

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH (IGIDR)**  
(An Advanced Research Institute Established by Reserve Bank of India)  
Gen. A. K. Vaidya Marg, Goregaon (E), Mumbai – 400065  
Website: [www.igidr.ac.in](http://www.igidr.ac.in)

**No.1/NT/2025**

**Date : 18.08.2025**

**ADVERTISEMENT FOR VARIOUS NON-TEACHING STAFF ON  
DEPUTATION/CONTRACT BASIS**

Applications are invited from eligible Indian Nationals for the following non-teaching positions on a Deputation/Contract basis.

**Details of Non-Teaching Positions:**

<b>Sr No</b>	<b>Name of the Position</b>	<b>Pay Level (as per the 7<sup>th</sup> CPC)</b>	<b>Total Vacancy</b>	<b>Age (preferably below)</b>
1.	Human Resources Officer	Level 10 (₹56100-177500)	01	40 years
2.	Research Grants & Project Officer	Level 10 (₹56100-177500)	01	40 years
3.	Academic & Student Affairs Officer	Level 10 (₹56100-177500)	01	40 years
4.	Law Officer	Level 10 (₹56100-177500)	01	40 years
5.	Assistant System Analyst cum Software Engineer	Level 10 (₹56100-177500)	01	40 years
6.	P.S. to Director	Level 07 (₹44900-142400)	01	35 years
7.	Assistant Administrative Officer (Administration)	Level 07 (₹44900-142400)	01	35 years
8.	Assistant Administrative Officer (Students & Academic Affairs)	Level 07 (₹44900-142400)	01	35 years
9.	Assistant Administrative Officer (Accreditation & Outreach)	Level 07 (₹44900-142400)	01	35 years
10.	Assistant Electrical Engineer	Level 07 (₹44900-142400)	01	35 years
11.	Assistant Civil Engineer	Level 07 (₹44900-142400)	01	35 years
12.	Campus Safety & Security Officer	Level 07 (₹44900-142400)	01	35 years
13.	Hostel Superintendent	Level 06 (₹35400-112400)	01	35 years
14.	Professional Assistant (Library)	Level 06 (₹35400-112400)	01	35 years
15.	Library Assistant	Level 04 (₹25500-81100)	01	35 years

**Notes:**

1. *Maximum Age* is to be reckoned as on the closing date of applications.
2. Age relaxations will be applicable as per the Government of India norms.
3. The age limit for Deputation will be up to 56 years
4. The number of vacancies indicated is tentative and subject to change without prior notice.
5. The Institute reserves the right to cancel/restrict/enlarge/modify the recruitment process without assigning any reason.

**Application Window: Opens on 21st August 2025**  
**Last Date for Receipt of Applications: 15th September 2025**

## DETAILS OF ADVERTISEMENT

Sr No	Name of Position	Qualification & Experience / Desirable
1.	Human Resources Officer  Level-10 (₹56,100–1,77,500)  [6th CPC: PB-3 ₹15,600–39,100 with GP ₹5,400]	<p><b>Essential Qualification:</b> A Bachelor's Degree in any discipline from any recognized Institute/ University.</p> <p><b>Experience (Contract):</b> Minimum 8 years of relevant administrative/HR experience in Central/State Government, PSU, University, Autonomous Body, or reputed private organisation, including at least 3 years in a supervisory capacity in recruitment, establishment matters, service rules, personnel administration, and compliance, with proficiency in computer operations (ERP/HRMS, MS Office, noting, and drafting) being essential.</p> <p><b>Experience(Deputation):</b> Holding analogous posts on a regular basis, <b>OR</b> with 2 years of regular service in the pay band of ₹9,300–34,800 with Grade Pay ₹4,800 (pre-revised), Level-8 in the 7th CPC Pay Matrix, <b>OR</b> with 3 years of regular service in the pay band of ₹9,300–34,800 with Grade Pay ₹4,600 (pre-revised), Level-7 in the 7th CPC Pay Matrix, <b>OR</b> with 8 years of regular service in the pay band of ₹9,300–34,800 with Grade Pay ₹4,200 (pre-revised), Level-6 in the 7th CPC Pay Matrix along with the requisite qualifications and experience.</p> <p><b>Desirable:</b> Postgraduate degree/diploma in HR Management, Personnel Management, Labour Laws, or Business Administration; knowledge of Central Civil Services Rules, reservation policies, recruitment and promotion rules, and establishment procedures; proficiency in ERP/HRMS and office automation tools; and good command over written and spoken English.</p>
2.	Research Grants & Project Officer  Level-10 (₹56,100–1,77,500)  [6th CPC: PB-3 ₹15,600–39,100 with GP ₹5,400]	<p><b>Essential Qualification:</b> Master's degree or its equivalent from a recognized university/Institute.</p> <p><b>Experience (Contract):</b> Minimum <b>8 years of relevant administrative or project management experience</b> in an Academic/Research Institute, University (including Private Universities of repute), Central/State Government Department, Autonomous Body, Public Sector Undertaking, or reputed Private Sector organisation, of which at least <b>3 years must be in a supervisory capacity</b>. The experience should be in areas such as <b>research administration, project coordination, establishment matters, service rules, personnel administration, compliance, and liaison with funding agencies</b>.</p> <p><b>Experience(Deputation):</b> Holding analogous posts on a regular basis, <b>OR</b> with 2 years of regular service in the pay band of ₹9,300–34,800 with Grade Pay ₹4,800 (pre-revised), Level-8 in the 7th CPC Pay Matrix, <b>OR</b> with 3 years of regular service in the pay band of ₹9,300–34,800 with Grade Pay ₹4,600 (pre-revised), Level-7 in the 7th CPC Pay Matrix, <b>OR</b> with 8 years of regular service in the pay band of ₹9,300–34,800 with Grade Pay ₹4,200 (pre-revised), Level-6 in the 7th CPC Pay Matrix along with the requisite qualifications and experience.</p> <p><b>Desirable:</b> Preference will be given to candidates with a Phd Degree or Master's degree in Commerce or Management (MBA-Finance), ICWA, or CA, or those with experience in an organized accounts service in Central/State Government of similar status; knowledge or a degree in Law will be an added advantage.</p>

3.	<p>Academic &amp; Student Affairs Officer</p> <p>Level-10 (₹56,100–1,77,500)</p> <p>[6th CPC: PB-3 ₹15,600–39,100 with GP ₹5,400]</p>	<p><b>Essential Qualification:</b> Master’s degree with at least 55% marks or equivalent grade in any discipline from a recognized university/institution.</p> <p><b>Experience (Contract):</b> <b>Minimum 5 years of administrative experience in a supervisory role</b> in student affairs, academic administration, hostel/residential management, or related functions in a Government/Autonomous Academic Institution/University/IIT/IIM/NIT or equivalent, with proven experience in managing the <b>entire student lifecycle</b>, including admissions, registration, examinations, hostel management, student welfare, placements, alumni relations, and grievance redressal.</p> <p><b>Experience(Deputation):</b> Holding analogous posts on a regular basis, <b>OR</b> with 2 years of regular service in the pay band of ₹9,300–34,800 with Grade Pay ₹4,800 (pre-revised), Level-8 in the 7th CPC Pay Matrix, <b>OR</b> with 3 years of regular service in the pay band of ₹9,300–34,800 with Grade Pay ₹4,600 (pre-revised), Level-7 in the 7th CPC Pay Matrix, <b>OR</b> with 8 years of regular service in the pay band of ₹9,300–34,800 with Grade Pay ₹4,200 (pre-revised), Level-6 in the 7th CPC Pay Matrix along with the requisite qualifications and experience.</p> <p><b>Desirable:</b> Degree/Diploma in Management, Education Administration, Student Affairs, or related disciplines from a recognized institution, with experience in managing international student affairs (including admissions, visa facilitation, and cultural integration), coordinating large-scale student events, conferences, cultural and sports activities, familiarity with ERP-based academic administration systems and digital platforms for student services, strong liaison skills with regulatory bodies such as UGC, AICTE, MHRD, MEA, and foreign embassies, and exposure to placement and career development functions in higher education institutions.</p>
4.	<p>Law Officer</p> <p>Level-10 (₹56,100–1,77,500)</p> <p>[6th CPC: PB-3 ₹15,600–39,100 with GP ₹5,400]</p>	<p><b>Essential Qualification:</b></p> <p>(i) <b>LL.B.</b> from a recognized Indian University/Institution with at least <b>7 years of experience</b> of law practice in a Court of Law in civil, criminal, or service matters, duly certified.</p> <p>(ii) <b>LL.M.</b> from a recognized Indian University/Institution with at least <b>55% marks</b> or an equivalent grade in the grade point scale.</p> <p><b>Experience (Contract):</b> Minimum <b>7 years of post-qualification experience</b> as an Advocate or Law Officer in a Government Department, Autonomous Body, PSU, University, or reputed private organization, with substantial experience in <b>service matters, contract drafting, arbitration, RTI, disciplinary proceedings, and legal vetting of documents.</b></p> <p><b>Experience(Deputation):</b> Holding analogous posts on a regular basis, <b>OR</b> with 2 years of regular service in the pay band of ₹9,300–34,800 with Grade Pay ₹4,800 (pre-revised), Level-8 in the 7th CPC Pay Matrix, <b>OR</b> with 3 years of regular service in the pay band of ₹9,300–34,800 with Grade Pay ₹4,600 (pre-revised), Level-7 in the 7th CPC Pay Matrix, <b>OR</b> with 8 years of regular service in the pay band of ₹9,300–34,800 with Grade Pay ₹4,200 (pre-revised), Level-6 in the 7th CPC Pay Matrix along with the requisite qualifications and experience.</p> <p><b>Desirable:</b> Master’s Degree in Law (LL.M) with specialization in Constitutional Law, Administrative Law, or Corporate Law; experience in handling litigation in High Courts/Tribunals; proficiency in drafting legal opinions, MoUs, and institutional policies; and good communication skills with the ability to work effectively in academic and multicultural environments.</p>

5.	<p>Assistant System Analyst cum Software Engineer</p> <p>Level-10 (₹56,100–1,77,500)</p> <p>[6th CPC: PB-3 ₹15,600–39,100 with GP ₹5,400]</p>	<p><b>Essential Qualification:</b> B.E./B.Tech in Computer Science &amp; Engineering or Electronics Engineering, OR M.E./M.Tech. in Computer Science &amp; Engineering or Electronics Engineering, OR M.Sc. in Computer Science or MCA.</p> <p><b>Experience (Contract):</b> 05 years of programming experience in languages like C / C++ / JAVA, etc., databases: MySQL/ORACLE with PHP, etc. Experience in server &amp; network management. Foundations and practices under WINDOWS / LINUX / UNIX platforms from a recognized Public/PUS/Private organization of repute.</p> <p><b>Experience (Deputation):</b> Holding analogous post on regular basis; <b>OR</b> With two years regular service in the Pay band of Rs.9,300-34,800/- with grade pay of Rs.4,800/- (pre-revised), Level-08 in the Pay Matrix of 7th CPC <b>OR</b> three years regular service in the pay band of Rs.9,300- 34,800/- with GP Rs.4,600/- (pre-revised), Level-07 in the Pay Matrix of 7th CPC <b>OR</b> eight years regular service in the pay band of Rs.9,300-34,800/- with GP Rs.4,200/- (pre-revised), Level-06 in the Pay Matrix of 7th CPC, along with the requisite qualifications and experience.</p> <p><b>Desirable:</b> Experience with the latest web programming technologies and frameworks, along with a strong working knowledge of relational database management systems (RDBMS), particularly MySQL, PHP, and ASP. Experience in server &amp; network management. Demonstrated initiative, leadership ability, and team supervision skills, coupled with excellent communication skills in English (both written and verbal). Proven ability to interact effectively with faculty, administrative staff, students, and other stakeholders. The incumbent is expected to provide proactive leadership in supporting institutional IT systems and services, while upholding principles of equity, transparency, and accountability in all aspects of implementation and policy application.</p>
6.	<p>P.S. to Director</p> <p>Level-7 (₹44,900–1,42,400)</p> <p>[6th CPC: PB-2 ₹9,300–34,800 with GP ₹4,600]</p>	<p><b>Essential Qualification:</b> Bachelor's degree in any discipline (Master's preferred)</p> <p><b>Experience (Contract):</b> Minimum 5–7 years of experience in an officer or equivalent capacity in a reputed academic/research institution, research establishment, Central/State Government, PSU, autonomous body, or reputed private organization, with English stenography speed of 120 wpm, typing speed of 35 wpm, and hands-on proficiency in office software such as MS Office, scheduling tools, and email management.</p> <p><b>Experience (Deputation):</b> Eligible officers from Academic Institutions, IITs, NITs, Central Universities, Central/State Government, PSUs, or Autonomous Bodies holding analogous posts on a regular basis,</p> <p><b>OR</b> with six years of regular relevant service in Level-5 (₹29,200–₹92,300),</p> <p><b>OR</b> with ten years of regular relevant service in Level-4 (₹25,500–₹81,100), along with the requisite qualifications and experience.</p> <p><b>Desirable:</b> Proven experience in high-level executive or administrative support in an academic or research institution; excellent command of written and spoken English with strong drafting and correspondence skills; proficiency in shorthand, typing, and modern office software; strong organisational and time-management abilities with attention to detail; ability to work under pressure and independently with minimal supervision; professional etiquette, discretion in handling confidential matters, and proactive problem-solving skills; familiarity with the functioning and protocols of academic/research institutions, including event coordination and official meeting documentation.</p>

7.	<p>Assistant Administrative Officer (Administration)</p> <p>Level-7 (₹44,900–1,42,400)</p> <p>[6th CPC: PB-2 ₹9,300–34,800 with GP ₹4,600]</p>	<p><b>Essential Qualification:</b> A Bachelor's Degree in any discipline from any recognized Institute/ University. (Master's degree preferred).</p> <p><b>Experience (Contract):</b> Minimum 8 years of relevant administrative experience in a reputed private organisation, academic or research institution, university, or autonomous body, including at least 3 years in a supervisory capacity. The experience should cover areas such as general administration, establishment matters, procurement, facility/estate management, and liaison activities. Proficiency in computer operations, ERP/office automation tools, noting, and drafting is essential.</p> <p><b>Experience(Deputation):</b> Eligible officers from Academic Institutions, IITs, NITs, Central Universities, Central/State Government, PSUs, or Autonomous Bodies holding analogous posts on a regular basis,  <b>OR</b> with six years of regular relevant service in Level-5 (₹29,200–₹92,300),  <b>OR</b> with ten years of regular relevant service in Level-4 (₹25,500–₹81,100), with relevant qualifications and experience.</p> <p><b>Desirable:</b> Postgraduate degree/diploma in HR, Personnel Management, Labour Laws, or Business Administration; knowledge of service rules, reservation norms, conduct rules, and establishment procedures applicable to UGC/government institutions; proficiency in ERP systems, MS Office, data handling, and digital documentation; strong written and verbal communication skills in English with good interpersonal and team coordination abilities; capacity to work independently, maintain confidentiality, multitask, and meet deadlines; and experience in managing academic events, workshops, or large-scale training programmes.</p>
8.	<p>Assistant Administrative Officer (Students &amp; Academic Affairs)</p> <p>Level-7 (₹44,900–1,42,400)</p> <p>[6th CPC: PB-2 ₹9,300–34,800 with GP ₹4,600]</p>	<p><b>Essential Qualification:</b> A Bachelor's Degree in any discipline from any recognized Institute/ University. (Master's degree preferred).</p> <p><b>Experience (Contract):</b> Minimum 5 years of relevant experience in academic administration, preferably in a university or research institution, with proven experience in managing postgraduate and doctoral programme administration, along with proficiency in computer operations, noting, and drafting.</p> <p><b>Experience(Deputation):</b> Eligible officers from Academic Institutions, IITs, NITs, Central Universities, Central/State Government, PSUs, or Autonomous Bodies holding analogous posts on a regular basis, <b>OR</b> with six years of regular relevant service in Level-5 (₹29,200–₹92,300), <b>OR</b> with ten years of regular relevant service in Level-4 (₹25,500–₹81,100), with relevant qualifications and experience.</p> <p><b>Desirable:</b> Experience in documentation and reporting for NAAC, NIRF, AISHE, UGC, NAD, and ABC; familiarity with thesis/dissertation coordination for postgraduate and doctoral programmes; exposure to student engagement initiatives such as orientation programmes, career services, clubs/committees, and academic events; strong understanding of the student lifecycle, including admissions, registration, examinations, graduation, welfare, and academic records; sound knowledge of UGC regulations, academic processes, and higher education frameworks; excellent communication skills in English; proficiency in MS Office, academic ERP systems, and institutional data management; strong interpersonal skills with the ability to multitask and work effectively with students, faculty, and staff; and ability to coordinate student-centric services, including hostel administration, grievance redressal, anti-ragging compliance, and feedback mechanisms.</p>

9.	<p>Assistant Administrative Officer (Accreditation &amp; Outreach)</p> <p>Level-7 (₹44,900–1,42,400)</p> <p>[6th CPC: PB-2 ₹9,300–34,800 with GP ₹4,600]</p>	<p><b>Essential Qualification:</b> A Bachelor's Degree in any discipline from any recognized Institute/ University. (Master's degree preferred).</p> <p><b>Experience (Contract):</b> Three years' experience as an Assistant in Level-6 or eight years as UDC in Level-4 in any Central/State Government, University, PSU, Central/State Autonomous Institution, Central University, or Academic Institution, OR in an equivalent position in a reputed private company, with proficiency in computer operations, noting, and drafting.</p> <p><b>Experience(Deputation):</b> Eligible officers from Academic Institutions, IITs, NITs, Central Universities, Central/State Government, PSUs, or Autonomous Bodies holding analogous posts on a regular basis, <b>OR</b> with six years of regular relevant service in Level-5 (₹29,200–₹92,300), <b>OR</b> with ten years of regular relevant service in Level-4 (₹25,500–₹81,100), with relevant qualifications and experience.</p> <p><b>Desirable:</b> Strong knowledge of UGC, NAAC, NIRF, AISHE, ABC, NAD, and related academic frameworks; excellent written and verbal communication skills in English; proficiency in digital tools (ERP, MS Office, Google Workspace) and data presentation; working knowledge of institutional ERP systems and online compliance portals (AISHE, NAD, ABC); familiarity with report generation for accreditation bodies (NAAC, NIRF) and statutory submissions (UGC); prior experience in managing academic outreach programmes such as Visiting Scholar schemes, Postdoctoral Fellowships, and student engagement initiatives; experience in coordinating seminars, conferences, and institutional events; ability to handle confidential information with integrity, multitask across departments, and work to deadlines; certification in Academic Administration, Education Policy, or Project/Event Management will be an added advantage.</p>
10.	<p>Assistant Electrical Engineer</p> <p>Level-7 (₹44,900–1,42,400)</p> <p>[6th CPC: PB-2 ₹9,300–34,800 with GP ₹4,600]</p>	<p><b>Essential Qualification:</b> Bachelor's Degree in Electrical Engineering or a relevant field from a recognized Institute/University.</p> <p><b>Experience (Contract):</b> Minimum 3 years of relevant experience as a Junior Engineer or in an equivalent role in State Government PWD services, Central PWD, statutory or autonomous bodies, university systems, or reputed private organisations with an annual turnover of ₹100 crores or more.</p> <p><b>Experience(Deputation):</b> Eligible officers from Academic Institutions, IITs, NITs, Central Universities, Central/State Government, PSUs, or Autonomous Bodies holding analogous posts on a regular basis, <b>OR</b> with six years of regular relevant service in Level-5 (₹29,200–₹92,300), <b>OR</b> with ten years of regular relevant service in Level-4 (₹25,500–₹81,100), with relevant qualifications and experience as a Junior Engineer or equivalent.</p> <p><b>Desirable:</b> Working knowledge of Building Management Systems (BMS), AutoCAD, MS Office, and energy-efficient systems; experience in large institutional campuses, PSUs, or university settings; strong communication skills in English and Hindi (written and verbal); familiarity with statutory compliance, fire and safety processes, government procurement, and civil-electrical project coordination, including GFR 2017; and demonstrated leadership, discipline, and ability to handle emergency response and team management.</p>

11.	<p>Assistant Civil Engineer</p> <p>Level-7 (₹44,900–1,42,400)</p> <p>[6th CPC: PB-2 ₹9,300–34,800 with GP ₹4,600]</p>	<p><b>Essential Qualification:</b> Bachelor's Degree in Civil Engineering from a recognized Institute/University or equivalent.</p> <p><b>Experience (Contract):</b> Three years of relevant experience as a Junior Engineer or equivalent in State Government PWD services, similar organised services, statutory or autonomous organisations, university systems, or reputed private organisations.</p> <p><b>Experience(Deputation):</b> Eligible officers from Academic Institutions, IITs, NITs, Central Universities, Central/State Government, PSUs, or Autonomous Bodies holding analogous posts on a regular basis, <b>OR</b> with six years of regular relevant service in Level-5 (₹29,200–₹92,300), <b>OR</b> with ten years of regular relevant service in Level-4 (₹25,500–₹81,100), with relevant qualifications and experience as a Junior Engineer (Civil) or equivalent.</p> <p><b>Desirable:</b> Experience in construction and supervision of multi-storey building projects; estimation, tendering, measurement, and planning as per CPWD/PWD norms; and preparation and checking of structural drawings, deviation statements, and related documentation. Proficiency in AutoCAD or equivalent CAD software, modern project management and infrastructure planning tools, MS Office, and construction project tracking software.</p>
12.	<p>Campus Safety &amp; Security Officer</p> <p>Level-7 (₹44,900–1,42,400)</p> <p>[6th CPC: PB-2 ₹9,300–34,800 with GP ₹4,600]</p>	<p><b>Essential Qualification:</b> A Bachelor's Degree in any discipline from any recognized Institute/ University</p> <p><b>Experience (Contract):</b> Minimum <b>5 years of experience</b> in security management, safety operations, law enforcement, or related fields in a reputed academic institution, Government/Autonomous organization, PSU, Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more or armed forces/police service. Candidates should have experience in <b>campus safety planning, security staff supervision, crowd management, emergency preparedness, and coordination with local law enforcement agencies.</b></p> <p><b>Experience(Deputation):</b> Eligible Officers from the Police/Paramilitary Forces/Defence Services or Security Officers, Academic Institutions, IITs, NITs, Universities, Central/State Government, PSUs, or Autonomous Bodies holding analogous posts on a regular basis, <b>OR</b> with six years of regular relevant service in Level-5 (₹29,200–₹92,300), <b>OR</b> with ten years of regular relevant service in Level-4 (₹25,500–₹81,100), with relevant qualifications and experience</p> <p><b>Desirable:</b> Training in fire safety, disaster management, or security intelligence operations, with experience in CCTV monitoring systems, access control systems, and security automation tools, along with good communication skills and the ability to work effectively in multicultural academic environments.</p>

13.	<p>Hostel Superintendent</p> <p>Level-6 (₹35,400–1,12,400)</p> <p>[6th CPC: PB-2 ₹9,300–34,800 with GP ₹4,200]</p>	<p><b>Essential Qualification:</b> A Bachelor's Degree in any discipline from any recognized Institute/ University</p> <p><b>Experience (Contract):</b> Minimum 3 years' experience as a Warden or Superintendent in a large hostel of a college, university, or institute, with excellent verbal and written communication skills in both English and Hindi, along with strong administrative and operational abilities.</p> <p><b>Experience(Deputation):</b> Eligible officers from Academic Institutions, IITs, NITs, Central Universities, Central/State Government, PSUs, or Autonomous Bodies holding analogous posts on a regular basis in the parent cadre/department, <b>OR</b> With 5 years' regular service in Pay Matrix Level-5 (₹29,200) <b>OR</b> Level-4 (₹25,500) or equivalent in the parent cadre/department, along with the requisite qualifications and experience.</p> <p><b>Desirable:</b> Experience in managing residential hostels in higher education institutions with multi-cultural and international student communities; familiarity with hostel administration processes, student grievance redressal, and welfare activities; knowledge of safety, security, and fire safety protocols in residential facilities; proficiency in MS Office, ERP/hostel management software, and digital record keeping; ability to coordinate maintenance, housekeeping, and catering services while ensuring hygiene and discipline; strong interpersonal and counselling skills; and willingness to work beyond normal hours, including weekends and holidays, when required.</p>
14.	<p>Professional Assistant (Library)</p> <p>Level-6 (₹35,400–1,12,400)</p> <p>[6th CPC: PB-2 ₹9,300–34,800 with GP ₹4,200]</p>	<p><b>Educational Qualification &amp; Experience (Contract)</b></p> <p>Master's Degree in Library and Information Science from any recognized University/Institution with at least three years of relevant experience in the library of an IIT, NIT, University, Research Establishment, Central/State Government, PSU, or other autonomous institution;</p> <p><b>OR</b></p> <p>Bachelor's Degree in Library Science / Library and Information Science from any recognized University/Institution with at least four years of relevant experience in the library of an IIT, NIT, University, Research Establishment, Central/State Government, PSU, or other autonomous institution.</p> <p>Working knowledge of library automation software such as KOHA, or equivalent; experience in digital library management systems (e.g., DSpace, EPrints); familiarity with e-resource management, metadata standards, and digital archiving; proficiency in computer applications and library networking; good communication and interpersonal skills in academic and research environments.</p> <p><b>Experience (Deputation):</b> Officers from Academic Institutions, IITs, NITs, Central Universities, Central/State Government, PSUs, or other Autonomous Bodies holding analogous posts on a regular basis in the parent cadre/department, <b>OR</b> holding posts in Level-4 of the Pay Matrix (pre-revised PB-1: ₹5,200–20,200 with Grade Pay ₹2,400) with five years of regular service in the grade, <b>OR</b> holding posts in Level-2 of the Pay Matrix (pre-revised PB-1: ₹5,200–20,200 with Grade Pay ₹1,900) with eight years of regular service in the grade, and possessing the requisite educational qualifications and relevant experience as prescribed for direct recruitment.</p> <p><b>Desirable:</b> Working knowledge of Linux and MySQL.</p>



15.	<p>Library Assistant</p> <p>Level 4 (₹25,500 – ₹81,100)</p> <p>[6th CPC: PB-1 ₹5,200–20,200 with GP ₹2,400]</p>	<p><b>Essential Qualification:</b> Master's degree in Library and Information Science or its equivalent with at least 55% of marks or its equivalent grade from a recognized university/Institute.</p> <p><b>Experience (Contract):</b> Minimum 2 years of experience in a computerized library environment in a reputed academic/research Institution. Applicants should have experience working with Koha library management software, digital library software, HTML/CSS, Content Management Systems (CMS), MS Office, and the ability to work independently on library-related open-source software.</p> <p><b>Experience(Deputation):</b> Officers from Academic Institutions, IITs, NITs, Central Universities, Research Establishments, Central/State Government, PSUs, or other Autonomous Bodies <b>holding analogous posts on a regular basis in the parent cadre/department, OR</b> holding posts in <b>Level–2 of the Pay Matrix</b> (pre-revised PB-1: ₹5,200–20,200 with Grade Pay ₹1,900) <b>with at least 8 years of regular service</b> in the grade, and possessing the requisite educational qualifications and relevant experience as prescribed for direct recruitment.</p> <p><b>Desirable:</b> Working knowledge of Linux and MySQL.</p>
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#### Deputation/Contract Guidelines

##### *1. Contract :*

- a. The contract of appointment is intended for a total period of five years, subject to annual performance reviews. The initial appointment will be for one year as a probationary period, with extension for the remaining term (up to four additional years) based on satisfactory performance, institutional requirements, and availability of funds.
- b. In the event of unsatisfactory performance, the Institute reserves the right to curtail the appointment at any stage by giving one month's notice. Either party may terminate the appointment at any time by providing one month's notice or salary in lieu thereof.
- c. Under no circumstances shall the total contractual engagement exceed five years.

##### *2. Deputation:*

- a. The application must be **forwarded through the proper channel** [for deputation cases only] along with:
  - (i) Copies of **Annual Performance Appraisal Reports (APARs)** for the last **three years**,
  - (ii) Vigilance and Integrity Certificate, and
  - (iii) Statement of major/minor penalties (if any) imposed during the last 10 years, if applicable.
  - (iv) No Objection Certificate from the present employer when filling out an online application.

#### **IMPORTANT NOTES:**

- IGIDR reserves the right to not fill any or all posts advertised.
- Incomplete applications or those received after the due date will not be considered.
- Canvassing in any form will be a disqualification.
- The appointment is purely on a deputation/contract basis and confers no right for permanent absorption or regularization in the Institute.

**How to Apply:**

- A. Apply Online: Candidates are required to apply online through the official website of IGIDR, i.e., <http://www.igidr.ac.in/careers/>
- B. Last date for submission of online applications is 15th September 2025 EOD.
- C. Submission Advice: Candidates are strongly advised to submit applications well before the closing date to avoid last-minute technical issues. Late applications will not be entertained, and the application fee is non-refundable.
- D. Institute Responsibility: The Institute will not be held responsible for any issues in submitting applications before the deadline due to server load or other unforeseen issues.
- E. Candidates are required to take out the printout of the online filled application form. A printed hard copy of the application form, along with all the required supporting documents, must be sent to the following address: “The Registrar, Indira Gandhi Institute of Development Research, Gen.A.K.Vaidya Marg, Filmcity Road, Santosh Nagar, Goregaon (East), Mumbai : 400 0665, Maharashtra”, with mention on the envelope – APPLICATION FOR THE POST OF \_\_\_\_\_, within one week after closing of the last date through Speed Post/Courier. Candidature of the applicants will be considered only after receiving the hardcopy of the application form along with the required supporting documents.
- F. Verification: All information provided in the application will be verified with original documents during document verification.

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**General Conditions:**

1. A candidate applying for the above position must be a citizen of India.
2. All applicants must fulfill the post requirements and other conditions stipulated in the advertisement as of the closing date for receipt of the applications.
3. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
4. The documents will be verified with original testimonials at the time of the interview if the applicant is called for the same. The shortlisted candidates will be required to bring all original Certificates, Degrees, and other documents pertaining to their educational qualification, professional qualification, work experience, age, etc. for verification purposes at the time of the interview.
5. If a candidate is applying for more than one position, a separate application must be filled in by the candidate.
6. A person working at IGIDR will be considered a departmental candidate. There will be no age bar for departmental candidates.
7. The prescribed educational qualification and experience are the minimum. Mere fulfilling the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for the interview. The Institute reserves the right to restrict the number of candidates for interviews.
8. Qualifications prescribed for the posts cannot be relaxed. However, experience may be relaxed in respect of exceptionally outstanding candidates with demonstrated evidence of proven work of an administrative nature, as per the suitability for the roles and responsibilities of the posts, as per the Institute's requirements.
9. The Institute may consider hiring candidates on a suitable consolidated monthly remuneration basis as deemed fit.
10. The candidate may be hired for a lower post if deemed fit.
11. Accommodation at the IGIDR may be provided subject to availability (Electricity & Water charges to be paid as actual).

12. IGIDR reserves the right to increase/decrease the vacancies or cancel the recruitment process if the need arises without issuing any notice or assigning any reason.
13. The Institute reserves the right to revise its criteria for shortlisting candidates for all advertised positions. The duly constituted Screening Committee will shortlist the candidates adopting such criteria. Therefore, candidates should mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents, and ensure that all details are complete and accurate.
14. The period of experience rendered by a candidate on a part-time basis, daily wages, etc., will not be counted while calculating the requisite/ relevant experience for shortlisting the candidates for the interview.
15. The Institute's decision in all matters relating to eligibility, acceptance, or rejection of any/ all applications, fixing the eligibility criteria, the equivalence of qualifications, mode of screening/ selection, and the conduct of interview will be final and binding on the candidates.
16. The Institute may decide to conduct an interview and/or any other selection process deemed appropriate only for the candidates shortlisted by the Institute. Candidates are required to mandatorily mention their email ID in the application form.
17. The Institute shall not entertain any interim correspondence or personal inquiries.
18. Candidates working in the Government/ Semi-Government/ Public Sector Undertakings should apply through the proper channel. They should submit a No Objection Certificate from the present employer when filling out an online application.
19. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
20. The Institute reserves the right to cancel or not fill any/ all the advertised positions without assigning any reason.
21. All the above positions require a full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves wholeheartedly to the Institute are expected to apply.
22. Appointment orders issued by the Institute to the finally selected candidate shall be provisional. The Institute shall verify the antecedents or documents (subject to character/ antecedent/ Police verification, verification of all original documents, experience certificate, and other relevant documents) submitted by a candidate at the time of interview and the appointment. At a later date, if it is found that any of the facts/ documents submitted by a candidate are fabricated or altered, or the candidate has doubtful antecedents/ background and has suppressed the said information. Under such conditions, the candidature shall stand cancelled, and their services may be terminated.
23. In case of any inadvertent mistake in the selection process, which may be detected at any stage, even after the issue of the appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
24. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.
25. Canvassing of any nature and bringing any influence/ pressure from any quarter will be considered a disqualification for the post.
26. The institute will only contact candidates shortlisted for the interview. We will not send out letters of rejection to other applicants. E-mails/Calls asking for status updates will not be entertained.
27. Correspondence, if any, from the Institute, including the interview call letter of the shortlisted candidates, shall be sent to the E-mail ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct E-mail ID.
28. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
29. Incomplete applications without proper supporting documents will be summarily rejected.

## JOB PROFILES:

Sr No	Post Details
1.	<p data-bbox="354 243 643 268"><b>Human Resource Officer</b></p> <p data-bbox="354 302 532 327"><b>Role Overview:</b></p> <p data-bbox="354 331 1438 485">To oversee all HR functions for faculty, non-teaching, contractual, and outsourced staff, ensuring compliance with the Government of India, UGC, AICTE, and institutional regulations. The role covers manpower planning, recruitment, reservation/roster management, service record administration, performance appraisal, employee welfare, HR policy formulation, payroll coordination, and compliance reporting to support institutional growth etc.</p> <p data-bbox="354 453 1438 485"><b>A. Recruitment, Selection &amp; Appointment</b></p> <p data-bbox="354 516 1438 636"><b>Faculty Recruitment</b> – Draft advertisements and job descriptions in line with UGC/AICTE norms; coordinate application scrutiny, screening committees, eligibility lists; organize job talks and selection meetings; liaise with external experts for travel/honorarium; issue appointment letters and manage onboarding.</p> <p data-bbox="354 667 1438 787"><b>Non-Teaching Recruitment</b> – Prepare notifications as per Government of India recruitment/reservation rules; conduct tests/interviews; maintain and update Reservation Roster Register for all posts; ensure policy compliance for recruitment and promotions; provide reservation data to authorities.</p> <p data-bbox="354 819 1438 938"><b>Contract &amp; Outsourced Staffing</b> – Manage recruitment, renewal, and performance of contract staff; develop/monitor outsourcing contracts; ensure compliance with labour laws, ESI, PF, wage rules; monitor attendance/deployment of outsourced staff; align staffing needs with budgets and service standards.</p> <hr/> <p data-bbox="354 972 829 1003"><b>A. Employee Lifecycle &amp; Service Records</b></p> <p data-bbox="354 1005 1438 1094">Maintain service books and digital HR records for all staff categories; process confirmations, renewals, regularisations, promotions; manage transfers, deputations, relieving orders; administer leave, LTC, tours, foreign travel; process retirement benefits; digitise employee data in ERP/HRMS.</p> <hr/> <p data-bbox="354 1127 971 1159"><b>B. Performance Management &amp; Career Advancement</b></p> <p data-bbox="354 1161 1438 1249">Administer APAR for faculty/staff; coordinate CAS for faculty; facilitate performance-linked promotions for non-teaching staff; implement reviews for contract/outsourced staff; link performance outcomes to training and career development plans.</p> <hr/> <p data-bbox="354 1283 829 1314"><b>C. HR Policy, Compliance &amp; Governance</b></p> <p data-bbox="354 1316 1438 1436">Formulate/review HR policies in compliance with UGC, Government of India norms; ensure adherence to Pay Commission, service rules, reservation, and contract staffing guidelines; maintain statutory compliance (EPF, NPS, gratuity, maternity benefits, labour laws); support statutory committees; liaise with legal advisors for HR-related cases; ensure timely statutory reporting.</p> <hr/> <p data-bbox="354 1470 779 1501"><b>D. Employee Welfare &amp; Engagement</b></p> <p data-bbox="354 1503 1438 1591">Administer welfare schemes (medical insurance, housing, funds); organise induction/orientation; coordinate training and professional development; manage grievance redressal (including outsourced staff); promote engagement, team-building, recognition, and wellness programs.</p> <hr/> <p data-bbox="354 1625 779 1656"><b>E. Payroll &amp; Benefits Administration</b></p> <p data-bbox="354 1659 1438 1747">Coordinate salary processing with Accounts; verify leave encashment, TA/DA claims, retirement settlements; clear outsourced manpower invoices post-compliance checks; ensure payroll compliance with taxation and statutory deductions.</p> <hr/> <p data-bbox="354 1780 837 1812"><b>F. Institutional Coordination &amp; Reporting</b></p> <p data-bbox="354 1814 1438 1902">Prepare HR reports for governing/statutory bodies; provide reservation compliance data; support NAAC/NIRF and audit processes; contribute to manpower planning aligned with institutional growth; participate in strategic HR forecasting for academic and infrastructure expansion.</p> <p data-bbox="354 1936 513 1961"><b>Other Duties:</b></p> <p data-bbox="354 1963 1195 1988">Perform any other duties as assigned by the Director/Registrar or management.</p>

Sr No	Post Details
2.	<p data-bbox="337 191 732 218"><b>Research Grants &amp; Project Officer</b></p> <p data-bbox="337 254 506 281"><b>Role Summary</b></p> <p data-bbox="337 283 1435 432">Responsible for strategic planning, implementation, monitoring, and compliance of institutional and externally funded research projects and programmes, including <b>FCRA-compliant projects</b>. Coordinates with national/international stakeholders, statutory bodies, funding agencies, project partners, and internal teams to align project goals with institutional priorities, manage budgets/timelines, ensure statutory compliance, and support administrative, financial, and technical delivery across all components.</p> <hr/> <p data-bbox="337 468 565 495"><b>Key Responsibilities</b></p> <p data-bbox="337 497 764 525"><b>A. Strategic Planning &amp; Coordination</b></p> <ol data-bbox="386 527 1435 741" style="list-style-type: none"> <li>1. Plan, implement, and monitor research grants, projects, and programmes in alignment with institutional goals.</li> <li>2. Steer projects with guidance from Steering Committees/Technical Advisory Groups.</li> <li>3. Coordinate with PIs and project teams to ensure adherence to objectives, deliverables, timelines, and budgets.</li> <li>4. Establish/maintain links with statutory bodies, ministries, and funding agencies.</li> <li>5. Build partnerships with national/international institutions, think tanks, and networks.</li> </ol> <hr/> <p data-bbox="337 774 735 802"><b>B. Grant &amp; Project Administration</b></p> <ol data-bbox="386 804 1360 953" style="list-style-type: none"> <li>6. Identify funding opportunities and share calls with faculty/researchers.</li> <li>7. Support proposal preparation, budget drafting, and compliance with sponsor guidelines.</li> <li>8. Facilitate submission and approvals of proposals, including through online portals.</li> <li>9. Coordinate project sanction orders, agreements, and MoUs with funding agencies.</li> <li>10. Maintain a central database of projects, timelines, budgets, and deliverables.</li> </ol> <hr/> <p data-bbox="337 987 800 1014"><b>C. Financial Management &amp; Compliance</b></p> <ol data-bbox="386 1016 1435 1199" style="list-style-type: none"> <li>11. Track budgets and ensure compliant fund utilisation with Accounts Section.</li> <li>12. Ensure adherence to funding rules, institutional policies, and <b>FCRA regulations</b>.</li> <li>13. Oversee project procurement as per sponsor/institutional norms.</li> <li>14. Prepare and submit Utilization Certificates (UCs), Statements of Expenditure (SoEs), and financial reports.</li> <li>15. Monitor progress vs. work plans and recommend corrective measures.</li> </ol> <hr/> <p data-bbox="337 1232 786 1260"><b>D. Monitoring, Evaluation &amp; Reporting</b></p> <ol data-bbox="386 1262 1373 1383" style="list-style-type: none"> <li>16. Maintain monitoring frameworks for project deliverables.</li> <li>17. Prepare progress reports, review notes, and presentations for funders and internal bodies.</li> <li>18. Track KPIs and submit timely reports to agencies and leadership.</li> <li>19. Support audits, including FCRA-related audits.</li> </ol> <hr/> <p data-bbox="337 1417 813 1444"><b>E. Stakeholder Liaison &amp; Communication</b></p> <ol data-bbox="386 1446 1398 1568" style="list-style-type: none"> <li>20. Liaise with government agencies, funders, and partners for coordination.</li> <li>21. Draft official communications, letters, concept notes, Terms of Reference, and agreements.</li> <li>22. Prepare knowledge products, summaries, and outreach materials.</li> <li>23. Organise project-related meetings, workshops, consultations, and field visits.</li> </ol> <hr/> <p data-bbox="337 1602 716 1629"><b>F. Capacity Building &amp; Outreach</b></p> <ol data-bbox="386 1631 1435 1724" style="list-style-type: none"> <li>24. Organise training/workshops for faculty and researchers on funding and project management.</li> <li>25. Maintain networks with funding agencies and research councils to enhance funding opportunities.</li> </ol> <hr/> <p data-bbox="337 1757 826 1785"><b>G. Institutional Support &amp; Special Projects</b></p> <ol data-bbox="386 1787 1292 1879" style="list-style-type: none"> <li>26. Support institutional initiatives requiring funding coordination.</li> <li>27. Contribute project data for accreditation, rankings, and policy submissions.</li> <li>28. Undertake other research administration tasks assigned by the Director/Registrar.</li> </ol>

Sr No	Post Details
3.	<p data-bbox="337 180 748 207"><b>Academic &amp; Student Affairs Officer</b></p> <p data-bbox="337 241 678 268"><b>Role Summary / Job Purpose:</b></p> <p data-bbox="337 273 1438 485">The Academic &amp; Student Affairs Officer will be responsible for overseeing the <b>entire student lifecycle</b> at IGIDR, ensuring seamless coordination between academic administration and student services. The role involves managing admissions, registration, examinations, graduation, thesis/dissertation processes, hostel administration, student welfare, career services, and alumni engagement. The incumbent will serve as the primary liaison between students, faculty, and administrative departments, ensuring compliance with UGC and institutional regulations, while fostering a vibrant, inclusive, and supportive campus environment.</p> <hr data-bbox="337 506 1438 510"/> <p data-bbox="337 520 566 548"><b>Key Responsibilities</b></p> <p data-bbox="337 552 662 579"><b>A. Academic Administration</b></p> <ol data-bbox="386 583 1438 730" style="list-style-type: none"> <li>1. Coordinate admissions, registration, and enrollment for postgraduate and doctoral programmes.</li> <li>2. Manage academic timetables, course scheduling, and examination logistics.</li> <li>3. Oversee thesis/dissertation submissions, evaluations, and viva voce coordination.</li> <li>4. Maintain academic records and ensure compliance with UGC, NAAC, NIRF, AISHE, NAD, and ABC reporting requirements.</li> </ol> <p data-bbox="337 764 683 791"><b>B. Student Services &amp; Welfare</b></p> <ol data-bbox="386 795 1438 942" style="list-style-type: none"> <li>5. Oversee hostel/residential allocations, administration, and welfare services.</li> <li>6. Facilitate orientation programmes, student clubs/committees, and extracurricular activities.</li> <li>7. Coordinate career services, internships, placements, and alumni relations.</li> <li>8. Implement and monitor student grievance redressal, anti-ragging compliance, and feedback mechanisms.</li> </ol> <p data-bbox="337 976 623 1003"><b>C. Liaison &amp; Compliance</b></p> <ol data-bbox="386 1008 1438 1129" style="list-style-type: none"> <li>9. Liaise with regulatory bodies such as UGC, AICTE, MHRD, MEA, and relevant agencies for student and academic matters.</li> <li>10. Ensure compliance with academic and administrative frameworks of higher education.</li> <li>11. Prepare reports and documentation for statutory and accreditation purposes.</li> </ol> <p data-bbox="337 1163 492 1190"><b>Other Duties:</b></p> <ol data-bbox="386 1194 1438 1251" style="list-style-type: none"> <li>12. Perform any other duties as assigned by the Director, Registrar, or Management, in line with institutional requirements.</li> </ol>

Sr No	Post Details
4.	<p data-bbox="337 1373 477 1400"><b>Law Officer</b></p> <p data-bbox="337 1434 704 1461"><b>1. Role Summary / Job Purpose:</b></p> <p data-bbox="337 1465 1438 1619">Serve as the primary legal advisor and compliance officer for IGIDR, providing expert guidance on governance, employee relations, student affairs, contracts, statutory obligations, and regulatory frameworks. Safeguard the Institute's legal and contractual interests, ensure adherence to laws and regulations, manage disputes and litigation, and act as the nodal point for all legal interactions with courts, regulatory bodies, and external authorities, including law enforcement and municipal agencies.</p> <hr data-bbox="337 1640 1438 1644"/> <p data-bbox="337 1654 566 1682"><b>Key Responsibilities</b></p> <p data-bbox="337 1715 716 1743"><b>A. Legal Advisory &amp; Compliance</b></p> <ol data-bbox="386 1747 1438 2011" style="list-style-type: none"> <li>1. Advise on governance, administration, academics, contracts, service rules, IP, and student affairs.</li> <li>2. Ensure compliance with laws applicable to universities, including: <ol data-bbox="461 1835 1438 1982" style="list-style-type: none"> <li>(i) UGC Regulations &amp; Ministry of Education guidelines</li> <li>(ii) RTI Act, POSH Act, Central/State Labour Laws (EPF, ESI, gratuity, wages, contract labour, disputes, etc.)</li> <li>(iii) FCRA, Income Tax &amp; GST, Arbitration, Indian Contract Act, IT Act, Municipal Laws, Fire Safety Regulations, and other relevant laws.</li> </ol> </li> <li>3. Prepare compliance reports for statutory/regulatory bodies.</li> </ol>

	<p>4. Ensure adherence to reservation policies, academic regulations, and welfare legislations.</p> <p><b>B. Litigation &amp; Dispute Resolution</b></p> <p>5. Manage and monitor litigation, including service matters, student disputes, contracts, and property issues.</p> <p>6. Coordinate with empanelled advocates for representation before courts/tribunals. Draft legal notices, replies, affidavits, and briefs; collate evidence and ensure timely filings.</p> <p>7. Facilitate arbitration, conciliation, and alternate dispute resolution.</p> <p><b>C. Employee Discipline &amp; Grievance Handling</b></p> <p>8. Advise on disciplinary proceedings, draft charge sheets, and guide inquiries as per statutory norms.</p> <p>9. Support grievance redressal committees and advise on dispute resolution.</p> <p>10. Ensure compliance with service rules in discipline and grievance cases.</p> <p><b>D. Student-Related Legal Matters</b></p> <p>11. Handle cases on student discipline, grievances, harassment, campus safety, and academic/residential disputes.</p> <p>12. Support statutory compliance in student matters in coordination with Dean (Students).</p> <p>13. Represent the Institute in student-related legal proceedings.</p> <p><b>E. Contract &amp; MoU Management</b></p> <p>14. Draft, review, and vet MoUs, contracts, consultancy agreements, and collaboration documents.</p> <p>15. Ensure clauses protect legal, financial, and IP rights of the Institute.</p> <p>16. Maintain contract register and monitor compliance and renewals.</p> <p><b>F. Statutory &amp; Regulatory Compliance</b></p> <p>17. Monitor compliance with tax, labour, municipal, and environmental laws.</p> <p>18. Ensure valid approvals, licences, and permits for operations.</p> <p>19. Liaise with UGC, Ministry of Education, RBI, and other regulators.</p> <p><b>G. Liaison &amp; Representation</b></p> <p>20. Liaise with Police, municipal bodies (BMC), Fire &amp; Safety, and other agencies on legal/compliance matters.</p> <p>21. Represent the Institute during inspections, investigations, and official proceedings.</p> <p><b>H. Record Keeping &amp; Reporting</b></p> <p>22. Maintain legal document repository, case files, contracts, MoUs, and compliance records.</p> <p>23. Submit periodic legal status reports to the Director, Board, and statutory committees.</p> <p><b>I. Capacity Building &amp; Awareness</b></p> <p>24. Conduct legal awareness sessions for staff/students on compliance, contracts, and legal rights. Track legal developments affecting higher education and advise on policy updates.</p> <p><b>Other Duties:</b></p> <p>25. Perform any other duties as assigned by the Director/Registrar or management.</p>
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Sr No	Post Details
5.	<p><b>Assistant System Analyst cum Software Engineer</b></p> <p><b>Role Overview:</b> Responsible for the design, development, implementation, and maintenance of IGIDR's IT systems, including academic ERP, websites, in-house applications, and e-governance tools. This role combines system analysis, software development, IT infrastructure coordination, and end-user support to strengthen academic, research, and administrative functions. The position requires close coordination with departments to understand needs and deliver secure, efficient digital solutions.</p> <p><b>Key Responsibilities:</b></p> <p><b>A. Software Development &amp; System Analysis</b></p> <ol style="list-style-type: none"> <li>Design, develop, and maintain software applications, portals, and digital tools.</li> <li>Translate functional requirements into technical specifications.</li> <li>Identify process automation and IT-enabled service opportunities.</li> </ol>

	<p><b>B. ERP &amp; Database Management</b></p> <ol style="list-style-type: none"> <li>Implement, configure, and customize academic/administrative ERP systems.</li> <li>Manage databases (MySQL, PostgreSQL, Oracle), ensuring security, performance, and integrity.</li> <li>Develop optimized SQL queries, reports, and integrations.</li> </ol> <p><b>C. IT Infrastructure Support</b></p> <ol style="list-style-type: none"> <li>Support server, network, and end-user system setup/maintenance with the IT team.</li> <li>Assist in maintaining LMS, virtual classrooms, and other digital learning tools.</li> </ol> <p><b>D. Website &amp; Application Management</b></p> <ol style="list-style-type: none"> <li>Maintain and update IGIDR's website and microsites.</li> <li>Ensure compliance with security, uptime, and accessibility standards.</li> <li>Develop new modules and troubleshoot issues.</li> </ol> <p><b>E. Cybersecurity &amp; Data Protection</b></p> <ol style="list-style-type: none"> <li>Enforce IT security practices; participate in audits and vulnerability assessments.</li> <li>Implement secure coding, backups, and disaster recovery protocols.</li> </ol> <p><b>F. Documentation &amp; User Support</b></p> <ol style="list-style-type: none"> <li>Prepare technical documentation, SOPs, and user manuals.</li> <li>Provide helpdesk support to faculty, researchers, students, and staff.</li> </ol> <p><b>G. Application Development &amp; Programming</b></p> <ol style="list-style-type: none"> <li>Assist in new application design and development following SDLC best practices.</li> </ol> <p><b>H. Cross-Departmental Coordination</b></p> <ol style="list-style-type: none"> <li>Gather requirements and provide functional IT support to departments.</li> <li>Serve as a liaison for timely issue resolution and solution delivery.</li> </ol> <p><b>I. System Analysis &amp; Improvement</b></p> <ol style="list-style-type: none"> <li>Review and enhance existing systems and workflows.</li> <li>Recommend technology integration in institutional processes.</li> </ol> <p><b>Other Duties</b></p> <ol style="list-style-type: none"> <li>Perform any other IT and software-related tasks as assigned by the officer-in-charge or management.</li> </ol>
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Sr No	Post Details
6.	<p><b>P.S. to Director</b></p> <p><b>Role Overview:</b> The Private Secretary (P.S.) to the Director serves as a key administrative and confidential aide, responsible for managing the Director's office, coordinating high-level communications, maintaining professional decorum, and ensuring smooth daily functioning. The role demands discretion, efficiency, and the ability to multitask in a dynamic academic and research environment.</p> <p><b>Key Responsibilities:</b></p> <p><b>A. Executive Support &amp; Office Management:</b></p> <ol style="list-style-type: none"> <li>Manage the Director's daily calendar, appointments, and travel schedules.</li> <li>Maintain records, files, and documentation relevant to the Director's office.</li> <li>Handle incoming/outgoing communication, screening calls, emails, and correspondence.</li> <li>Draft, proofread, and prepare confidential letters, memos, and reports.</li> <li>Prepare the bills in regards to the Director's Office / Travel etc</li> <li>Coordinate logistics for meetings, conferences, and academic events chaired by the Director.</li> </ol> <p><b>B. Liaison &amp; Communication:</b></p>



	<ol style="list-style-type: none"> <li>7. Act as a liaison between the Director's office and internal departments, faculty, students, government bodies, and external stakeholders.</li> <li>8. Handle protocol duties for visits by dignitaries, officials, and international delegates.</li> <li>9. Follow up on actionable items and decisions from the Director's meetings and ensure timely implementation.</li> </ol> <p><b>C. Confidentiality &amp; Documentation:</b></p> <ol style="list-style-type: none"> <li>10. Maintain strict confidentiality on sensitive matters.</li> <li>11. Record minutes of meetings, keep track of institutional communication, and manage data for reporting purposes.</li> </ol> <p><b>D. Administrative &amp; Coordination Functions:</b></p> <ol style="list-style-type: none"> <li>11. Support administrative processes including academic council meetings, board meetings, etc., as required by the Director.</li> <li>12. Coordinate with HR, Accounts, Administration, and Research units for tasks routed through the Director's office.</li> </ol> <p><b>Other Duties:</b></p> <ol style="list-style-type: none"> <li>13. Any other related job assigned by the officer-in-charge, management from time to time.</li> </ol>
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Sr No	Post Details
7.	<p><b>Assistant Administrative Officer (Administration)</b></p> <p><b>Role Summary / Job Purpose</b> To manage the day-to-day general administrative operations of IGIDR, ensuring smooth functioning of utilities, hospitality, procurement, insurance, travel arrangements, canteen operations, event logistics, and other institutional services. The Administrative Officer serves as the central coordinator for non-academic administrative activities, maintaining efficiency, cost-effectiveness, and service quality in alignment with institutional policies and Government of India norms.</p> <hr/> <p><b>Key Responsibilities</b></p> <p><b>A. General Administration</b></p> <ol style="list-style-type: none"> <li>1. Supervise daily non-academic administrative operations and ensure smooth workflow across departments.</li> <li>2. Maintain office systems, records, and communication protocols for efficient administration.</li> <li>3. Coordinate with faculty, staff, vendors, and service providers to address operational requirements.</li> <li>4. Manage institutional calendars for administrative tasks and events.</li> </ol> <p><b>B. Utilities &amp; Service Management</b></p> <ol style="list-style-type: none"> <li>5. Oversee timely payment and monitoring of utility bills — electricity, water, telephone, internet, and other essential services.</li> <li>6. Track consumption trends and ensure cost optimization.</li> <li>7. Supervise printing services and stationery procurement, stocking, and distribution to all departments.</li> <li>8. Maintain office equipment and furniture in coordination with maintenance teams.</li> </ol> <p><b>C. Hospitality, Guest House &amp; Travel</b></p> <ol style="list-style-type: none"> <li>9. Manage guest house bookings, hospitality arrangements, and service quality for visitors.</li> <li>10. Plan and execute travel arrangements for faculty, staff, students, and guests, including ticketing, transport, and accommodation.</li> <li>11. Liaise with travel agents and service providers to ensure timely and economical arrangements.</li> </ol> <p><b>D. Insurance &amp; Risk Coverage</b></p> <ol style="list-style-type: none"> <li>12. Administer and renew institutional insurance policies covering buildings, assets, equipment, and vehicles.</li> <li>13. Process and follow up on insurance claims in coordination with relevant stakeholders.</li> </ol> <p><b>E. Procurement &amp; Inventory Management (Non-HR Related)</b></p> <ol style="list-style-type: none"> <li>14. Procure office consumables, supplies, and non-academic assets in line with institutional procurement procedures and GFR norms.</li> </ol>

	<p>15. Maintain and periodically update inventories of stationery, furniture, and administrative equipment.</p> <p>16. Conduct annual asset verification and ensure proper record-keeping.</p> <p><b>F. Canteen &amp; Food Services</b></p> <p>17. Oversee canteen vendor operations, ensuring quality, hygiene, and timely service.</p> <p>18. Coordinate menu approvals, billing, and resolution of service-related complaints.</p> <p><b>G. Event Management &amp; Institutional Functions</b></p> <p>19. Plan and coordinate administrative arrangements for conferences, seminars, workshops, and official functions.</p> <p>20. Manage logistics, seating, catering, hospitality, and support services for events.</p> <p><b>H. Budgeting, Liaison &amp; Reporting</b></p> <p>21. Prepare and monitor the annual budget for administrative operations, utilities, and events.</p> <p>22. Liaise with municipal authorities, utility providers, vendors, and contractors for service delivery.</p> <p>23. Any other related job assigned by the officer-in-charge, management from time to time.</p>
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Sr No	Post Details
8.	<p><b>Assistant Administrative Officer (Students &amp; Academic Affairs)</b></p> <p><b>Role Summary / Job Purpose :</b> To oversee the academic administration and student affairs of IGIDR by managing course scheduling, examinations, academic records, faculty coordination, and regulatory compliance, while also handling student welfare services, residential life, extracurricular activities, grievance redressal, and campus engagement. The role ensures smooth delivery of academic programs and a supportive, inclusive, and vibrant campus environment through effective coordination with faculty, students, regulatory bodies, hostel administration, committees, and external service providers, in line with institutional policies and UGC norms.</p> <hr/> <p><b>Key Responsibilities</b></p> <p>A. Prepare and maintain the academic calendar, timetables, and venue allocations in coordination with faculty and programme coordinators.</p> <p>B. Organize and oversee examinations, including paper setting, evaluation, results processing, and maintaining confidentiality.</p> <p>C. Maintain and update student academic records, transcripts, degree certifications, and ensure compliance with UGC/AICTE and other statutory norms.</p> <p>D. Coordinate faculty schedules, guest lectures, visiting faculty, and academic committee support.</p> <p>E. Manage academic administration software, student portals, and digitization of records.</p> <p>F. Liaise with academic bodies for approvals, affiliations, exchange programmes, and prepare academic reports for statutory submissions.</p> <p>G. Coordinate hostel allocations, occupancy records, maintenance, mess arrangements, and enforcement of hostel rules.</p> <p>H. Administer student welfare schemes, health services, counselling, and emergency support.</p> <p>I. Organize orientation programmes, cultural, sports, and co-curricular events in collaboration with student committees.</p> <p>J. Support grievance redressal, student discipline cases, and ensure fairness and confidentiality.</p> <p>K. Facilitate communication between students, faculty, administration, and external agencies for welfare, safety, and campus engagement.</p> <p>L. Maintain databases on hostel residents, welfare beneficiaries, and extracurricular participation, and prepare periodic reports for management.</p> <p>M. Support major events such as convocation, academic workshops, seminars, and student exchange activities.</p> <p>N. Any other duties as assigned by the Director, Registrar, or designated authorities.</p>

Sr No	Post Details
9.	<p data-bbox="334 237 1027 264"><b>Assistant Administrative Officer (Accreditation &amp; Outreach)</b></p> <p data-bbox="334 300 516 327"><b>Role Summary:</b></p> <p data-bbox="334 329 1438 478">The Assistant Administrative Officer (Academic Services &amp; Outreach) will play a key role in coordinating IGIDR's academic outreach, industry-alumni interface, institutional events, statutory compliance (UGC/NAAC/NIRF), and documentation for academic performance indicators. This position supports strategic communication, external engagement, and the institute's visibility while ensuring alignment with national regulatory frameworks.</p> <p data-bbox="334 512 574 539"><b>Key Responsibilities:</b></p> <p data-bbox="334 573 743 600"><b>A. Outreach &amp; Institutional Events:</b></p> <ol data-bbox="383 602 1438 842" style="list-style-type: none"> <li>1. Plan and organize outreach activities including conferences, seminars, policy dialogues, panel discussions, and public lectures.</li> <li>2. Manage logistics and execution of major institutional events such as convocations, alumni meets, academic fairs, and guest lectures.</li> <li>3. Assist in preparation of promotional material, academic reports, and media content for enhancing institute branding.</li> <li>4. Coordinate IGIDR's participation in external academic exhibitions, education fairs, and collaborative platforms.</li> </ol> <p data-bbox="334 875 755 903"><b>B. Academic Outreach Programmes:</b></p> <ol data-bbox="383 905 1438 1119" style="list-style-type: none"> <li>5. Independently manage and coordinate institutional outreach initiatives, including the Visiting Student Programme (VSP), Visiting Scholar Programme (VSchP), and Post-Doctoral Fellowship Programme (PDF), by ensuring timely announcements, application processing, applicant communication, coordination with academic committees and faculty, maintaining programme data and records, managing fellowship disbursements and alumni tracking, serving as the primary contact for national and international scholars, and suggesting process improvements or launching new outreach schemes in line with institutional goals.</li> </ol> <p data-bbox="334 1152 708 1180"><b>C. Alumni &amp; Industry Interface:</b></p> <ol data-bbox="383 1182 1438 1299" style="list-style-type: none"> <li>6. Maintain and update the alumni database, assist in planning alumni engagement initiatives, collaborate with alumni and industry professionals to organize internships, guest talks, career panels, and joint research events, and support the identification and facilitation of academic-industry collaborations, MoUs, and exchange opportunities.</li> </ol> <p data-bbox="334 1333 899 1360"><b>D. UGC Compliance &amp; Regulatory Coordination:</b></p> <ol data-bbox="383 1362 1438 1543" style="list-style-type: none"> <li>7. Ensure full compliance with UGC regulations, including faculty norms, curriculum standards, CBCS implementation, institutional transparency, public disclosures, ABC (Academic Bank of Credits) and NAD (National Academic Depository) operations, and programmes requiring UGC approval or guidelines for postdoctoral scholars and visiting academics, while tracking and responding to UGC circulars, policy updates, and reporting requirements, and coordinating UGC audit visits, inspection committees, and statutory reporting.</li> </ol> <p data-bbox="334 1577 792 1604"><b>E. Accreditation, Ranking &amp; Reporting:</b></p> <ol data-bbox="383 1606 1438 1724" style="list-style-type: none"> <li>8. Prepare data and documentation for NAAC (SSR and AQAR), NIRF (compilation and validation of all ranking parameters), and AISHE (Annual Higher Education Survey), and coordinate institutional responses and records for academic audits and national benchmarking initiatives.</li> </ol> <p data-bbox="334 1757 743 1785"><b>F. Communication &amp; ERP Systems:</b></p> <ol data-bbox="383 1787 1438 1845" style="list-style-type: none"> <li>9. Maintain the data related to accreditation and outreach activities on Institute's website and the ERP System.</li> </ol> <p data-bbox="334 1879 526 1906"><b>G. Other Duties:</b></p> <ol data-bbox="383 1908 1338 1936" style="list-style-type: none"> <li>10. Any other related job assigned by the officer-in-charge, management from time to time.</li> </ol>

Sr No	Post Details
10.	<p data-bbox="354 247 695 275"><b>Assistant Electrical Engineer</b></p> <p data-bbox="354 306 532 333"><b>Role Overview:</b></p> <p data-bbox="354 338 1443 579">The Assistant Electrical Engineer (Maintenance) will be responsible for ensuring the efficient operation, upkeep, and statutory compliance of electrical and related infrastructure across IGIDR's 14-acre residential and institutional campus, which includes academic and administrative buildings, hostels, guest house, recreational facilities, LT/HT substations, canteens, and residential quarters. The role involves planning, executing, and supervising electrical maintenance, supporting campus development projects, managing utilities, and upholding safety and quality standards. The incumbent must possess strong technical expertise, effective supervision skills, vendor coordination abilities, and readiness to manage both routine and emergency operations.</p> <hr data-bbox="354 600 1443 604"/> <p data-bbox="354 615 586 642"><b>Key Responsibilities</b></p> <p data-bbox="354 646 902 674"><b>A. Electrical System Operations &amp; Maintenance</b></p> <ol data-bbox="402 678 1443 793" style="list-style-type: none"> <li>Supervise the operation and preventive maintenance of electrical infrastructure, including HT/LT systems, transformers, DG sets, UPS, lifts, and solar power systems.</li> <li>Ensure uninterrupted power supply with prompt resolution of outages, faults, or electrical emergencies.</li> </ol> <p data-bbox="354 825 889 852"><b>B. Campus-Wide Infrastructure Oversight</b></p> <ol data-bbox="402 856 1443 982" style="list-style-type: none"> <li>Oversee and maintain electrical installations for academic buildings, hostels, residential quarters, guest house, and utility areas.</li> <li>Ensure the smooth functioning of HVAC systems, water pumps, lifts, lighting, fire alarm systems, CCTV, and telephone lines.</li> </ol> <p data-bbox="354 1014 837 1041"><b>C. Preventive &amp; Breakdown Maintenance.</b></p> <ol data-bbox="402 1045 1443 1140" style="list-style-type: none"> <li>Implement preventive maintenance schedules and respond to breakdowns in coordination with vendors and in-house teams.</li> <li>Maintain maintenance logs, incident reports, and utility performance data.</li> </ol> <p data-bbox="354 1171 740 1199"><b>D. Project Support &amp; Estimations</b></p> <ol data-bbox="402 1203 1443 1287" style="list-style-type: none"> <li>Assist in preparing technical estimates, BOQs, and proposals for minor works and electrical projects.</li> <li>Supervise project execution through internal teams or external contractors.</li> </ol> <p data-bbox="354 1318 764 1346"><b>E. Vendor &amp; Contract Management</b></p> <ol data-bbox="402 1350 1443 1444" style="list-style-type: none"> <li>Carry out procurement processes in compliance with GFR guidelines. Coordinate with vendors and AMC agencies for timely service, quality assurance, and prompt resolution of issues. Maintain complete documentation for outsourced service contracts.</li> </ol> <p data-bbox="354 1476 760 1503"><b>F. Regulatory Compliance &amp; Safety</b></p> <ol data-bbox="402 1507 1443 1623" style="list-style-type: none"> <li>Ensure adherence to the Indian Electricity Act, electrical safety codes, and relevant statutory requirements. Liaise with local statutory bodies (PWD, MCGM, Fire Department, DISCOMs) for inspections, licenses, and compliance clearances.</li> </ol> <p data-bbox="354 1654 816 1682"><b>G. Documentation &amp; Asset Management</b></p> <ol data-bbox="402 1686 1443 1780" style="list-style-type: none"> <li>Maintain inventory records, AMC details, asset registers, statutory documentation, and inspection certificates.</li> <li>Provide technical inputs, vet specifications, and evaluate bids during procurement.</li> </ol> <p data-bbox="354 1780 927 1808"><b>H. Team Supervision &amp; Stakeholder Coordination</b></p> <ol data-bbox="402 1812 1443 1896" style="list-style-type: none"> <li>Supervise technical staff and outsourced manpower to ensure efficient service delivery.</li> <li>Coordinate with academic, administrative, and residential stakeholders to resolve maintenance concerns.</li> </ol> <p data-bbox="354 1906 529 1934"><b>I. Other Duties</b></p> <ol data-bbox="402 1938 1443 1990" style="list-style-type: none"> <li>Perform any other duties related to campus maintenance and electrical systems as assigned by the officer-in-charge or management.</li> </ol>

Sr No	Post Details
11.	<p data-bbox="354 191 639 218"><b>Assistant Civil Engineer</b></p> <p data-bbox="354 254 532 281"><b>Role Overview:</b></p> <p data-bbox="354 283 1438 495">The <b>Assistant Civil Engineer (Maintenance)</b> will be responsible for planning, coordinating, and supervising all civil engineering and maintenance activities across IGIDR's 14-acre residential and institutional campus. This includes overseeing construction, renovation, repairs, structural strengthening, interior work, and upkeep of academic and administrative buildings, hostels, guest house, staff quarters, roads, water supply, and drainage systems. The incumbent is expected to uphold safety standards, statutory compliance, and quality control while managing daily maintenance and long-term infrastructure needs.</p> <p data-bbox="354 527 594 554"><b>Key Responsibilities:</b></p> <p data-bbox="354 590 938 617"><b>A. Civil Maintenance &amp; Infrastructure Oversight:</b></p> <ol data-bbox="451 619 1438 737" style="list-style-type: none"> <li>1. Supervise day-to-day maintenance of campus buildings and related infrastructure, including plumbing, drainage, waterproofing, painting, plastering, tiling, and masonry.</li> <li>2. Ensure timely execution of civil repair and upkeep of roads, walkways, boundary walls, and water systems.</li> </ol> <p data-bbox="354 772 781 800"><b>B. Project Execution &amp; Monitoring:</b></p> <ol data-bbox="451 802 1438 890" style="list-style-type: none"> <li>3. Coordinate small- and medium-scale civil construction and renovation projects.</li> <li>4. Prepare cost estimates, drawings, technical specifications, measurement book, and bills of quantities in line with CPWD norms.</li> </ol> <p data-bbox="354 926 724 953"><b>C. Planning &amp; Documentation:</b></p> <ol data-bbox="451 955 1438 1073" style="list-style-type: none"> <li>5. Draft and verify structural and working drawings, deviation statements, measurements, and quality control records.</li> <li>6. Maintain complete documentation for ongoing and completed civil works and support internal audits.</li> </ol> <p data-bbox="354 1108 776 1136"><b>D. Vendor &amp; Labour Management:</b></p> <ol data-bbox="451 1138 1438 1287" style="list-style-type: none"> <li>7. Carry out the procurement processes (As per GFR 2017 guidelines).</li> <li>8. Supervise and monitor vendors, contractors, and outsourced teams for quality, safety, and adherence to timelines.</li> <li>9. Verify work bills, work orders, and procurement requirements related to civil maintenance.</li> </ol> <p data-bbox="354 1323 683 1350"><b>E. Regulatory Compliance:</b></p> <ol data-bbox="451 1352 1401 1409" style="list-style-type: none"> <li>10. Ensure compliance with CPWD/PWD regulations, municipal laws, and safety codes.</li> <li>11. Coordinate with local authorities for inspections and certifications.</li> </ol> <p data-bbox="354 1444 841 1472"><b>F. Estate Upkeep &amp; Utility Management:</b></p> <ol data-bbox="451 1474 1438 1530" style="list-style-type: none"> <li>11. Oversee maintenance of water pipelines, overhead tanks, drainage and sewage systems, road signage, and rainwater harvesting units.</li> </ol> <p data-bbox="354 1566 773 1593"><b>G. Technology &amp; CAD Integration:</b></p> <ol data-bbox="451 1596 1411 1652" style="list-style-type: none"> <li>12. Utilize CAD and project management tools for planning and visualization of projects.</li> <li>13. Incorporate digital tools for maintenance logs, reports, and resource tracking.</li> </ol> <p data-bbox="354 1688 683 1715"><b>H. Liaison &amp; Coordination:</b></p> <ol data-bbox="451 1717 1438 1835" style="list-style-type: none"> <li>14. Collaborate with academic, administrative, and residential users to address civil-related concerns.</li> <li>15. Assist the Engineer and higher management in the planning and execution of long-term infrastructure strategies.</li> </ol> <p data-bbox="354 1871 613 1898"><b>I. Any Other Duties:</b></p> <ol data-bbox="451 1900 1433 1927" style="list-style-type: none"> <li>16. Any other related job assigned by the officer-in-charge, management from time to time.</li> </ol>

Sr No	Post Details
12.	<p data-bbox="337 184 727 216"><b>Campus Safety &amp; Security Officer</b></p> <p data-bbox="337 247 506 279"><b>Role Summary</b></p> <p data-bbox="337 310 1443 489">The Campus Safety &amp; Security Officer at IGIDR ensures the safety, security, discipline, and emergency preparedness of the entire campus—including academic blocks, administrative areas, hostels, residences, and peripheral facilities. The role covers security planning, supervision, surveillance, access control, student conduct enforcement, law enforcement liaison, traffic and crowd management, and crisis response. The Officer works closely with the Hostel Warden, Estate &amp; Maintenance, and Administrative units to maintain a safe, compliant, and respectful environment for students, staff, residents, and visitors.</p> <hr data-bbox="337 510 1443 514"/> <p data-bbox="337 525 581 556"><b>Key Responsibilities :</b></p> <p data-bbox="337 583 766 615"><b>A. Security Operations &amp; Supervision</b></p> <ol data-bbox="386 615 1443 735" style="list-style-type: none"> <li>1. Manage daily campus security, including guard deployment, patrols, gate controls, CCTV, and access systems.</li> <li>2. Ensure 24x7 coverage and maintain discipline, etiquette, and performance among security staff and contractors.</li> </ol> <p data-bbox="337 766 857 798"><b>B. Law Enforcement &amp; Incident Management</b></p> <ol data-bbox="386 798 1409 888" style="list-style-type: none"> <li>3. Liaise with police, fire, municipal, and other agencies; file complaints/FIRs and track cases.</li> <li>4. Investigate breaches, thefts, vandalism, quarrels, and prepare incident reports.</li> <li>5. Support student-related security incidents in coordination with the Hostel Warden.</li> </ol> <p data-bbox="337 919 722 951"><b>C. Safety Protocols &amp; Compliance</b></p> <ol data-bbox="386 951 1255 1041" style="list-style-type: none"> <li>6. Enforce fire safety, evacuation procedures, and statutory requirements.</li> <li>7. Conduct safety audits, drills, and ensure valid licences, NOCs, and approvals.</li> <li>8. Oversee contractor compliance with security norms.</li> </ol> <p data-bbox="337 1073 857 1104"><b>D. Student Safety &amp; Conduct (Security Scope)</b></p> <ol data-bbox="386 1104 1443 1194" style="list-style-type: none"> <li>9. Enforce campus rules on conduct, substance/alcohol prohibition, and unauthorised gatherings.</li> <li>10. Address noise, inter-hostel access violations, and visitor entry to hostels/residences per policy.</li> <li>11. Ensure gender-sensitive access controls.</li> </ol> <p data-bbox="337 1226 865 1257"><b>E. Emergency Response &amp; Crisis Management</b></p> <ol data-bbox="386 1257 1425 1348" style="list-style-type: none"> <li>12. Be available for urgent safety/security incidents.</li> <li>13. Ensure ambulance readiness, escort injured/ill persons to hospital, and remain until handover.</li> <li>14. Activate emergency protocols and keep updated contact lists.</li> </ol> <p data-bbox="337 1379 738 1411"><b>F. Traffic, Crowd &amp; Event Security</b></p> <ol data-bbox="386 1411 1443 1560" style="list-style-type: none"> <li>15. Manage vehicle entry, parking, and movement.</li> <li>16. Plan and execute VIP/event security with advance plans (48 hours before major events).</li> <li>17. Maintain zero security breaches and ensure orderly crowd control.</li> <li>18. Make necessary arrangements for Republic Day, Independence Day, and other institutional mock drills.</li> </ol> <p data-bbox="337 1591 695 1623"><b>G. Documentation &amp; Reporting</b></p> <ol data-bbox="386 1623 1255 1682" style="list-style-type: none"> <li>19. Maintain logs, visitor registers, reports, and access control records.</li> <li>20. Submit security status reports and update SOPs for security and emergencies.</li> </ol> <p data-bbox="337 1713 630 1745"><b>H. Training &amp; Awareness</b></p> <ol data-bbox="386 1745 1443 1835" style="list-style-type: none"> <li>21. Train security staff on safety, emergency handling, soft skills, and conflict resolution.</li> <li>22. Conduct campus-wide safety awareness programmes, including anti-substance abuse campaigns.</li> </ol> <p data-bbox="337 1835 506 1866"><b>I. Other Duties</b></p> <ol data-bbox="386 1866 1156 1898" style="list-style-type: none"> <li>23. Perform additional safety, security, or compliance tasks as assigned.</li> </ol>

Sr No	Post Details
13.	<p><b>Hostel Superintendent</b></p> <p><b>Role Summary</b> The Hostel Warden at IGIDR is a residential officer responsible for the administration, welfare, and discipline of students residing in the Institute's hostels. The role involves ensuring a safe, hygienic, and supportive living environment, fostering a culture of respect and responsibility, and coordinating with administrative, maintenance, and medical services for the smooth functioning of hostel operations. The Warden acts as a mentor, facilitator, and first point of contact for students, while implementing Institute policies on residence life in line with UGC/IIT/IIM standards.</p> <hr/> <p><b>Key Responsibilities</b></p> <p><b>A. Hostel Administration &amp; Operations</b></p> <ol style="list-style-type: none"> <li>1. Oversee day-to-day hostel operations, including room allotment, occupancy records, and inventory of furniture, fixtures, and equipment.</li> <li>2. Coordinate hostel admission processes in consultation with the Student Office and maintain updated resident databases.</li> <li>3. Supervise hostel staff and outsourced services (housekeeping, mess, maintenance) for timely and efficient delivery.</li> </ol> <p><b>B. Student Welfare &amp; Discipline</b></p> <ol style="list-style-type: none"> <li>4. Act as the primary contact for student concerns, grievances, and welfare issues within the hostel premises.</li> <li>5. Maintain a disciplined environment in accordance with Institute rules, including:             <ol style="list-style-type: none"> <li>(i) Prohibition of possession or consumption of alcohol, drugs, or illegal substances.</li> <li>(ii) Prevention of loud noise, disturbance to neighbours, or unauthorised activities.</li> <li>(iii) Enforcement of separate hostel access for male and female residents.</li> </ol> </li> <li>6. Counsel students facing adjustment or behavioural issues and escalate serious matters to the Competent Authority.</li> </ol> <p><b>C. Hygiene, Cleanliness &amp; Maintenance</b></p> <ol style="list-style-type: none"> <li>7. Ensure regular housekeeping and sanitation of hostel areas.</li> <li>8. Report maintenance issues promptly and coordinate with the Estate &amp; Maintenance Section for repairs.</li> <li>9. Maintain inspection logs and cleanliness reports.</li> </ol> <p><b>D. Mess &amp; Food Service Oversight</b></p> <ol style="list-style-type: none"> <li>10. Monitor the quality, hygiene, and punctuality of food served in the hostel mess.</li> <li>11. Conduct periodic feedback sessions with residents and coordinate with caterers for improvements.</li> </ol> <p><b>E. Emergency Response &amp; Night Duty</b></p> <ol style="list-style-type: none"> <li>12. Remain available on campus for urgent hostel matters, including medical or infrastructural emergencies.</li> <li>13. Accompany students to the hospital during medical emergencies and remain until admission is completed.</li> <li>14. Liaise with medical, administrative, and maintenance units for prompt assistance.</li> </ol> <p><b>F. Records &amp; Reporting</b></p> <ol style="list-style-type: none"> <li>15. Maintain registers of complaints, incidents, maintenance logs, and vendor services.</li> <li>16. Oversee collection of hostel charges and coordinate with Accounts for dues and recoveries.</li> <li>17. Submit periodic reports on hostel functioning to the Student Affairs Office/Registrar.</li> </ol> <p><b>G. Event &amp; Committee Support</b></p> <ol style="list-style-type: none"> <li>18. Support Institute events, student orientation programmes, and cultural or welfare activities held within hostels.</li> <li>19. Coordinate with student representatives and support the Hostel Committee/Grievance Redressal Committee.</li> </ol> <p><b>H. Other Duties</b></p> <ol style="list-style-type: none"> <li>20. Perform any other duties related to hostel administration as assigned by the Competent Authority.</li> </ol>



Sr No	Post Details
14.	<p data-bbox="334 258 719 285"><b>Professional Assistant – (Library)</b></p> <p data-bbox="334 317 506 344"><b>Role Summary</b></p> <p data-bbox="334 348 1437 527">The Professional Assistant – Library will support the efficient operation, management, and user services of the IGIDR Library. This role involves providing reference and circulation services, managing print and electronic resources, assisting in cataloguing and classification, supporting library automation, and facilitating research assistance for students, faculty, and researchers. The incumbent will ensure timely access to resources, maintain accurate records, and uphold best practices in academic library management as per national and international standards.</p> <hr data-bbox="334 548 1437 554"/> <p data-bbox="334 564 565 592"><b>Key Responsibilities</b></p> <p data-bbox="334 596 857 623"><b>A. Library Operations &amp; Circulation Services</b></p> <ol data-bbox="383 627 1437 743" style="list-style-type: none"> <li>1. Manage the circulation desk, including issue, return, renewal, and reservation of books and other materials.</li> <li>2. Monitor overdue returns, send reminders, and coordinate with accounts for fine collection.</li> <li>3. Assist in stack maintenance, shelving, and inventory verification of library holdings.</li> </ol> <p data-bbox="334 777 669 804"><b>B. Reference &amp; User Services</b></p> <ol data-bbox="383 808 1370 896" style="list-style-type: none"> <li>4. Provide reference and information services to faculty, students, researchers, and visitors.</li> <li>5. Assist users in locating resources in OPAC, databases, and other discovery tools.</li> <li>6. Guide users in using e-resources, citation tools, and research databases.</li> </ol> <p data-bbox="334 930 974 957"><b>C. Cataloguing, Classification &amp; Metadata Management</b></p> <ol data-bbox="383 961 1360 1050" style="list-style-type: none"> <li>7. Catalog and classify library materials as per <b>DDC/UDC and AACR2/RDA standards</b>.</li> <li>8. Maintain metadata accuracy for both print and digital collections.</li> <li>9. Support retrospective conversion of bibliographic data for automation projects.</li> </ol> <p data-bbox="334 1083 834 1110"><b>D. Digital Resources &amp; Library Automation</b></p> <ol data-bbox="383 1115 1351 1203" style="list-style-type: none"> <li>10. Operate and maintain library management systems (e.g., Koha, LibSys, or equivalent).</li> <li>11. Assist in subscription management and renewal of e-journals, databases, and e-books.</li> <li>12. Troubleshoot access issues for e-resources in coordination with IT.</li> </ol> <p data-bbox="334 1236 847 1264"><b>E. Research Support &amp; Information Literacy</b></p> <ol data-bbox="383 1268 1437 1386" style="list-style-type: none"> <li>13. Conduct orientation programmes, user training, and workshops on library resources.</li> <li>14. Support faculty and researchers in literature searches, citation management, and plagiarism checks.</li> <li>15. Assist in preparing bibliographies, reading lists, and subject guides.</li> </ol> <p data-bbox="334 1419 690 1446"><b>F. Documentation &amp; Reporting</b></p> <ol data-bbox="383 1451 1351 1539" style="list-style-type: none"> <li>16. Maintain issue registers, usage statistics, accession registers, and vendor records.</li> <li>17. Assist in compiling monthly/annual library reports and usage analysis.</li> <li>18. Keep updated records of new arrivals and disseminate via library bulletins/newsletters.</li> </ol> <p data-bbox="334 1572 724 1600"><b>G. Coordination &amp; Event Support</b></p> <ol data-bbox="383 1604 1437 1719" style="list-style-type: none"> <li>19. Assist in organising book exhibitions, author talks, and library outreach activities.</li> <li>20. Liaise with vendors, publishers, and service providers for resource procurement and troubleshooting.</li> </ol> <p data-bbox="431 1690 1321 1717">Coordinate with other academic libraries for inter-library loan and resource sharing.</p> <p data-bbox="334 1751 799 1778"><b>H. Compliance &amp; Policy Implementation</b></p> <ol data-bbox="383 1782 1437 1900" style="list-style-type: none"> <li>21. Follow library SOPs, collection development policies, and copyright/IPR compliance guidelines.</li> <li>22. Ensure adherence to institutional rules and policies regarding resource usage.</li> </ol> <p data-bbox="334 1904 506 1932"><b>I. Other Duties</b></p> <ol data-bbox="383 1936 1424 1963" style="list-style-type: none"> <li>23. Carry out any additional library-related tasks assigned by the Librarian/Competent Authority.</li> </ol>



Sr No	Post Details
15.	<p data-bbox="334 264 537 296"><b>Library Assistant</b></p> <p data-bbox="334 323 505 354"><b>Role Summary</b></p> <p data-bbox="334 386 1455 537">The Library Assistant will provide operational and clerical support to ensure the smooth day-to-day functioning of the IGIDR Library. The role involves circulation desk operations, physical maintenance of library collections, assisting in data entry and library automation, user assistance, and supporting various library activities. The incumbent will work under the supervision of the Librarian/Professional Assistant to ensure timely, accurate, and user-friendly services to faculty, students, researchers, and visitors.</p> <hr data-bbox="334 558 1455 562"/> <p data-bbox="334 569 565 600"><b>Key Responsibilities</b></p> <p data-bbox="334 632 748 663"><b>A. Circulation Desk &amp; User Services</b></p> <ol data-bbox="383 663 1344 783" style="list-style-type: none"> <li>1. Operate the circulation desk for issuing, returning, and renewing library materials.</li> <li>2. Register new members, update membership records, and assist with ID verification.</li> <li>3. Send overdue notices, collect fines, and maintain related records.</li> <li>4. Assist users in locating books and using the Online Public Access Catalogue (OPAC).</li> </ol> <p data-bbox="334 814 878 846"><b>B. Collection Maintenance &amp; Physical Handling</b></p> <ol data-bbox="383 846 1214 966" style="list-style-type: none"> <li>5. Shelve returned materials promptly in correct classification order.</li> <li>6. Conduct regular shelf-reading to ensure the correct arrangement of books.</li> <li>7. Assist in physical verification of stock and inventory control.</li> <li>8. Handle minor repairs of books and prepare materials for binding.</li> </ol> <p data-bbox="334 997 862 1029"><b>C. Data Entry &amp; Library Automation Support</b></p> <ol data-bbox="383 1029 1455 1148" style="list-style-type: none"> <li>9. Enter bibliographic and membership data into the Library Management System (Koha/LibSys or equivalent).</li> <li>10. Assist in barcode generation, labelling, and tagging of library materials.</li> <li>11. Update records for new arrivals and withdrawn items.</li> </ol> <p data-bbox="334 1180 740 1211"><b>D. Periodicals &amp; Reference Support</b></p> <ol data-bbox="383 1211 1341 1302" style="list-style-type: none"> <li>12. Assist in receiving, recording, and displaying periodicals, journals, and newspapers.</li> <li>13. Maintain current and back issues, ensuring proper binding and storage.</li> <li>14. Support users in accessing reference books, reading lists, and basic database searches.</li> </ol> <p data-bbox="334 1333 802 1365"><b>E. Housekeeping &amp; Facility Management</b></p> <ol data-bbox="383 1365 1455 1455" style="list-style-type: none"> <li>15. Ensure the cleanliness and orderliness of reading halls, stack rooms, and computer terminals.</li> <li>16. Monitor user areas to ensure compliance with library rules (silence, no food/drink, etc.). Report facility or equipment issues to the Librarian for timely resolution.</li> </ol> <p data-bbox="334 1486 675 1518"><b>F. Event &amp; Outreach Support</b></p> <ol data-bbox="383 1518 1268 1575" style="list-style-type: none"> <li>17. Assist in setting up exhibitions, book displays, and library orientation sessions.</li> <li>18. Support logistics for author talks, library workshops, or outreach events.</li> </ol> <p data-bbox="334 1606 695 1638"><b>G. Documentation &amp; Reporting</b></p> <ol data-bbox="383 1638 1208 1696" style="list-style-type: none"> <li>19. Maintain daily issue/return registers and visitor logs.</li> <li>20. Assist in compiling monthly circulation statistics and other usage reports.</li> </ol> <p data-bbox="334 1728 516 1759"><b>H. Other Duties</b></p> <ol data-bbox="383 1759 1455 1818" style="list-style-type: none"> <li>21. Carry out any additional tasks assigned by the Librarian/Competent Authority in connection with library services.</li> </ol>