



Indira Gandhi Institute of
Development Research

Call for Admin/Support Staff Positions through Outsourced Manpower Agency

Sr. No.	Position	No. of Positions
1	Assistant (Director's Office)	01
2	Project Assistant	01
3	Admin Assistant	01
4	Assistant (Student Office)	01
5	Library Assistant/Trainee	01
6	Executive (Accounts)	01
7	Technical Assistant (Computer)	01
8	Helpdesk Coordinator	01
9	Placement Officer	01

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

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NOTIFICATION FOR HIRING OF NON-TEACHING STAFF ON OURSOURCING BASIS

Applications are invited from eligible candidates for engagement in the following Admin/Support Staff positions through the outsourced manpower agency for deployment at IGIDR, Mumbai:

Sr. No.	Position	No. of Positions	Age Limit	Essential Qualification	Experience	Desirable Qualification / Skills
1	Assistant (Director's Office)	1	Up to 45 Years	Bachelor's Degree from a recognized University / Institute. Master's Degree preferred. English typing speed of 30 WPM. Hands-on experience with office software and MS Office, scheduling tools, email management etc. Strong oral and written communication skills in English.	Minimum 2 years of experience in a similar capacity in reputed academic/research institutions/Govt./PSU/a autonomous bodies or private organizations.	English stenography speed of 60 WPM. Excellent organizational, communication, and time management skills. Professional etiquette and ability to work independently. Familiarity with the funding mechanisms and Protocols of academic / research institutions.
2	Project Assistant	1	Up to 35 Years	Bachelor's Degree from a recognized University/Institute. Good knowledge of computers (MS Office tools) and typing skills. Strong oral and written communication skills in English.	0 to 2 years of experience in academic/non-academic/corporate organizations in office procedures.	Experience in handling research projects in premier educational/research institutions. Experience in dealing with funding agencies such as Govt. Ministries, UGC, World Bank, Ford Foundation, Gates Foundation, etc. Good accounting systems knowledge.
3	Admin Assistant	1	Up to 35 Years	Bachelor's Degree from a recognized University/Institute. Good knowledge of computers (MS Office tools) and typing speed of at least 30 WPM. Strong oral and written communication skills in English.	0 to 2 years of experience in academic/non-academic/corporate organizations in areas of general office procedures.	Preference would be given to candidates possessing Law/HRM/MBA qualification from a recognized University/Institute.

Sr. No.	Position	No. of Positions	Age Limit	Essential Qualification	Experience	Desirable Qualification / Skills
4	Assistant (Student Office)	1	Up to 35 Years	Bachelor's Degree from a recognized University/Institute. Good knowledge of computers (MS Office tools) and typing speed of at least 30 WPM. Strong oral and written communication skills in English.	0 to 2 years of experience in academic/non-academic/corporate organizations in office procedures.	Preference would be given to candidates possessing Law/HRM/MBA qualification from a recognized University/Institute. Exposure to student management/admission related work in academic institutions preferred.
5	Library Assistant/ Trainee	1	Up to 28 Years	Master's Degree in Library & Information Science or equivalent with minimum 55% marks or its equivalent grade from a recognized University/Institute. Strong oral and written communication skills in English.	0 to 1 year in the related areas. Should have basic knowledge of ICT applications, Koha, MARC, MS – Office, Cataloguing – AACR II rules and Classification – DDC, and should have ability to develop web pages using HTML/CSS.	
6	Executive (Accounts)	1	Up to 35 Years	Bachelor's degree in commerce from a recognized University/Institute. Strong oral and written communication skills in English.	1 to 2 years of experience in accounts & finance, taxation in Accounts Department in Academic Institute/ University. Have good knowledge of MS Word, MS Powerpoint, strong in MS Excel, Tally/ERP and any other accounting software.	Sound knowledge of Financial and Administrative policies and procedures, salary taxation, Bank Reconciliation, Raising sales invoice.

Sr. No.	Position	No. of Positions	Age Limit	Essential Qualification	Experience	Desirable Qualification / Skills
7	Technical Assistant (Computer)	1	Up to 35 Years	B.Sc in Computer Science, B.Sc. (IT)/BCA/B.E./B.Tech in Computer Science / MCA / MBA (IT) / M.Sc. (IT), with at least 55% marks or its equivalent grade from a recognized University/Institute.	Minimum 0 to 3 years of experience in IT	Experience in latest web programming. Knowledge of MySQL, PHP, WORDPRESS.
8	Helpdesk Coordinator	1	Up to 35 Years	Bachelor's Degree from a recognized University/Institute. Good knowledge of computers (MS Office tools) and typing skills. Strong oral and written communication skills in English.	0 to 2 years of experience in academic/non-academic/corporate organizations in secretarial /general office procedures.	Administrative work of the Computer Centre/IT Department; maintaining and monitoring call logs; coordinating service requests; and performing other duties connected with the day-to-day functioning of the IT Department.
9	Placement Officer	1	Up to 35 Years	Bachelor's Degree from a recognized University / Institute. Hands-on experience with office software and MS Office, scheduling tools, email management etc. Strong oral and written communication skills in English.	Minimum 3 years of experience in a similar capacity in reputed academic/research institutions/Govt./PSU/a autonomous bodies or private organizations.	Experience in handling placement activities, industry liaison, campus recruitment processes, internship coordination, and student career services; strong networking and coordination skills.

General Instructions:

1. Candidates should carefully read and ensure that they satisfy the requisite minimum eligibility criteria before applying. These are outsourced positions and the selected candidates will be engaged through a manpower agency for deployment at IGIDR, Mumbai.
2. The engagement shall be purely temporary and contractual in nature and shall not confer upon the candidate any right to regular appointment, absorption, permanent employment or continuation of service in the Institute.
3. Candidates should possess good communication skills, computer knowledge, and proficiency in MS Office applications.
4. Preference may be given to candidates having relevant qualifications and experience in reputed academic institutions/universities/research organizations.
5. The remuneration shall be based on qualification, experience, suitability, and last pay drawn.
6. Mere fulfillment of the eligibility criteria shall not entitle any candidate to be called for the further selection process. The Institute reserves the right to shortlist candidates based on suitability and requirements.
7. Selection may be through interview/written test/skill test, or any other mode as decided by the Institute/manpower agency.
8. The Institute reserves the right not to fill any or all the positions without assigning any reason.
9. The Institute shall not entertain any interim correspondence or personal inquiries. Requests for status updates through email, telephone, or any other mode will not be entertained.

Application Procedure

Interested candidates may submit their applications along with an updated resume, educational qualifications, and experience details through the prescribed application link given below.

<https://forms.gle/13VCh8jcp7iqypx39>

Shortlisted candidates will be informed through email/telephone regarding the further process.

Important Note /Disclaimer

These positions are purely outsourced positions being filled through manpower agency and are not regular positions of IGIDR. Manpower agency shall be the sole employer. The selected candidates shall have **no employer-employee relationship with IGIDR**, whether permanent, temporary, contractual or otherwise.

Publication on the Institute's website is only for wider dissemination and shall not be construed as direct recruitment by the Institute.

The Institute reserve the right to withdraw or modify the advertisement without creating any employment obligation.

Last Date for Submission of Applications: October 30, 2026.