



## 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

### RECRUITMENT ADVERTISEMENT

Advt No. IGIDR/NA/2021/05

Date: 20.04.2021.

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 post:-

Sr. No.	Post Details	Qualifications and Experience
1.	<p><b><u>Job Title :-</u></b> <b>Office Assistant (Estate Department)</b></p> <p><b><u>No of Positions :-</u></b> 01</p> <p><b><u>Pay Details :</u></b> <b>Consolidated Emoluments:</b> <b>Rs.35,000/-</b> pm approx. (inclusive of all)</p> <p><b><u>Age Limit :</u></b> Maximum: 30 years.</p> <p><b><u>Appt. Type:</u></b> Contract <b>Contract will be for a term of 2 years, which may be extended/ renewed, at the discretion of the Institute, subject to the performance of the candidate.</b></p> <p><b>All experience and age would be considered as on the last date of closing.</b></p>	<p><b><u>Essential Qualification :</u></b></p> <ol style="list-style-type: none"><li>Bachelor's degree or its equivalent with first class from a recognized university/Institute.</li><li>Typing speed of 30 words per minute in English</li><li>Strong oral and written communications in English</li><li>Have good knowledge of MS Word, MS Excel, MS Power Point and other related software.</li></ol> <p><b><u>Experience :-</u></b></p> <p>Two years of experience in academic or non-academic organization with knowledge of computer operation and general &amp; estate office procedures.</p> <p><b><u>Desirable :-</u></b></p> <ol style="list-style-type: none"><li>Should have good inter personal skills</li></ol> <p><b><u>Job Profile :-</u></b></p> <ul style="list-style-type: none"><li>Clerical and administrative support to professionals, either as part of a team or individually.</li><li>Liaising with statutory bodies and handling property matters related to Estate office.</li><li>O &amp; M of Electrical, Swimming pool, Gym &amp; Gardening etc.</li><li>Liaising with suppliers. Maintain database of vendors and contracts.</li><li>Assist with proper filing of paperwork, including obtaining approvals, answer phones and take messages, type memos and correspondence promptly and accurately.</li><li>Co-ordination and implementation of office procedures and responsibility for specific projects and tasks.</li><li>Purchase of petty items and inventory for maintenance.</li><li>Security management &amp; Coordinate with housekeeping team, bus drivers, Office boys etc.</li><li>Processing of proposals, payment bills, orders etc.</li></ul>

		<ul style="list-style-type: none"> <li>• Interacting and coordinating with various internal departments.</li> <li>• Event Management</li> </ul>
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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, at any time, before or after selection, 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. Request such as NOC will be submitted at the time of Interview will not be considered. Any application without NOC attached will be summarily rejected.
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. 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.**

13. 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 **21<sup>st</sup> May' 2021** to:

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

In case any candidate is having difficulty in filling the application through offline mode they can send the soft copy of the application form along with all the relevant document such as age, experience, qualifications and two references at [recruitment@igidr.ac.in](mailto:recruitment@igidr.ac.in) before the closing date. Any e-mail received without the Employment application form (on website) or supporting documents will be summarily rejected.

Date: 20.04.2021.

**REGISTRAR**