



**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 No

INTERNS / ADMN / 2022

**INTERNSHIP**

Indira Gandhi Institute of Development Research (IGIDR) is an advance research institute established and fully funded by the Reserve Bank Of India for carrying out Research on development issues from a multi-disciplinary point of view. The Institute, a Deemed to be University, offers M.Sc degree in Economics, and Ph.D degree in Development Studies.

An internship is the perfect opportunity to explore future career options. IGIDR offers unique opportunity to enthusiastic and eager to learn individuals and recent graduates to work as Interns and acquire direct exposure & Hands-on experience in working in areas of HR & Admin, Estate & Maintenance, Accounts, Information Technology and Student's Office.

The Institute invites applications from the interested candidates to work in the following sections:-

Sr No	Sections	Age	Term of Internship	Stipend
1	HR & Administration	Up to 27 years	Up to 1 year	Consolidated amount of Rs.18,000/- per month
2	Estate & Maintenance			
3	Accounts Department			
4	Information Technology (IT)			
5	Student's Office			

This is a rolling advertisement and interested applicants are encouraged to apply for positions throughout the year. To apply please fill the online application form and upload the latest CV indicating details of educational qualifications with passport size colour photograph.

The detail advertisement is as follows :

Job Description, Essential Qualification.	
<b>Job Ref No : INT/HR/2022</b>	
<b>HR &amp; Administration</b>	
<b>Essential Qualification</b>	<b>Job Description</b>
<p>Fresher's who have completed their Bachelor's degree (Full time) from a recognized university/Institute.</p> <p>Students who are in their final year of Bachelor's degree may also be considered, provided they bring a letter from the college/university department indicating appearance to final exam.</p> <p>Candidates having strong oral and written communication in English, good interpersonal skills and knowledge of MS Word, MS Excel, MS PowerPoint and other related software, will be preferred.</p>	<p>Exposure to overall work related to Administration &amp; HR process, Manpower Planning, Recruitment, PMS, Purchase &amp; Procurement, Guest House Management, Vendor Management, Tender Process, Leave Management, Legal, Interacting with various internal department, faculty and students, event management etc.</p>

Job Description, Essential Qualification.	
<b>Job Ref No : INT/ESTT/2022</b>	
<b>Estate &amp; Maintenance</b>	
<b>Essential Qualification</b>	<b>Job Description</b>
<p>Fresher's who have completed their Bachelor's degree (Full time) from a recognized university/Institute.</p> <p>Students who are in their final year of Bachelor's degree may also be considered, provided they bring a letter from the college/university department indicating appearance to final exam.</p> <p>Candidates having strong oral and written communication in English, good interpersonal skills and knowledge of MS Word, MS Excel, MS PowerPoint and other related software, will be preferred.</p>	<p>Exposure to overall work related to estate and maintenance department like communication with statutory bodies, coordinating with vendors related to various Maintenance &amp; other contracts like Electrical, Swimming Pool, Gym, Garden, house, Housekeeping, Transport system and Security services etc. Procurement/Purchases, implementing office procedures, maintaining inventory, processing of bills, interacting with internal departments, faculty and students, event management etc.</p>

Job Description, Essential Qualification.	
<b>Job Ref No : INT/SO/2022</b>	
<b>Student's Office</b>	
Essential Qualification	Job Description
<p>Fresher's who have completed their Bachelor's degree (Full time) from a recognized university/Institute.</p> <p>Students who are in their final year of Bachelor's degree may also be considered, provided they bring a letter from the college/university department indicating appearance to final exam.</p> <p>Candidates having strong oral and written communication in English, good interpersonal skills and knowledge of MS Word, MS Excel, MS PowerPoint and other related software, will be preferred.</p>	<p>Exposure to work related to Student Management in an academic Institution, admission process, coordinating with Deans, students, maintenance of database of students etc.</p>

Job Description, Essential Qualification.	
<b>Job Ref No : INT/ACC/2022</b>	
<b>Accounts</b>	
Essential Qualification	Job Description
<p>Fresher's who have completed their Bachelor's degree in Commerce (Full time) from a recognized university/Institute.</p> <p>Students who are in their final year of Bachelor's degree in Commerce may also be considered, provided they bring a letter from the college/university department indicating appearance to final exam.</p> <p>Candidates having strong oral and written communication in English, good interpersonal skills and knowledge of Tally, MS Word, MS Excel, MS PowerPoint and other related accounting software, will be preferred.</p>	<p>Exposure to various accounting policy, computation of Income Tax, P.Tax, Salary Payroll, remittance of TDS filling, PT returns, project accounting, preparation of utilization certificate, CPF, GST, Audit work, Petty Cash, Cash flow of funds, interacting with various internal departments, faculty and students, event management etc.</p>

Job Description, Essential Qualification.	
<b>Job Ref No : INT/IT/2022</b>	
<b>Information Technology (IT)</b>	
Essential Qualification	Job Description
<p>Fresher's or appeared BE / B.Tech in computer science / BCA / BSc (IT). Candidates having CDAC Certificate in web technology will be preferred.</p> <p>Candidates having strong oral and written communication in English, good interpersonal skills and knowledge of MS Word, MS Excel, MS PowerPoint and other related software, will be preferred.</p>	<p>Exposure to various work related to computer department, hardware and software management, vendor management, purchase of computer stationery, helpdesk management, servers and network management, programming, website updating, LAN, WAN, interacting with various internal departments, faculty and students, event management etc.</p>

**General Information:**

- This is a rolling advertisement and interested applicants are encouraged to apply for above positions throughout the year online by visiting <http://www.igidr.ac.in/careers/>. All internships will be up to a period of one year.
- Appointments of interns will be made as per the requirement of the Institute from time to time.
- Selection of the shortlisted candidates for the Internships would be done based on test/interview. Decision of the institute will be final and binding to all in all the matters related to this internship.
- 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 in this regard.

Date: 11.04.2022

Sd/-  
Registrar