



**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 / 2023 / 04

**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			

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.	
Job Ref No : INT/HR/2023	
<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>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.	
Job Ref No : INT/ESTT/2023	
<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>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.	
Job Ref No : INT/ACC/2023	
<b>Accounts</b>	
<b>Essential Qualification</b>	<b>Job Description</b>
<p>Fresher's who have completed their Bachelor's degree in Commerce (Full time) from a recognized university/Institute.</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>

General Information:

- This is a rolling advertisement and interested applicants are encouraged to apply for above positions throughout the year online with the following link

<https://forms.gle/AuQTSvRQtTGCp8jk8>

*(Note: To access the Google form, you must first sign in with your Google / Gmail account.)*

- 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.
- Age: 27 years as on July 31, 2023.
- 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.
- The institute will not provide any accommodation and the selected candidates need to make their own arrangements for stay in Mumbai.

Date: 20.07.2023

Sd/-  
Registrar