

NATIONAL INSTRUCTIONAL MEDIA INSTITUTE

(AN AUTONOMOUS INSTITUTION)

Directorate General of Training

Government of India - Ministry of Skill Development and Entrepreneurship

Post Box No.3142, CTI Campus, Guindy Industrial Estate, Guindy, Chennai - 600 032.

Office : 044-2250 0657, 044-2250 0248 Director 044-2250 0256 FAX : 044-2250 0791

E-mail : chennai-nimi@nic.in nimi_bsnl@dataone.in



National Instructional Media Institute (NIMI) invites application for contractual engagement from Qualified & Experienced professionals for the post of Assistant Manager.

Sl. No.	Name of the Post	Eligibility	No. of Post	Age Limit	Remarks
1.	Assistant Manager (Marketing / Sales)	Degree with MBA / Master degree in Marketing Management from reputed university. 2 years' experience in the area of sales and marketing in any Industry / organization. Desirable: Working with Microsoft Office (Word, Power Point, Excel etc.)	1 (One)	35 Years	Place of Posting is Chennai (on Contract basis for 11 Months)
2.	Assistant Manager (Technical)	B.E./B.Tech/Equivalent qualification in the relevant branch of Engineering/Technology 3 years of Teaching / Training experience in an Industry or Other Training Institutions or Organization involved in Development of Media Desirable : i) Having knowledge of Pedagogy ii) Experience in designing Instructional Materials and Curriculum iii) Working with Microsoft Office (Word, Power Point, Excel etc.)	2 (Two)	35 Years	Place of Posting is Chennai (on Contract basis for 11 Months)

*The No. of posts are likely to increase or decrease based on requirement of NIMI.

Application format for engagement of Assistant Manager on contract basis

1. Name of the Post applied for :
2. Name (in Block Letters) :
3. Father's Name :
4. Date of Birth & Age :
5. Marital Status :
6. Nationality :
7. Category :
8. Address for Correspondence :

9. Permanent Address :

10. Telephone / Mobile No. :
11. E-Mail :
12. Educational Qualification



Discipline	Name of the University / Institute	Year of Passing	% of marks	Class / Division

13. Languages Known (Speak / Read / Write) :

13. Work Experience Details :

14. Other Particulars if any :

15. List of Enclosures (only self attested copies to be enclosed) :

Date:

Signature

General Terms and Conditions

1. **Place of Posting** : Chennai
2. **Age Limit**: 35 Years, Upper age limit may be relaxed for SC/ST and other Special Categories of Persons in accordance with the order issued from time to time by the Central Government.
3. **Tenure**
The contract will be for a period of **11 Months** from the date of joining. The contract would automatically come to an end on the expiry of this period unless specifically extended.
4. **Remuneration**
Rs. 35,000/- Consolidated. Will not be entitled to any other allowances.
5. **Working Hours**
Working hours are from 9 AM to 5.30 PM and from Monday to Saturday. May be required to work for extra hours on certain occasions due to exigency of work for which no extra remuneration will be paid. For work on a closed holiday, will be granted a compensatory off day.
6. **Entitlement to leave**
Will be entitled for Casual Leave of 12 days in a year. No other leave applicable.
7. **Applicability of Rules**
In all service matters such as conduct, discipline etc; will be governed by the rules and regulations as applicable in NIMI, Chennai.
8. **Termination of Contract**
The contract could be terminated by either side by giving one month's notice or pay in lieu hereof without assigning any reason.
9. The consultant selected will not have any claim or right whatsoever for extension of the contract or for regular appointment or to any seniority in NIMI, Chennai under any circumstances.
10. No TA/DA would be admissible for joining this assignment or on its completion.
11. If required to travel outside the headquarters in connection with official work during the period of engagement, He/She would be entitled to draw TA/DA as per norms and rules as applicable.
12. Application should be sent both by e-mail & by Post. All application should be addressed to "The Executive Director, National Instructional Media Institute, Post Box No.3142, CTI Campus, Guindy Industrial Estate, Guindy, Chennai 600 032". E-mail ID : nimichennaifb@gmail.com
13. Last date for receipt of applications at NIMI **on or before 20th June 2017**.