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

Advt No. IGIDR/NT/2022/01	Date: 05.05.2022

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 eligible candidates for filling up the following positions on contract:-

Sr No	Name of the Positions & Essential Requirements			Consolidated Pay
1.	**Assistant Administrative Officer (HR & Admin)** **Essential Qualification** : Master's degree with First Class or its equivalent grade from a recognized university/Institute **Age : Maximum : 40 Yrs, Post : 01**	**Essential Experience** : At least 5 years of post-degree work experience of Administrative & HR work in Academic Institute / University / Central or State Government Department / Autonomous Bodies / Public Sector Undertakings of repute in Pay level 4 / PB-2 with Grade Pay of Rs.2,400/- equivalent or above. OR 5 years of post-degree supervisory experience as Manager/Head HR/Admin or legal and handled a team in HR in corporate offices.	**Desirable** : Preference would be given to candidates having degree in Law/ HRM / MBA from a recognized university/Institute.	Equivalent to Pay Scale: Level 6. Consolidated Pay :
2.	**Assistant Administrative Officer (Academic Research Projects)** **Essential Qualification**: Master's degree with First Class or its equivalent grade in Management / Economics / Social Sciences/Public Policy from a recognized university/Institute. **Age : Maximum : 40 Yrs, Post : 01**	**Essential Experience** : At least 5 years of post-degree experience in handling **research projects** in Academic or non-academic Institute / University / Central or State Government Department / Autonomous Bodies / Public Sector Undertakings. **Desirable** : a.Ph.D. degree in Management /Economics /Social Sciences / Public Policy. b.Experience in handling research projects in any of the premier educational / research Institutes. c.Experience in dealing with funding agencies such as Govt. Ministries, Ford, Gates Foundation, World Bank, UGC and others. d.Good Accounting systems knowledge.		1st Year — Rs.61,818/- 2nd Year — Rs.63,589/- 3rd Year — Rs.65,360/-
3.	**IT Associate** **Essential Qualification** : BE/B. Tech in Computer Science / MCA / MBA (IT) / MSc (IT), with at least 55% of marks or its equivalent grade from a recognized university/Institute . **Age : Maximum : 35 Yrs, Post : 01**	**Essential Experience** : Minimum 3 years of experience in IT, latest Unix/Linux and windows server system administration. **Desirable** : Experience in latest web programming. Knowledge of MySQL, PHP, WORDPRESS.		
4.	**Library Assistant** **Essential Qualification** : Master's degree in Library and Information Science or its equivalent with at least 55% of marks or its equivalent grade from a recognized university/Institute **Age : Maximum : 28 Yrs, Post : 01**	**Essential Experience** : Minimum 2 years of experience in a computerized library environment in a reputed academic/research Institution. Applicants should have experience of working on Koha library management software, digital library software, HTML/CSS, Content Management System (CMS), MS-Office and have the ability to work independently on library related open source software.	**Desirable** : Working knowledge of Linux and MySQL.	
5.	**Account Assistant** **Essential Qualification** : Bachelor's degree (Commerce) with First Class or its equivalent grade from a recognized university/Institute **Age : Maximum : 27 Yrs, Post : 01**	**Essential Experience** : Minimum one year of experience in accounts & finance, taxation in Accounts Department in Academic Institute / University / Central or State Government Department / Autonomous Bodies / Public Sector Undertakings / Corporate Company of repute.	**Desirable** : Sound knowledge of Financial and administrative policies and procedures, salary taxation.	Equivalent to Pay Scale: Level 4. Consolidated Pay :
6.	**Administrative Assistant (Admin)** **Essential Qualification** : Bachelor's degree with First Class or its equivalent grade from a recognized university/Institute **Age : Maximum : 27 Yrs, Post : 01**	**Essential Experience** : Minimum one year of experience with knowledge of computer operation and general office procedures in Academic Institute / University / Central or State Government Department / Autonomous Bodies / Public Sector Undertakings / Corporate Company of repute.	**Desirable** : Preference would be given to candidates having degree in Law/HRM/MBA from a recognized university/Institute.	1st Year — Rs.45,879/- 2nd Year — Rs.47,167/- 3rd Year — Rs.48,455/-
7.	**Administrative Assistant (Estate & Maintenance)** **Essential Qualification**: Bachelor's degree with First Class or its equivalent grade from a recognized university/Institute . **Age : Maximum : 27 Yrs, Post : 01**	**Essential Experience** : Minimum one year of experience with knowledge of computer operation and general office procedures in Academic Institute / University / Central or State Government Department / Autonomous Bodies / Public Sector Undertakings / Corporate Company of repute.	**Desirable**: Preference would be given to candidates having knowledge of contract management / Labour Law and statutory compliance.	

All above posts should have good knowledge of MS Word, MS Excel, MS PowerPoint and other related software and require a strong oral and written communication in English and good interpersonal skills. **Last date of online submission of application: 28.05.2022**

Detailed Advertisement:

Sr No.	Post Details	Qualifications and Experience
1.	**Job Ref No : ADM / 2022/ 01 :** Assistant Administrative Officer (HR & Admin) Appointment type on contract for a period of 3 years. **Pay Details** : Equivalent to Pay Scale: Level 6. <table><tr><td>Consolidated Pay</td><td>1st Year</td><td>Rs.61,818/-</td></tr><tr><td>Consolidated Pay</td><td>2nd Year</td><td>Rs.63,589/-</td></tr><tr><td>Consolidated Pay</td><td>3rd Year</td><td>Rs.65,360/-</td></tr></table>	<table><tr><td>Appt. Type</td><td>Contract</td></tr><tr><td>No of Position</td><td>01</td></tr><tr><td>Age Limit</td><td>Max 40 yrs</td></tr></table> **Essential Qualification** :- Master's degree with First Class or its equivalent grade from a recognized university/Institute **Experience** :- At least 5 years of post-degree work experience of Administrative & HR work in Academic Institute / University / Central or State Government Department / Autonomous Bodies / Public Sector Undertakings of repute in Pay level 4 / PB-2 with Grade Pay of Rs.2,400/- equivalent or above. **OR** 5 years of post-degree supervisory experience as Manager/Head HR/Admin or legal and handled a team in HR in corporate offices. Have good knowledge of MS Word, MS Excel, MS PowerPoint and other related software. **Desirable**: Preference would be given to candidates having degree in Law/ HRM / MBA from a recognized university/Institute.

Job Profile :-

- Assisting the management in various HR and administrative processes such as planning manpower needs of the organization. Knowledge of Employee Cycle, Recruitment & Selection, Labour & Contract Management.
- 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.
- Recommending appropriate improvements in internal HR and administrative processes.
- Promoting employee relations, team building, recognition and reward programs, and career planning for staff.
- Developing and implementing appropriate Training programs for the employees.
- Implementing efficient leave and attendance procedures, promotions and reassignments, as well as retirement processes.
- Leading special projects in HR related matters.
- Handling various group insurance like Medical, Term, Personal Accident etc, Contract Management, UGC & NAAC work,.
- Assist in all matters relating to administration, contracts, insurance, travel and legal processes.
- Assist in matters relating to the corporate function of the Institute. Any other work as per requirement as assigned by the In-charge/authorities.

2.	**Job Ref No : ADM / 2022/ 02 :**	Appt. Type	Contract

Job Ref No : ADM / 2022/ 02 :

Assistant Administrative Officer
(Academic Research Projects)

Appointment type on contract for a period of 3 years.

Pay Details :

Equivalent to Pay Scale: Level 6.

Consolidated Pay	1st Year	Rs.61,818/-
Consolidated Pay	2nd Year	Rs.63,589/-
Consolidated Pay	3rd Year	Rs.65,360/-

Appt. Type	Contract
No of Position	01
Age Limit	Max 40 yrs

Essential Qualification :

Master's degree with First Class or its equivalent grade in Management / Economics / Social Sciences/Public Policy from a recognized university/Institute.

Experience :-

At least 5 years of post-degree experience in handling **research projects** in Academic or non-academic Institute / University / Central or State Government Department / Autonomous Bodies / Public Sector Undertakings.

Have good knowledge of MS Word, MS Excel, MS PowerPoint and other related software.

Desirable :-

a) Ph.D. degree in Management /Economics /Social Sciences / Public Policy.
b) Experience in handling research projects in any of the premier educational / research Institutes.
c) Experience in dealing with funding agencies such as Govt. Ministries, Ford, Gates Foundation, World Bank, UGC and others.
d) Good Accounting systems knowledge.

Job Profile :-

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.

• Coordination of UGC/NAAC/IQAC work

3.	**Job Ref No : IT / 2022 / 03 :**			Appt. Type	Contract

IT Associate

Appointment type on contract for a period of 3 years.

Pay Details :

Equivalent to Pay Scale: Level 6.

Consolidated Pay	1st Year	Rs.61,818/-
Consolidated Pay	2nd Year	Rs.63,589/-
Consolidated Pay	3rd Year	Rs.65,360/-

Appt. Type	Contract
No of Position	01
Age Limit	Max 35 yrs

Essential Qualification :

BE/B. Tech in Computer Science / MCA / MBA (IT) / MSc (IT), with at least 55% of marks or its equivalent grade from a recognized university/Institute .

Experience :-

Minimum 3 years of experience in IT, latest Unix/Linux and windows server system administration.

Desirable :-

Experience in latest web programming. Knowledge of MySQL, PHP, WORDPRESS.

Job Profile :-

- Install, maintain and configure hardware and software systems according to institute policies.
- Troubleshoot and repair network, hardware and software components. Perform routine maintenance and inspection of network and server systems.
- Test network and server systems to verify functionality and performance.
- Perform hardware and software upgrades to achieve optimum performance level.
- Perform root cause analysis of complex problems and provide corrective actions.
- Maintain IT infrastructure and manage help desk issues.
- Perform system back-up and database archiving processes to ensure data recoverability.
- Provide technical support to servers, networks, and other computing platforms.
- Maintains, updates or creates systems, databases and web pages using front-end user enhanced web tools within prescribed guidelines; Assisted with the development of documentation of business applications, and networks.
- Order and stock equipment and supplies when necessary.
- Assist with vendor relations, procurement, installation, and implementation of information as appropriate.
- In working with faculty and staff, the Information Technology Associate will assess and respond to their IT needs as well as provide maintenance and support for classroom technology, office technology, and audio-visual systems.
- Competency with administrative and instructional applications of technology, i.e. office 365 and Google Apps for Education.
- Any other duties assigned by the Systems In charge or other competent authorities of the institute.

4.	**Job Ref No : LIB / 2022/ 04 :**					

Job Ref No : LIB / 2022/ 04 :

Library Assistant

Appointment type on contract for a period of 3 years.

Pay Details :

Equivalent to Pay Scale: Level 6.

Consolidated Pay	1st Year	Rs.61,818/-
Consolidated Pay	2nd Year	Rs.63,589/-
Consolidated Pay	3rd Year	Rs.65,360/-

Appt. Type	Contract
No of Position	01
Age Limit	Max 28yrs

Essential Qualification :-

Master's degree in Library and Information science or its equivalent with at least 55% of marks or its equivalent grade from a recognized university/Institute.

Experience :-

Minimum 2 years of experience in a computerized library environment in a reputed academic/research Institution. Applicants should have experience of working on Koha library management software, digital library software, HTML/CSS, Content Management System (CMS), MS-Office and have the ability to work independently on library related open source software.

Desirable :-

Working knowledge of Linux and MySQL.

Job Profile :-

- Books acquisition management and technical processing using Koha LMS

- Journals subscriptions management (print and electronic)

- Shelf reading and stack organization and management

- Circulation management using Koha LMS

- Uploading, editing and updating of records in digital library system

- Developing and updating of HTML/CSS pages

- Assist Chief Librarian/Assistant Librarian in exploring library related open source software applications

- Information retrieval from databases and the Internet

- Assisting library users in locating information resources

- Library records management

- Willingness to work on holidays, in shifts and during extended hours, if required

- Willingness to attend training programmes/workshops within and outside Mumbai

- Any other work as per requirement or as assigned by the Chief Librarian/In-Charge

5.	**Job Ref No : ACC / 2022/ 05 :**			Appt. Type	Contract

Account Assistant

Appointment type on contract for a period of 3 years.

Pay Details :

Equivalent to Pay Scale: Level 4.

Consolidated Pay	1st Year	Rs.45,879/-
Consolidated Pay	2nd Year	Rs.47,167/-
Consolidated Pay	3rd Year	Rs.48,455/-

Appt. Type	Contract
No of Position	01
Age Limit	Max 27yrs

Essential Qualification :-

Bachelor's degree (Commerce) with First Class or its equivalent grade from a recognized university/Institute

Experience :-
Minimum one year of experience in accounts & finance, taxation in Accounts Department in Academic Institute / University / Central or State Government Department / Autonomous Bodies / Public Sector Undertakings / Corporate Company of repute.
Have good knowledge of MS Word, MS PowerPoint, strong in MS Excel, Tally/ERP and any other accounting software.

Desirable :-

Sound knowledge of Financial and administrative policies and procedures, salary taxation.

Job Profile :-

- Preparation of Contributory Provident fund books of accounts and financial statement.

- To process salary, Computation on Income tax, Profession Tax on Salary in payroll software, Remittance of TDS, filing /revising Income tax, PT returns and issuing Form 16 to employees.

- Maintaining Asset addition, deletion, preparation of depreciation entries in accounting software.

- Maintain Project accounting, preparation of utilization certificates, coordination with Sponsor

- Settlement of allowances such as Children Education allowances, mobile bill.

- Overviewing the bank balance in CPF, assessment of Investments for CPF, Cash flow of funds. Settlement of CPF dues on retirement/resignation/transfer of Employee

- Bank Reconciliation.

- Checking of funds for investment decision and encashment of fixed deposit/instruments and maintenance of fixed Deposit register.

- Passing bank receipts & payment entries, handling Petty Cash and bank Communication.

- GST invoicing, Audit related work.

- The incumbent may have to interact with the Faculty, Administration, Students and other external members.

- Ensure equity and transparency in application of the policies.

- Any other work as per requirement / Any other duties assigned by the In-charge.

6.	**Job Ref No : ADM / 2022/ 06 :**		**Appt. Type**	Contract

Administrative Assistant (Admin)

Appointment type on contract for a period of 3 years.

Pay Details :

Equivalent to Pay Scale: Level 4.

Consolidated Pay	1st Year	Rs.45,879/-
Consolidated Pay	2nd Year	Rs.47,167/-
Consolidated Pay	3rd Year	Rs.48,455/-

Appt. Type	Contract
No of Position	01
Age Limit	Max 27 yrs

Essential Qualification :-

Bachelor's degree with First Class or its equivalent grade from a recognized university/Institute

Experience :-

Minimum one year of experience with knowledge of computer operation and general office procedures in Academic Institute / University / Central or State Government Department / Autonomous Bodies / Public Sector Undertakings / Corporate Company of repute.

Have good knowledge of MS Word, MS Excel, MS PowerPoint and other related software.

Desirable :-

Preference would be given to candidates having degree in Law/HRM/MBA from a recognized university/Institute.

Job Profile :-

- Clerical and administrative support, either as part of a team or individually.

- Coordination and implementation of office procedures and responsibility for specific projects and tasks, Purchase of petty items and inventory for maintenance, sports etc.

- Interacting and coordinating with various internal departments, faculty and students.

- Managing and distributing information within an Office. This generally includes answering phones, taking memos and maintaining files, responsible for sending and receiving correspondence. Type reports, maintain office records and invoicing, Responsible for scheduling meetings.

- Handling Guest House, Dispatch / Tenders / Electricity / Telephone / Postage / Insurance etc , Assisting in correspondence and work related to UGC / NAAC, ERP, Event Management, Vendor Management, Deal with various work of Administration & HR, Organizing Seminars/Workshops, Leave Management, Attendance, Projects etc,

- Any other work as per requirement / Any other duties assigned by the In-charge.

7.	**Job Ref No : ADM / 2022/ 07 :**				

7.	**Job Ref No : ADM / 2022/ 07 :** Administrative Assistant (Estate & Maintenance) Appointment type on contract for a period of 3 years. **Pay Details** : Equivalent to Pay Scale: Level 4.	**Appt. Type**	Contract
		No of Position	01
		Age Limit	Max 27 yrs

Consolidated Pay	1st Year	Rs.45,879/-
Consolidated Pay	2nd Year	Rs.47,167/-
Consolidated Pay	3rd Year	Rs.48,455/-

Essential Qualification :-

Bachelor's degree with First Class or its equivalent grade from a recognized university/Institute

Experience :-

Minimum one year of experience with knowledge of computer operation and general office procedures in Academic Institute / University / Central or State Government Department / Autonomous Bodies / Public Sector Undertakings / Corporate Company of repute.

Have good knowledge of MS Word, MS Excel, MS PowerPoint and other related software.

Desirable :-

Preference would be given to candidates having knowledge of contract management/ Labour Law and statutory compliance.

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.
- Operation & Maintenance of Electrical, Swimming pool, Gymnasium & 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.
- Handling procurement process, purchase of petty items and inventory for maintenance, maintain store register.
- Security management & Coordinate with support staffs, vehicle drivers, Office boys etc, Processing of proposals, bill payments, orders etc.
- Interacting and coordinating with various internal departments, Event Management.
- Any other work as per requirement / Any other duties assigned by the In-charge.

General Information :

1.	All posts require good knowledge of computer applications MS Office/ Email handling/ power point, with strong oral and written communication in English and good interpersonal skills required. Hands on experience on ERP would be an added advantage.
2.	All posts would be on a contract period for 3 years. The performance of the selected candidate will be evaluated annually and only after satisfactory performance further extension will be granted for the subsequent 2nd & 3rd years. Appointment of staff members on contract whose performance is not found satisfactory shall be terminated. All posts are on contract and the post holder shall have no claim/right whatsoever to the permanent employment/regularization/contract/absorption.
3.	After expiry of the term, contract shall stand terminated automatically unless the same is extended in writing.
4.	Based on institute requirement and its discretion, on successful completion of contract period of 3 years the candidate if found suitable, may be eligible for the long term contract/ regular position. The selected candidate may be placed at equivalent pay scale or at a scale as decided by the Institute along with other facilities like Medical benefits, LTC, allowances, CPF, housing facility, etc. (Housing Facility will be subject to the availability & as per norms of the Institute).
5.	The candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for these posts and ensure that they have requisite qualification from recognized Board/University/Institute. The candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
6.	Eligible/ interested candidates are required to apply **ONLINE only** from **05.05.2022** till **28.05.2022 up to 12 : 00 midnight**. The application received after expiry of last date will not be entertained and Institute will not be responsible for any delay. For submission of application, please visit institute's website at http://www.igidr.ac.in/careers/ under staff-positions. Application will NOT be accepted through any other mode.
7.	Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online.
8.	**A copy of the online generated application form along with duly self-attested supporting documents**, must be sent by Registered/Speed Post/Courier to The Human Resources Department, Indira Gandhi Institute of Development Research, Gen.A.K.Vaidya Marg, Filmcity Road, Santosh Nagar, Goregaon (East), Mumbai : 400 065, Maharashtra **on or before 06.06.2022**. Application for the position of _____ , should be super-scribed on the envelope.
9.	The candidate if eligible can select his/her preference for more than one position if he/she is interested to apply and satisfy the minimum requirement for the said position.
10.	The candidate must be a citizen of India.
11.	Candidates serving in Government / Semi-Government Organizations / Public Sector Undertakings /Autonomous Bodies/ Academic Institute / University etc are required to send the printout of online filled application form "Through Proper Channel" or submit a No Objection Certificate (NOC) along with the online printed application forms. In absence of the same, the application will not be considered.
12.	**No Travelling Allowance** (TA) shall be paid to the candidates for attending the selection process. Candidates have to make their own arrangement for accommodation if shortlisted for the interview/test. No correspondence or personal inquiries shall be entertained.
13.	The Institute reserves the right to: (a) not to 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.
14.	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.
15.	The candidates who will be shortlisted / selected will be informed via email. 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. The original certificates/mark sheets and experience certificate etc are to be produced for verification at the time to test/interview. In the absence of the same, candidature will not be considered.
16.	No correspondence whatsoever will be entertained from candidates regarding eligibility/ conduct/ result of written test / interview etc. and reasons for not being called for written test /interview etc. Decision of the Institute in these matters would be final and binding on all the candidates.

17.	The Institute may conduct Written Test for any/all the above posts and only those candidates who qualify the said test(s) may be called for interview.
18.	The prescribed Essential Qualification/Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for test/interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for IGIDR to conduct test and/or interview of all the candidates, IGIDR may restrict the number of candidates to be called for written test/interview to a reasonable limit, on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences.
19.	Institute is free to restrict/change the criteria to call the eligible candidates for the written Test/Interview.
20.	If a suitable candidate is not available, the candidate may be offered next lower position.
21.	Applications received through E-mail / offline mode / incomplete / will not be entertained/accepted.
22.	Canvassing in any form or otherwise will be treated as a disqualification for the post. "INTERIM ENQUIRIES WILL NOT BE ENTERTAINED". If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled / terminated on that ground.
23.	Experience/ essential qualification and age will be reckoned on the last date for submission of online application form.
24.	Candidate should keep their email id & mobile no. provided in the application form active. Institute will not be responsible for non-receipt / delay in receipt of any communication due to deactivation of email id and or mobile number given or due to change in address etc.
25.	The candidate should scan his / her passport size photograph (less than 5 MB) and his /her signatures and upload these at appropriate places in the online application form before submitting the same.
26.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
27.	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.
28.	The appointment of the selected candidate/s is subject to being found medically fit as per the requirement of the Institute.
29.	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.
30.	If there is any corrigendum/addendum, it shall be published on Institute's Website only.

Important Dates

Date of Publication of Advertisement	05.05.2022
Last date of online submission of application	28.05.2022 up to 12 : 00 midnight
Last date for submission of a copy of online generated application form along with duly self-attested supporting documents.	06.06.2022

Date: 05.05.2022

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