



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 FOR RECRUITMENT OF NON-TEACHING STAFF POSITIONS**

**ADVT No.IGIDR/NA/2019-20**

**Dated : 17.06.2019**

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 posts:-

SrNo.	Post Details	Qualification and Experience
1.	<p>Job Ref.No : <b>IGIDR/NA/2019-20/01</b></p> <p><b><u>Job Title :- Finance Officer</u></b></p> <p><b><u>No of Positions :- 01 No</u></b></p> <p><b><u>Pay Details :</u></b> Pay Band of Rs.37,400-67,000/- with G.P Rs.10,000/- (as per 6<sup>th</sup> cpc) / Level 14 in Entry Pay of Rs.1,44,200/- (as per 7<sup>th</sup> cpc)</p> <p><b><u>Appt. Type:</u></b> On tenure basis for <b>five</b> years which may be extended / renewed for further similar terms or may be regularized further depending upon the satisfactory performance of the candidate.</p> <p><b><u>Age Limit :</u></b> Preferably below 55 years</p> <p><b><u>Application Mode : Offline</u></b></p> <p><b>All experience and age would be considered as on the last date of closing.</b></p>	<p><b><u>Essentials :-</u></b></p> <p><b><u>a. Qualification :</u></b></p> <p>Should be a Qualified Chartered Accountant from the Institute of Chartered Accountants of India.</p> <p><b><u>b. Experience :-</u></b></p> <p>At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in Educational Administration</p> <p><b><u>OR</u></b></p> <p>Comparable experience in research establishments and other institutions of higher education.</p> <p><b><u>OR</u></b></p> <p>15 years of administrative experience out of which eight years shall be as Deputy Registrar or an equivalent post.</p> <p><b><u>Desirable:</u></b></p> <p>Preference would be given to persons having worked in an Organized Accounts Service in Central / State Government/University/HEI with similar status.</p>

<p>2.</p>	<p>Job Ref.No : <b>IGIDR/NA/2019-20/02</b></p> <p><b><u>Job Title :-</u></b></p> <p><b>Assistant Administrative Officer (Hr&amp;Admin)</b></p> <p><b><u>No of Positions :- 01 No</u></b></p> <p><b><u>Pay Details :</u></b> Pay Band of Rs.9,300 - 34800/- with G.P Rs.4,600/- (as per 6<sup>th</sup> cpc) / Level 07 in Entry Pay of Rs.44,900/- (as per 7<sup>th</sup> cpc)</p> <p><b><u>Appt. Type:</u></b> On contract basis for <b>three</b> years which may be may be extended / renewed for further similar terms or as decided by the Institute subject to satisfactory performance of the candidate.</p> <p><b><u>Age Limit :</u></b> Preferably below 45 years.</p> <p><b>Application Mode : Offline</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> <p>Master's degree in HRM or MBA in HR from a recognized university/Institute.</p> <p><b><u>Experience :-</u></b></p> <p>At least 5 years of Experience of administrative work in Academic Institute / University / Central or State Government Department / Autonomous Bodies / Public Sector Undertakings / Private Sector of repute in Grade Pay of Rs.4,200 or equivalent.</p> <p><b><u>Desirable:</u></b></p> <p>Preference would be given to candidates having additional degree in Law.</p> <p><b><u>Job Profile :-</u></b></p> <ul style="list-style-type: none"> <li>• Assisting the management in various HR and administrative processes such as planning manpower needs of the organization.</li> <li>• Developing and implementing efficient recruitment and appointment processes in the organization and instituting suitable induction programs.</li> <li>• Effective implementation of performance appraisal processes and administering the compensation policies.</li> <li>• Developing and implementing appropriate Training programs for the employees.</li> <li>• Promoting employee relations, team building, recognition and reward programs, and career planning for staff.</li> <li>• Implementing efficient leave and attendance procedures, promotions and reassignments, as well as retirement processes.</li> <li>• Recommending appropriate improvements in internal HR and administrative processes.</li> <li>• Leading special projects in HR related matters.</li> <li>• Assist in all matters relating to administration, contracts, insurance, travel and legal processes.</li> <li>• Assist in matters relating to the corporate function of the Institute.</li> </ul>
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<p>3.</p>	<p>Job Ref.No : <b>IGIDR/NA2019-20/03</b></p> <p><b><u>Job Title :-</u></b></p> <p><b>Project Officer (Research)</b></p> <p><b><u>No of Positions :-</u></b> <b>01 No</b></p> <p><b><u>Pay Details :</u></b> Pay Band of Rs.9,300 - 34800/- with G.P Rs.4,600/- (as per 6<sup>th</sup> cpc) / Level 07 in Entry  Pay of Rs.44,900/- (as per 7<sup>th</sup> cpc)</p> <p><b><u>Appt. Type:</u></b> On contract basis for <b>three</b> years which may be may be extended / renewed for further similar terms or as decided by the Institute subject to satisfactory performance of the candidate.</p> <p><b><u>Age Limit :</u></b> Preferably below 45 years.</p> <p><b>Application Mode : Offline</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> Master's degree or its equivalent from a recognized university/Institute.</p> <p><b><u>Experience :-</u></b> At least 5 years of Experience in handling various academic/scientific/research projects work in Academic Institute / University / Central or State Government Department / Autonomous Bodies / Public Sector Undertakings / Private Sector of repute in Grade Pay of Rs.4,200 or equivalent.</p> <p><b><u>Desirable :-</u></b> Preference would be given to persons having Master degree in Commerce/Management (MBA-Finance) / ICWA/CA or having worked in an Organized Accounts Service in Central / State Government, with similar status. Knowledge/degree in Law will be an added advantage.</p> <p><b><u>Job Profile :-</u></b></p> <ul style="list-style-type: none"> <li>• Planning, Implementing and monitoring the programme and its various components.</li> <li>• Guiding and steering the programme with the help of Steering Committee and the Technical Advisory Group.</li> <li>• Establishing links and liaising with other relevant statutory bodies for smooth implementation and successful achievement of the outcomes of the programme.</li> <li>• Coordinating with project in-charge, keeping track of the budget, Coordinating and managing various national &amp; FCRA project's, ensuring project related activities are carried out on time and within planned budget.</li> <li>• Assisting in various programme related activities which may include (but not limited to) planning for meetings, local and national consultations, trips and other project related activities, as assigned by the authorities.</li> <li>• Ensuring delivery against planned project results and financial delivery targets in annual work plan. Closely tracking slippage against work plan and recommending corrective actions.</li> <li>• Fostering partnerships with key national and international institutions.</li> <li>• Drafting communications, letters, concept notes, Terms of Reference, preparing UC etc. to support the authorities and contributing to the development of knowledge products and communication-outreach material</li> </ul>
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<p>4.</p>	<p>Job Ref.No : <b>IGIDR/NA2019-20/04</b></p> <p><b><u>Job Title :-</u></b></p> <p>Public Relation Officer</p> <p><b><u>No of Positions :-</u></b> <b>01 No</b></p> <p><b><u>Pay Details :</u></b> Pay Band of Rs.9,300 - 34800/- with G.P Rs.4,600/- (as per 6<sup>th</sup> cpc) / Level 07 in Entry [Pay of Rs.44,900/- (as per 7<sup>th</sup> cpc)</p> <p><b><u>Appt. Type:</u></b> On contract basis for <b>three</b> years which may be may be extended / renewed for further similar terms or as decided by the Institute subject to satisfactory performance of the candidate.</p> <p><b><u>Age Limit :</u></b> Preferably below 45 years.</p> <p><b>Application Mode : Offline</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> Master's degree or its equivalent from a recognized university/Institute.</p> <p><b><u>Experience :-</u></b> At least 5 years of Experience in handling similar type of work in an academic/scientific/research projects work in Academic Institute / University / Central or State Government Department / Autonomous Bodies / Public Sector Undertakings / Private Sector of repute in Grade Pay of Rs.4,200 or equivalent.</p> <p><b><u>Desirable :-</u></b> Preference would be given to persons having Master;s degree in Economics/communication related subject with specialization in Journalism from a reputed University. Extensive knowledge of the principles, practices and techniques of oral and written communications and interpersonal relations in order to determine the most effective proposals, dealing with IQAC, NAAC, UGC and other statutory organizations would be an added advantage.</p> <p><b><u>Job Profile :-</u></b></p> <ul style="list-style-type: none"> <li>• To assist in the development and implementation of communications strategy.</li> <li>• To develop and execute IGIDR's media strategy across all media, including press, broadcast and publication to raise IGIDR's profile and communicate IGIDR's activities (including international programmes, recruitment, etc.).</li> <li>• To assist in copy-writing and production of key IGIDR's publications including Annual Report, quarterly news bulletin etc.</li> <li>• To take responsibility for the development and management of IGIDR's website, including keeping content up to date and appropriate, making improvements and functionality and advising colleagues on maximizing its potential. Edit and prepare manuscripts on two levels: (1) copy editing (employing skills that assure consistency and accuracy within a manuscript regarding grammar, punctuation, syntax, and acceptable institution style); and (2) substantive editing, requiring critical sense and intuitive evaluation of factual accuracy and consistency of information - chronology of events, overall consistency of subject matter; verification of facts, rearrangement or deletion of material, analysis of data, and evaluation of documentation as to accuracy and thoroughness.</li> <li>• To provide secretariat service to IQAC committee and assist the Institute in communication with NAAC, UGC and other statutory bodies with preparing various reports.</li> </ul>
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### **General Information:-**

1. Candidates are advised to satisfy themselves before applying 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 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. Application without photograph, signature and necessary certificates in support of their 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, 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.
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 channel or submit a no objection certificate from present employer.
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 upper age is relax-able as per the Government of India rules.
7. Based on the recommendation of the selection committee, if the candidates are not found suitable for the advertised scale, they may also be considered for appointment on short term contract with consolidated pay, and they will not be entitled for any other benefits except consolidated salary OR the candidates may also be considered for appointment on deputation basis.
8. The institute reserves the right to: (a) not of fill any of the advertised positions (b) fill consequential vacancies arising at the time of selection from available candidates. The number of positions is thus open to change.
9. 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.
10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
11. Addendum / corrigendum if any respect of this advertisement shall be published only on <http://www.igidr.ac.in/careers/>
12. The outstation candidates shortlisted for the interview will be paid to & fro sleeper class (2<sup>nd</sup> Class) railway fare by shortest route subject to production of tickets.
13. The appointment of the selected candidate is subject to being found medically fit as per the requirement of the Institute.

14. Candidates have to make their own arrangement for accommodation if shortlisted for the interview/test. No correspondence or personal inquiries shall be entertained.
15. Campus accommodation will be provided to the candidate on their **selection** for the above advertised post on the availability and request.
16. No interim correspondence will be entertained from candidates in any form regarding conduct and result of interview and reasons for not being called.
17. 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 **31<sup>st</sup> July'2019** to:

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

**Date : 17.06.2019**

**REGISTRAR**

