



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

Date : 07.09.2022

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 Administration, HR & Projects, Administration (Facilitator) and Information Technology.

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 a. HR & Projects b. Administration (General) c. Administration (Facilitator)	Up to 28 years	Up to 1 year	Consolidated amount of Rs.18,000/- per month
2	Information Technology (IT)			

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/HRP/2022	
HR & Projects	
Essential Qualification	Job Description
<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 HR process, Manpower Planning, Recruitment, Legal, Interacting with various internal department, faculty and students, event management etc.</p>

Job Description, Essential Qualification.	
Job Ref No : INT/ADM(G)/2022	
Administration (General)	
Essential Qualification	Job Description
<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 process, Purchase & 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/ADM(F)/2022	
Administration (Facilitator)	
Essential Qualification	Job Description
<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 various work related to Front Office Management, Coordination with working staff / departments, Guest House Management, Catering Management, help desk for Medical emergencies, Inventory management, Attendance Management, Supervision of housekeeping staff etc.</p>

Job Description, Essential Qualification.	
Job Ref No : INT/IT/2022	
Information Technology (IT)	
Essential Qualification	Job Description
<p>Fresher's who have completed their B.E / 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 maximum period of one year.
- Age will be considered as per the date of advertisement i.e.07.09.2022.
- 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 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.
- Candidates who had applied earlier in response to our earlier advertisement need not apply again.
- No interim correspondence of any sort will be entertained from candidates in any form in this regard.
- Immediate joiners will be preferred.

Date: 07.09.2022

Sd/-
Registrar