Working experience of minimum 2 years as computer operator in a government/semi-government organization.
- Familiarity of working on multiple operating systems (Windows 8, 10, Linux, Ubuntu) and MS-Office, PageMaker, Coral Draw etc.

***Responsibilities:***

- All the data entry/management work of the CPEPA project.
- Assisting CPEPA team in drafting reports and other administrative work.
- Assisting CPEPA team in computer related activities.

#### **5. LAB TECHNICIAN (1 Position)**

**Salary:** 18,000 (Consolidated)

***Desirable Qualifications:***

- Graduate in any discipline (preferably economics or commerce).
- Well versed with windows operating system and knowledge of MS-Office.
- Working experience of more than one year as technician in any academic/non-academic institution/organization (attach proof).
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***Responsibilities:***

- Assistant lab staff in maintaining the computers.
- Assisting CPEPA team in research and other activities.
- Coordinating with CPEPA Manager in administrative works.

Interested candidates should sent their CV/Bio-data (with mobile number and email id) and copies of certificates and relevant documents through email on [ccmg@jmi.ac.in](mailto:ccmg@jmi.ac.in) latest by 10<sup>th</sup> January, 2019 along with the filled in proforma given in annexure-1.

  
  
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**Annexure – 1**

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

Particulars: Mr./Ms./Mrs. \_\_\_\_\_

Application for the post of: \_\_\_\_\_

S.No.	Name of the candidate	Qualifications	Experience (in years)	Writing Skills	Others

**Candidate's Signature.....**

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**Note:** Use extra sheets if required.

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