



INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

(Deemed to be University)

Gen.A.K.Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (E), Mumbai:400 065

ADVERTISEMENT FOR RECRUITMENT OF NON-TEACHING STAFF POSITIONS

Advertisement No : 02/02

Indira Gandhi Institute of Development Research (IGIDR) is an advanced research institute established by the Reserve Bank of India for carrying out research on development issues from a multi-disciplinary point of view. The Institute invites applications from the interested candidates for filling up the following posts:-

Sr. No.	Post Details	Qualifications and Experience
1.	Job Ref.No : 02/02 - 1 <u>Job Title :-</u> Assistant Administrative Officer (HR & Admin) <u>No of Positions :-</u> 01 <u>Pay Details :</u> Consolidated Emoluments: Rs.65,000/- p.m. approx. (inclusive of all) <u>Age Limit :</u> Preferably below 40 years. <u>Appt. Type:</u> Contract or Deputation <u>For Contract :-</u> Initially on contract basis for two years which may be extended / renewed further as decided by the Institute subject to satisfactory performance of the candidate. <u>For Deputation :-</u> Candidates working in Academic Institute / University / Central or State Government Department/ Autonomous Bodies in the regular pay-scale and applying for deputation will be offered following pay-scale :- Level 7 Cell : 1 [Pay Band of Rs.9,300-34,800 G.P: 4,600/- as per 6th cpc] All experience and age would be	<u>Essential Qualification :</u> Master's degree in HRM or MBA or PGDM in HR with first Class from a recognized university/Institute. <u>Experience :-</u> At least 5 years' experience of administrative work at supervisor level in academic or non-academic Institute / University / Central or State Government Department / Autonomous Bodies / Public Sector Undertakings <u>Desirable:</u> a) A degree in Law b) Experience in any of the premier educational / research Institutes c) Strong oral and written communications in English d) Computer proficiency in MS-Office, ERP solutions and other related software. <u>Job Profile :-</u> • Assisting the management in various HR and administrative processes such as planning manpower needs of the organization. • Developing and implementing efficient recruitment and appointment processes in the organization and instituting suitable induction programs. • Effective implementation of performance appraisal processes and administering the compensation policies. • Developing and implementing appropriate Training programs for the employees. • Promoting employee relations, team building, recognition and reward programs, and career planning for staff. • Implementing efficient leave and attendance procedures, promotions and reassignments, as well as retirement processes. • Recommending appropriate improvements in Internal HR and administrative processes. • Leading special projects in HR related matters • Assist in all matters relating to administration, contracts, insurance, travel and legal

	considered as on the last date of closing. Application Mode : Offline	processes. - Assist in matters relating to the corporate function of the Institute. - Coordinate with various departments within and outside the institute
2.	Job Ref.No : 02/02 - 2 Job Title :- Office Assistant (Estate Department) No of Positions :- 01 Pay Details : Consolidated Emoluments: Rs.35,000/- pm approx. (inclusive of all) Age Limit : Preferably below 30 years. Appt. Type: Contract For Contract :- Initially on contract basis for <u>two</u> years which may be extended / renewed further as decided by the Institute subject to satisfactory performance of the candidate. All experience and age would be considered as on the last date of closing. Application Mode : Offline	Essential Qualification : - Bachelor's degree or its equivalent with first class from a recognized university/Institute. - Typing speed of 30 words per minute in English - Strong oral and written communications in English - Have good knowledge of MS Word, MS Excel, MS Power Point and other related software. Experience :- Two years of experience in academic or non-academic organization with knowledge of computer operation and general & estate office procedures. Desirable :- - Should have good inter personal skills Job Profile :- - Clerical and administrative support to professionals, either as part of a team or individually. - Liaising with statutory bodies and handling property matters related to Estate office. - O & M of Electrical, Swimming pool, Gym & Gardening etc. - Liaising with suppliers. Maintain database of vendors and contracts. - Assist with proper filing of paperwork, including obtaining approvals, answer phones and take messages, type memos and correspondence promptly and accurately. - Co-ordination and implementation of office procedures and responsibility for specific projects and tasks. - Purchase of petty items and inventory for maintenance. - Security management & Coordinate with housekeeping team, bus drivers, Office boys etc. - Processing of proposals, payment bills, orders etc. - Interacting and coordinating with various internal departments. - Event Management
3.	Job Ref.No : 02/02 - 3 Job Title :- Project Officer (Research) No of Positions :- 01 Pay Details : Consolidated Emoluments: Rs.65,000/- pm approx.	Essential Qualification : Master's degree or its equivalent with first Class in Management /Economics /Social Sciences /Public Policy from a recognized university/Institute Experience :- At least 5 years of experience in handling research projects in Academic or non-academic Institute / University / Central or State Government Department / Autonomous Bodies /

	(inclusive of all) <u>Age Limit :</u> Preferably below 40 years. <u>Appt. Type:</u> Contract or Deputation <u>For Contract :-</u> Initially on contract basis for two years which may be extended / renewed further as decided by the Institute subject to satisfactory performance of the candidate. <u>For Deputation :-</u> Candidates working in Academic Institute / University / Central or State Government Department /Autonomous Bodies in the regular pay-scale and applying for deputation will be offered following pay-scale :- Level 7 Cell : 1 [Pay Band of Rs.9,300-34,800 G.P: 4,600/- as per 6th cpc] All experience and age would be considered as on the last date of closing. Application Mode : Offline	Public Sector Undertakings. <u>Desirable :-</u> a) Ph.D. degree in Management /Economics /Social Sciences / Public Policy. b) Experience in any of the premier educational / research Institutes. c) Strong oral and written communications in English. d) Computer proficiency in MS-Office and other related software. e) Experience in dealing with funding agencies such as Govt. Ministries, Ford, Gates Foundation, World Bank, UGC and others. <u>Job Profile :-</u> Overall coordination of Projects related activities in the Institute including but not limited to : • Identify calls for research proposals from suitable funding agencies and dissemination. • Assist in preparing project proposals, progress reports and minutes of meeting. • Regular interaction with project investigators and project staff. • Coordination of various budgeting/financial Utilization certificate, data. • Ensuring project related activities are carried out on time and within planned budget in coordination with project in-charge. • Serve as a resource to institute faculty and research staff on administrative and operational processes. • Designing and organizing workshops/seminars/conferences. • Content generation for Institute newsletters, website, social media etc. • Coordination and communication with multiple stakeholder agencies, tendering and procurement.
4.	Job Ref.No : 02/02 - 4 <u>Job Title :-</u> Communication Officer <u>No of Positions :-</u> 01 <u>Pay Details :</u> Consolidated Emoluments: Rs.65,000/- pm approx. (inclusive of all) <u>Age Limit :</u> Preferably below 40 years. <u>Appt. Type:</u> Contract or Deputation	<u>Essential Qualification :</u> Master's degree or its equivalent with first class from a recognized university/Institute. <u>Experience :-</u> At least 5 years of Experience in handling communication work in Academic or non-academic Institute / University /Central or State Government Department /Autonomous Bodies /Public Sector Undertakings <u>Desirable :-</u> a) Masters in Mass Communication b) Experience in any of the premier educational / research Institutes. c) Strong oral and written communications in English d) Computer proficiency in MS-Office and other related software. e) Experience in dealing with works of IQAC,

	<u>For Contract :-</u> Initially on contract basis for two years which may be extended / renewed further as decided by the Institute subject to satisfactory performance of the candidate. <u>For Deputation :-</u> Candidates working in Academic Institute / University / Central or State Government Department /Autonomous Bodies in the regular pay-scale and applying for deputation will be offered following pay-scale :- Level 7 Cell : 1 [Pay Band of Rs.9,300-34,800 G.P: 4,600/- as per 6th cpc] All experience and age would be considered as on the last date of closing. Application Mode : Offline	NAAC, UGC and other regulatory agencies. <u>Job Profile :-</u> To assist in the development and implementation of communications strategy including but not limited to :- • Develop and execute institute's media strategy across all media to raise the institute's profile. • Communicate IGIDR's activities including national and international conferences, workshops, seminars etc. • Copy-writing and production of key publications including Annual Report, working papers, news bulletin etc. • Content development and Management for the institute website, social media accounts and coordinating with the stake holders/departments in keeping the content updated. • Provide secretariat service to IQAC committee and assist the Institute in communication with NAAC, UGC and other regulatory agencies. • Coordination and communication with multiple stakeholder agencies, tendering and procurement.
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General Information:-

1. Before applying, candidates are advised to satisfy themselves that they possess the minimum essential qualifications, experience laid down in the advertisement and ensure that they have requisite qualification from recognized Board/ University/Institute.
2. Candidates should attach self-attested copies of certificates in support of their qualification (matriculation onwards), experience, date of birth etc. Originals certificates should be produced at time of interview/written examination. Application without photograph, signature and necessary certificates in support of the Application shall be summarily rejected.
3. The Institute shall verify the antecedents and documents submitted by a candidate during the tenure of his/her service. In case, it is detected that the documents submitted by the candidate are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service shall be terminated and the Institute shall be entitled to take legal action against such candidate.
4. Applicants who are presently employed in Government/Semi Government/Public Sector Undertaking/University/Recognized educational institute etc. are required to submit their Application through proper channels or submit a no objection certificate from present employer.
5. The Applications received in response to the advertisement will be scrutinized and only short-listed candidates will be called for selection process. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for further selection process.

6. The Institute reserves the right to: (a) not of fill any of the advertised positions or (b) fill consequential vacancies arising at the time of selection from available candidates. The number of positions is thus open to change.
7. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
8. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
9. Addendum / corrigendum if any respect of this advertisement shall be published only on <http://www.igidr.ac.in/careers/>
10. The appointment of the selected candidate is subject to being found medically fit as per the requirement of the Institute.
11. Candidates have to make their own arrangement for accommodation if shortlisted for the interview/test. No correspondence or personal inquiries shall be entertained.
12. Campus accommodation will be provided to the candidate on their **selection** for the above advertised post on the availability and request.
- 13. No interim correspondence of any sort will be entertained from candidates in any form regarding the conduct and result of interview and reasons for not being called.**
14. Canvassing in any form will be a disqualification.

Candidates possessing the requisite qualification and experience may submit their application mentioning the 'Post applied for _____' on the envelope, along with application form and all relevant documents showing proof of age, experience, qualifications and two references on or before **08th March' 2020** to:

**The Registrar,
Indira Gandhi Institute of Development Research,
Santosh Nagar, Film City Road,
Goregaon-E, Mumbai-400 065.**

Date: 03.02.2020

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