



**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
(DEEMED UNIVERSITY)**

IGIDR invites applications from well qualified and experienced persons for the following posts

SrNo.	Post Details	Qualification and Experience
1.	<p>Job Ref.No :NA/2017/1</p> <p>Junior Administrative Officer: 01 Post.</p> <p>Remuneration: Consolidated amount of Rs.40,000/- p.m.</p> <p>Appt. Type: On term/contract appointment with a period of 2 years on extendable basis.</p> <p>Age Limit : upto 35 years</p> <p>Application Mode : Offline</p> <p>Last Date: 22nd May'2017</p>	<p>Essential Qualification :</p> <p>The applicant must be a Post Graduate / MBA in HR / Admin Management. Candidate with Degree in Law will be preferred. Should have demonstrated initiative, leadership and supervisory skills, strong communication skills in English (Both oral and written). Should have at least a minimum of 3 years of experience in related areas, out of which 1 years' experience should be in a similar position preferably in an academic institution/University. JAO would be responsible for implementation of IGIDR's approved HR and administrative policies and procedures. The incumbent has to actively interact with the Faculty, Administration and other staff members. He/she will provide leadership in ensuring equity and transparency in application of the policies.</p> <p>Job Profile :-</p> <ul style="list-style-type: none">• 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 and legal processes.• Assist in matters relating to the corporate function of the Institute.• Planning, Implementing and monitoring the programme and implementation of financial budget and its various components.• Coordinating and managing project's implementation at national level, ensuring activities are carried out on time and within planned budget.• Establishing links and liaising with other relevant statutory bodies for smooth implementation and successful achievement of the outcomes of the programme.

<p>2.</p>	<p>Job Ref.No :NA/2017/2</p> <p>Junior Civil Engineer: 01 Post.</p> <p>Remuneration: Remuneration will commensurate with qualifications and experience.</p> <p>Appt. Type: (On contract basis) Initially for period of 1 year on extendable basis as per the requirement/satisfactory performance.</p> <p>Age Limit : upto 35 years</p> <p>Application Mode : Offline</p> <p>Last Date: 22nd May'2017</p>	<p>Essential Qualification :</p> <p>The applicant must be a Graduate or equivalent in Civil Engineering with 5-8 years of experience in maintaining large campuses or equivalent.</p> <p>Candidates with Diploma in Civil Engineering and having similar type of experience may also be considered.</p> <p>Experience in MEP Works will be preferred.</p> <p>The job requires a hands-on approach and excellent co-ordination skills for maintaining the entire campus, knowledge in labour contracts, contractual works undertaken by the Institute for maintaining the premises, office area and residential quarters etc of the Institute. Must be well versed with the relevant statutory Acts, Labour laws etc.</p> <p>Job Profile :-</p> <ul style="list-style-type: none"> • Coordinate with maintenance department and report to Estate Officer, for project development in the campus. • Liaising with statutory bodies like the BMC, Architects, Contractors etc. • Compiling and executing tendering procedures. • Assist in design, development and construction of a range of projects in the campus. • Scheduling material and equipment purchases and deliveries as per the requirement. • Ensuring the quality, safe, timely and well-resourced completion of projects in the campus. • Making sure the project complies with legal requirements. • Assessing the sustainability and environmental impact of projects. • Ensuring that a project runs smoothly and that the structure is completed on time and within budget and project resources. • Correcting any project deficiencies that affect production, quality and safety requirement prior to final evaluation and project reviews. • Maintenance of the issues related to water pipelines, sewerage pipelines, plumbing work, etc.
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General Information:-

1. Both the positions are initially on a term/contract basis further extendable depending upon the requirement of the Institute and performance of the selected candidate which shall be assessed before the expiry of their contract.
2. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience laid down in the advertisement.
3. Candidates should ensure that they have requisite qualification from recognized Board/University/Institute.
4. Eligibility of a candidate for the post applied shall be considered as on the last date of closing.
5. The appointment of the selected candidate is subject of being found medically fit as per the requirement of the Institute.
6. 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 candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service shall be terminated and liable for legal action against such candidates.
7. Candidates should attached self-attested copies of certificates in support of their qualification (matriculation on wards), experience, Date of Birth etc. Originals certificates should be produced at time of interview.
8. Application without photograph, signature and necessary certificates in support of their application shall be summarily rejected.
9. No correspondence or personal inquiries shall be entertained.
10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
11. The outstation candidates shortlisted for the interview will be paid to & fro sleeper class (2nd Class) railway fare by shortest route subject to production of tickets.
12. Canvassing in any form will be a disqualification.
13. Mere fulfillment of the minimum qualifications etc. will not vest any right on a candidate for being called for test / interview. The Institute reserves the right to short list the candidates for interview and relax the selection criteria in exceptional cases and / or cancel the recruitment process / reject the application, without assigning any reason and without prior notice to the candidate.
14. The Institute reserves the right to fill or not to fill the post advertised.

Candidates possessing the requisite qualification and experience may submit their application mentioning the 'Post applied for Junior Administrative Officer on the envelope, along with all relevant documents showing proof of age, experience, qualifications and two references by **22nd May '2017** to:

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

Date : 18.04.2017

REGISTRAR