

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH (IGIDR)**

(An Advanced Research Institute Established by Reserve Bank of India)

Deemed to be University

Gen. A. K. Vaidya Marg, Goregaon (E), Mumbai – 400065

Website: [www.igidr.ac.in](http://www.igidr.ac.in)**Advt. No. IGIDR/NT/2/2026****Date: 12.05.2026****ADVERTISEMENT FOR RECRUITMENT FOR VARIOUS NON-TEACHING POSITIONS****About the Institute**

Indira Gandhi Institute of Development Research (IGIDR) is a premier research institution and a deemed to be University dedicated to advanced research and teaching in development economics and related disciplines. Applications are invited from eligible Indian nationals for the following non-teaching positions.

**DETAILS OF POSITIONS****PART A****POSITIONS ON A REGULAR BASIS / DEPUTATION FOLLOWED BY ABSORPTION**

Sr. No.	Name of the Position	Pay Level (7th CPC)	Total Vacancy	Maximum Age (as on closing date)
1	P.S. to Director	Level 07 (₹44,900–1,42,400)	1	35 years
2	Human Resource Officer	Level 10 (₹56,100–1,77,500)	1	40 years
3	Academic & Student Affairs Officer	Level 10 (₹56,100–1,77,500)	1	40 years
4	Assistant System Analyst cum Software Engineer	Level 10 (₹56,100–1,77,500)	1	40 years
5	Assistant Administrative Officer (Hr & Administration)	Level 07 (₹44,900–1,42,400)	1	35 years
6	Account Assistant	Level 06 (₹35,400–1,12,400)	1	35 years
7	Assistant (HR)	Level 06 (₹35,400–1,12,400)	1	35 years

**PART B****POSITIONS ON CONTRACT BASIS / DEPUTATION BASIS**

Sr. No.	Name of the Position	Pay Level (7th CPC)	Total Vacancy	Maximum Age (as on closing date)
1	Research Grants & Project Officer	Level 10 (₹56,100–1,77,500)	1	40 years
2	Assistant Administrative Officer (Students & Academic Affairs)	Level 07 (₹44,900–1,42,400)	1	35 years
3	Placement Officer	Level 07 (₹44,900–1,42,400)	1	35 years
4	Assistant Electrical Engineer	Level 07 (₹44,900–1,42,400)	1	35 years
5	Library Assistant	Level 04 (₹25,500–81,100)	1	35 years

**IMPORTANT DATES**

- **Application Window Opens:** 15th May 2026
- **Last Date:** 08<sup>th</sup> June'2026 (EOD)
- The eligibility of candidates with regard to age, qualification, and experience shall be determined as on the closing date of the application.

## PART A

### POSITIONS ON A REGULAR BASIS / DEPUTATION BASIS FOLLOWED BY ABSORPTION DETAILED ELIGIBILITY CRITERIA

Sr No	Name of Position	Qualification & Experience / Desirable
<u>1.</u>	<p><b>P.S. to Director</b> Level-7 (₹44,900–1,42,400) [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 a recognized University/Institute.</p> <p><b>Experience:</b></p> <ol style="list-style-type: none"><li>1. Minimum 3 years' experience as a Personal Assistant or equivalent in Level 6, OR 5 years' experience as a Secretary/Stenographer or equivalent in Level 4 in an Academic/Research Institutions / Central / State Government / Universities (including reputed Private Universities) / Autonomous Bodies / Public Sector Undertaking (PSU), or equivalent position in a reputed Private Sector organization with comparable responsibilities and experience. (Pay level equivalent to Level 6 – Gross Pay: 73,020/-, Level 4 – Gross Pay: 54,210/-)</li><li>2. English typing speed of 35 words per minute on a computer.</li></ol> <p>Proficiency in computer applications, English, and good communication skills are essential.</p> <p><b>Experience (Deputation):</b> Officers holding analogous posts on a regular basis, or with three years' regular service at Level 6 or equivalent in the parent cadre/department in Central/State Government/Universities/Autonomous Organizations, and possessing the educational qualifications prescribed for direct recruits.</p> <p><b>Desirable:</b> Proficiency in shorthand (English)</p>
<u>2.</u>	<p><b>Human Resource Officer</b> Level-10 (₹56,100–1,77,500)  [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 Human Resource Management / Personnel Management / Industrial Relations / Business Administration (HR) or equivalent from a recognized University/Institute.</p> <p><b>Experience:</b> Minimum 5 years of administrative experience in Level 7 or above in human resource management, administration, establishment matters, or related functions in Academic/Research Institutions / Central / State Government / Universities (including reputed Private Universities) / Autonomous Bodies / Public Sector Undertakings (PSUs), or an equivalent position in a reputed Private Sector organization with comparable responsibilities and experience in handling the entire employee lifecycle, including recruitment, appointments, service matters, maintenance of employee records, payroll coordination, statutory compliance, contract administration, employee welfare, and grievance redressal. (Pay level equivalent to Level 7 – Gross Pay: ₹91,070/-)</p> <p>Proficiency in computer applications, English, and good communication skills are essential.</p> <p><b>Experience (Deputation):</b> Officers holding analogous posts on a regular basis, or with 5 years' regular service in Level 7/Level 8 or equivalent in the parent cadre/department in Central / State Government / Universities / Autonomous Organizations, and possessing the educational qualifications prescribed for direct recruits.</p>

		<p><b>Desirable:</b></p> <p>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; 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>
<p><b>3.</b></p> <p><b>Academic &amp; Student Affairs Officer</b></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/Institute.</p> <p><b>Experience:</b> Minimum 5 years of administrative experience in Level 7 or above in student affairs, academic administration, or related functions in an Academic/Research Institutions / Central / State Government / Universities (including reputed Private Universities) / Autonomous Bodies / Public Sector Undertaking (PSU), or equivalent position in a reputed Private Sector organization with comparable responsibilities and experience with experience in managing the entire student lifecycle, including admissions, registration, examinations, hostel management, student welfare, and grievance redressal. . (Pay level equivalent to Level 7 – Gross Pay: 91,070/-)</p> <p>Proficiency in computer applications, English and good communication skills are essential.</p> <p><b>Experience (Deputation):</b> Officers holding analogous posts on a regular basis, or with 5 years' regular service in Level 7/Level 8 or equivalent in the parent cadre/department in Central / State Government / Universities / Autonomous Organizations, and possessing the educational qualifications prescribed for direct recruits.</p> <p><b>Desirable:</b> Experience in managing international student affairs, including admissions, visa facilitation, and student support; experience in coordinating large-scale student events; familiarity with ERP-based academic administration systems; strong liaison skills with regulatory bodies such as UGC, AICTE, Ministry of Education, Ministry of External Affairs, and foreign embassies; exposure to placement and career development functions in higher education institutions-</p>	
<p><b>4.</b></p> <p><b>Assistant System Analyst cum Software Engineer</b></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:</b> Minimum 05 years of programming experience in languages like C / C++ / JAVA, etc., databases: MySQL/ORACLE with PHP, etc. Foundations and practices under WINDOWS / LINUX / UNIX platforms in an Academic/Research Institutions / Central / State Government / Universities (including reputed Private Universities) / Autonomous Bodies / Public Undertaking (PSU), or in a reputed Private Sector organization.</p> <p>Proficiency in English and good communication skills are essential.</p>	

		<p><b>Experience (Deputation):</b> Officers holding analogous posts on a regular basis, or with 5 years' regular service in Level 7/Level 8 or equivalent in the parent cadre/department in Central / State Government / Universities / Autonomous Organizations, and possessing the educational qualifications prescribed for direct recruits.</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. 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>
<p><b>5.</b></p>	<p><b>Assistant Administrative Officer (Hr &amp; Administration)</b></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 a recognized University/Institute.</p> <p><b>Experience:</b> Minimum 3 years' administrative experience in Level 6 or equivalent, or 8 years' experience in Level 4 or equivalent, in human resource management, administration, establishment matters, or related functions in Academic/Research Institutions / Central / State Government / Universities (including reputed Private Universities) / Autonomous Bodies / Public Sector Undertakings (PSUs), or an equivalent position in a reputed private organization with comparable responsibilities and experience in handling both human resource and general administrative functions, including recruitment, appointments, service matters, maintenance of employee records, payroll coordination, statutory compliance, contract administration, employee welfare, office administration, procurement coordination, vendor management, facility-related matters, and grievance redressal. (<i>Pay level equivalent to Level 6 – Gross Pay: ₹73,020/-; Level 4 – Gross Pay: ₹54,210/-</i>)</p> <p>Proficiency in computer applications, English and good communication skills are essential.</p> <p><b>Experience (Deputation):</b> Officers holding analogous post on a regular basis or with three years' regular service in Level 6 or equivalent in the Central/ State Govt. Universities or autonomous organizations and possess the Bachelor's degree as prescribed for direct recruits.</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; 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>

<p><b>6.</b></p>	<p><b>Account Assistant</b></p> <p>Level-6 (₹35,400–1,12,400) [6th CPC: PB-2 ₹9,300–34,800 with GP ₹4,200]</p>	<p><b>Essential Qualification:</b> Bachelor's Degree in Commerce/Finance from a recognized University/Institute</p> <p><b>Experience:</b></p> <ol style="list-style-type: none"> <li>1. Minimum 3 years' experience in Accounts &amp; Finance, Department as UDC or equivalent in Level 4 in an Academic/Research Institutions / Central / State Government / Universities (including reputed Private Universities) / Autonomous Bodies / Public Sector Undertaking (PSU), or equivalent position in a reputed Private Sector organization with comparable responsibilities and experience with experience. (Pay level equivalent to Level 4– Gross Pay: 54,210/-)</li> <li>2. Proficiency in English Typing, Computer applications, noting, and drafting.</li> </ol> <p>Proficiency in English and good communication skills are essential.</p> <p><b>Experience (Deputation):</b> Officers holding analogous posts on a regular basis, or with 3 years' regular service in Level 5 or equivalent in the parent cadre/department in Central/State Government/Universities/Autonomous Organizations, and possessing the educational qualifications prescribed for direct recruits.</p> <p><b>Desirable:</b> Experience in accounting using Tally/ERP and other accounting software; familiarity with government accounting procedures, taxation (GST/TDS), and financial rules.</p>
<p><b>7.</b></p>	<p><b>Assistant (HR)</b></p> <p>Level-6 (₹35,400–1,12,400) [6th CPC: PB-2 ₹9,300–34,800 with GP ₹4,200]</p>	<p><b>Essential Qualification:</b> Bachelor's Degree in any discipline from a recognized University/Institute.</p> <p><b>Experience:</b></p> <ol style="list-style-type: none"> <li>1. Minimum 3 years' experience in HR/Establishment function Department as UDC or equivalent in Level 4 in an Academic/Research Institutions / Central / State Government / Universities (including reputed Private Universities), Autonomous Bodies / Public Sector Undertaking (PSU), or equivalent position in a reputed private organization with comparable responsibilities and experience. (Pay level equivalent to Level 4– Gross Pay: 54,210/-)</li> <li>2. Proficiency in English Typing, Computer applications, noting, and drafting.</li> </ol> <p>Proficiency in English and good communication skills are essential.</p> <p><b>Experience (Deputation):</b> Officers holding analogous posts on a regular basis, or with 3 years' regular service in Level 5 or equivalent in the parent cadre/department in Central/State Government/Universities/Autonomous Organizations, and possessing the educational qualifications prescribed for direct recruits.</p> <p><b>Desirable:</b> MBA/PG Degree in Human Resource Management or equivalent; knowledge of Central Civil Services Rules, reservation policies, recruitment and promotion procedures, and establishment matters; proficiency in ERP/HRMS and office automation tools.</p>

PART B

POSITIONS ON A CONTRACT BASIS / DEPUTATION BASIS

DETAILED ELIGIBILITY CRITERIA

<b>Sr No</b>	<b>Name of Position</b>	<b>Qualification &amp; Experience / Desirable</b>
<b><u>1.</u></b>	<b>Research Grants &amp; Project Officer</b>  Level-10 (₹56,100–1,77,500)  [6th CPC: PB-3 ₹15,600–39,100 with GP ₹5,400]	<b>Essential Qualification:</b> Master's Degree with at least 55% marks or equivalent grade in any discipline from a recognized University/Institute.  <b>Experience:</b> <ol style="list-style-type: none"><li>1. Minimum 5 years of relevant project management experience at Level 7 in an Academic/Research Institutions / Central / State Government / Universities (including reputed Private Universities) / Autonomous Bodies / Public Sector Undertaking (PSU), or equivalent position in a reputed private organization with comparable responsibilities and experience. (Pay level equivalent to Level 7 – Gross Pay: 91,070/-)</li><li>2. The experience should be in areas such as research administration, project coordination, compliance, and liaison with funding agencies.</li></ol> Proficiency in computer applications, English and good communication skills are essential.  <b>Experience (Deputation):</b> Officers holding analogous posts on a regular basis, or with 5 years' regular service in Level 7/Level 8 or equivalent in the parent cadre/department in Central / State Government / Universities / Autonomous Organizations, and possessing the educational qualifications prescribed for direct recruits.  <b>Desirable:</b> Ph.D. in a relevant discipline; experience in handling externally funded research projects and grants; familiarity with project management and reporting systems; knowledge of compliance requirements of funding agencies-
<b><u>2.</u></b>	<b>Assistant Administrative Officer (Students &amp; Academic Affairs)</b>  Level-7 (₹44,900–1,42,400)  [6th CPC: PB-2 ₹9,300–34,800 with GP ₹4,600]	<b>Essential Qualification:</b> A Bachelor's Degree in any discipline from a recognized University/Institute.  <b>Experience:</b> Minimum 3 years' administrative experience in Level 6 or equivalent, or 8 years' experience in Level 4 or equivalent, in academic administration, student affairs, or related functions in Academic/Research Establishments/Central or State Government/Universities (including reputed Private Universities)/Autonomous Bodies / Public Sector Undertaking (PSU), or equivalent position in a reputed private organization with comparable responsibilities and experience. (Pay level equivalent to Level 6 – Gross Pay: 73,020/- Level 4 – Gross Pay: 54,210/-)  Experience should include managing the student lifecycle, including admissions, registration, examinations, hostel management, student welfare, and grievance redressal.  Proficiency in computer applications, English and good communication skills are essential.

		<p><b>Experience (Deputation):</b> Officers holding analogous post on a regular basis or with three years' regular service in Level 6 or equivalent in the Central/ State Govt. Universities or autonomous organizations and possess the Bachelor's degree as prescribed for direct recruits.</p> <p><b>Desirable:</b> Experience in academic administration or student affairs in higher education institutions; familiarity with ERP-based academic administration systems; experience in handling student lifecycle processes; good coordination and drafting,</p>
<b>3.</b>	<p><b>Placement Officer</b></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 a recognized University/Institute.</p> <p><b>Experience:</b> Minimum 3 years' administrative experience in Level 6 or equivalent, or 8 years' experience in Level 4 or equivalent, in placement, training &amp; placement, career services, or related functions in Academic/Research Institutions/Universities (including reputed Private Universities)/Central or State Government Departments/Autonomous Bodies / Public Sector Undertaking (PSU), or equivalent position in a reputed private organization with comparable responsibilities and experience. (Pay level equivalent to Level 6 – Gross Pay: 73,020/- Level 4 – Gross Pay: 54,210/-)</p> <p>Experience should include industry interface, campus recruitment processes, internship coordination, outreach activities, and student career services. Exposure to accreditation processes (NAAC/NIRF or similar), institutional events, and academic coordination will be an added advantage.</p> <p>Proficiency in computer applications, English and good communication skills are essential.</p> <p><b>Experience (Deputation):</b> Officers holding analogous post on a regular basis or with three years' regular service in Level 6 or equivalent in the Central/ State Govt. Universities or autonomous organizations and possess the Bachelor's degree as prescribed for direct recruits.</p> <p><b>Desirable Experience:</b> Experience in handling placement activities, industry liaison, campus recruitment processes, internship coordination, and student career services; strong networking and coordination skills.</p>
<b>4.</b>	<p><b>Assistant Electrical Engineer</b></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 with First Class or equivalent grade from a recognized University/Institute.</p> <p><b>Experience:</b> Minimum 3 years' experience in the relevant field in Level 6 or equivalent, or 8 years' experience in Level 4 or equivalent, in PWD/CPWD or similar engineering services, Academic/Research Institutions/Universities (including reputed Private Universities) / Central or State Government Departments/Autonomous Bodies / Public Sector Undertaking (PSU), or equivalent position in a reputed private organization with comparable responsibilities and experience. (Pay level equivalent to Level 6 – Gross Pay: 73,020/- Level 4 – Gross Pay: 54,210/-)</p>

		<p>Proficiency in computer applications, English and good communication skills are essential.</p> <p><b>Experience (Deputation):</b> Officers holding analogous posts on a regular basis, or with 3 years' regular service in Level 6 or equivalent in the parent cadre/department in Central/State Government/Universities/Autonomous Organizations, and possessing the educational qualifications prescribed for direct recruits.</p> <p><b>Desirable:</b> Experience in maintenance of large institutional campuses, Public Sector Undertaking (PSU), or university settings; functional knowledge of Building Management Systems (BMS), AutoCAD, MS Office, and energy-efficient systems; familiarity with statutory compliance, fire and safety processes, and government procurement procedures, including GFR 2017; experience in project management</p>
<u>5.</u>	<p><b>Library Assistant</b></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 with at least 55% marks or equivalent grade from a recognized University/Institute.</p> <p><b>Experience:</b> Minimum 2 years' experience in a computerized/digital library environment in Academic/Research Institutions/Universities (including reputed Private Universities)/Central or State Government Departments/Autonomous Bodies / Public Sector Undertaking (PSU), or equivalent position in a reputed private organization with comparable responsibilities and experience. Applicants should have experience in Koha library management software, digital library systems, content management systems (CMS), and MS Office, along with working knowledge of HTML/CSS and the ability to work with library-related open-source software.</p> <p>Proficiency in English and good communication skills are essential.</p> <p><b>Experience (Deputation):</b> Officers from Academic Institutions, IITs, NITs, Central Universities, Research Establishments, Central/State Government, Autonomous Bodies / Public Sector Undertaking (PSU), holding analogous posts on a regular basis in the parent cadre/department, OR holding posts in Level-2 of the Pay Matrix (pre-revised PB-1: ₹5,200–20,200 with Grade Pay ₹1,900) with at least 8 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; familiarity with digital repositories and institutional library systems and organizational skills.</p>

### How to Apply:

#### A. Online Application

Candidates are required to apply online through the Institute website:

🌐 <https://www.igidr.ac.in/careers>

Candidates are advised to carefully read the detailed advertisement, including eligibility criteria, experience requirements, and job profile of the post, and ensure that they meet all conditions before submitting the application.

## **B. Application Fee**

- Application Fee: ₹500/- (Non-refundable)

### **Exemption:**

SC/ST/PwBD/Ex-servicemen/Women candidates and departmental candidates are exempted from payment of application fee. Applications without payment of the applicable fee shall be rejected.

---

## **C. Submission Advice**

Candidates are advised to submit applications well before the closing date to avoid last-minute technical issues. The Institute shall not be responsible for any delay due to server or technical issues.

[REGULAR/ DEPUTATION / CONTRACT GUIDELINES](#)

### **1. Contract**

- The appointment on a contract basis is intended for a total period of five years, subject to annual performance review.
  - The initial appointment shall be for a period of one year, which may be extended for the remaining tenure (up to four additional years) based on satisfactory performance and institutional requirements.
  - Upon completion of the initial tenure of five years, the contract may be renewed for a further term, subject to satisfactory performance and continued requirement of the Institute, for such duration as may be decided by the Institute.
  - In the event of unsatisfactory performance, the Institute reserves the right to curtail the appointment at any time during the tenure by giving one month's notice or salary in lieu thereof.
  - Either party may terminate the engagement by giving one month's notice or salary in lieu thereof.
- 

### **2. Deputation**

*(Applicable to candidates serving in Government/Semi-Government/Public Sector Undertaking (PSU)/Autonomous Bodies/Universities)*

- Deputation followed by absorption shall be applicable only for the posts specified under Part A of the advertisement. For posts under Part B, appointment on deputation shall be purely on a deputation basis and shall not confer any right for absorption.
  - The application must be forwarded through the proper channel along with:
    - (i) APARs (last five years)
    - (ii) Vigilance Clearance and Integrity Certificate
    - (iii) Statement of major/minor penalties (last 10 years), if any
    - (iv) No Objection Certificate (NOC)
  - The selected candidate will be appointed on deputation for an initial period of three years, extendable as per Government of India rules.
  - The maximum age limit for deputation shall be 56 years as on the closing date.
- 

### **3. Regular**

*The applicants serving in Government/Semi-Government/Public Sector Undertaking (PSU)/Autonomous Bodies/Universities and applying for these positions)*

- The application must be forwarded through the proper channel along with:
  - i) Vigilance Clearance and Integrity Certificate
  - ii) No Objection Certificate (NOC)

## **General Conditions:**

1. A candidate applying for the above positions must be a citizen of India and must fulfill the post requirements and other conditions stipulated in the advertisement as of the closing date for receipt of the applications.
2. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
3. Reservation, age relaxation, and other concessions shall be applicable as per the Government of India norms. Candidates claiming reservation under SC/ST/OBC (Non-Creamy Layer)/PwBD/EWS categories must submit valid certificates in the format prescribed by the Government of India, issued by the competent authority. OBC (Non-Creamy Layer) and EWS certificates should be valid for the current financial year.
4. Incomplete applications or applications without proper supporting documents will be summarily rejected.
5. Candidates are required to submit an experience certificate from the concerned organization clearly indicating the nature and duration of experience in the above areas.
6. Candidates working in the Government/ Semi-Government/ Public Sector Undertakings/autonomous bodies should apply through the proper channel. They should submit a 'No Objection Certificate' from the present employer when filling out an online application.
7. If a candidate is applying for more than one position, a separate application must be filled out by the candidate.
8. A person working at IGIDR will be considered as a departmental candidate. There will be no fees or age bar for departmental candidates.

## **Selection & Shortlisting**

9. 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.
10. 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.
11. 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.
12. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications. 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 the interview will be final and binding on the candidates.
13. 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.

14. The Institute may decide to conduct tests/ 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.
15. The Institute shall not entertain any interim correspondence or personal inquiries regarding the recruitment process. Only candidates shortlisted for the selection process/interview will be contacted. No communication will be sent to applicants who are not shortlisted. Requests for status updates through email, telephone, or any other mode will not be entertained.

#### **Verification & Appointment**

16. 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.
17. 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.
18. 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.

---

#### **Service Conditions**

19. The institute may offer a contract appointment if required on a suitable consolidated monthly remuneration basis as deemed fit. A candidate may be offered a lower post if found suitable.
20. Accommodation at the IGIDR may be provided subject to availability (Electricity & license fee and other charges, if any, to be paid as actual/applicable).

#### **General Provisions**

21. IGIDR reserves the right to increase/decrease vacancies, cancel the recruitment process, or not fill any or all posts without assigning any reason. Canvassing of any nature and bringing any influence/ pressure will be considered a disqualification for the post.
22. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.
23. Correspondence, if any, from the Institute, including the interview call letter of the shortlisted candidates, shall be sent to the email ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct email ID. Candidates are advised to check their registered email regularly for updates.
24. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.

## PART A

### POSITIONS ON A REGULAR BASIS / DEPUTATION BASIS FOLLOWED BY ABSORPTION

#### DETAILED JOB PROFILES (FOR REFERENCE OF CANDIDATES)

Sr No	Post Details
1.	<p><b><u>P.S. to Director</u></b></p> <p><b>Role Overview:</b></p> <p>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>1. Manage the Director's daily calendar, appointments, and travel schedules.</li><li>2. Maintain records, files, and documentation relevant to the Director's office.</li><li>3. Handle incoming/outgoing communication, screening calls, emails, and correspondence.</li><li>4. Draft, proofread, and prepare confidential letters, memos, and reports.</li><li>5. Prepare the bills in regards to the Director's Office / Travel etc</li><li>6. 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>

<b>Sr No</b>	<b>Post Details</b>
2.	<p><b><u>Human Resource Officer:</u></b></p> <p><b>Role Overview:</b> To oversee all HR functions for faculty, non-teaching, contractual, and outsourced staff, ensuring compliance with Government of India rules, UGC, and institutional regulations. The role covers manpower planning, recruitment, reservation/roster management, service records, performance appraisal, employee welfare, HR policy formulation, and payroll coordination. It also includes handling legal and statutory matters (RTI, POSH, labour laws including EPF, ESI, gratuity, wages, contract labour, disputes), disciplinary proceedings, grievance redressal, RBI correspondence, Board of Management (BoM) matters, contracts and MoUs, UGC compliance and reporting. The role ensures adherence to reservation policies for faculty, staff, and institutional processes (including recruitment and admissions, as applicable), academic regulations, welfare legislations, and service rules, and supports institutional governance, compliance, and dispute resolution mechanisms.</p> <hr/> <p><b>Key Responsibilities:</b></p> <p>A. Recruitment, Selection &amp; Appointment: Faculty Recruitment – Draft advertisements and job descriptions as per Institute/UGC norms; coordinate screening, eligibility, and selection processes; organize job talks and selection committees; issue appointment letters and manage onboarding. Non-Teaching Recruitment – Conduct recruitment as per Institute norms; maintain Reservation Roster Registers; ensure compliance with reservation policies in recruitment and promotions. Contract &amp; Outsourced Staffing – Manage hiring, renewal, and performance of contract staff; administer outsourcing contracts; ensure compliance with labour laws and monitor deployment.</p> <hr/> <p>B. Employee Lifecycle, Service Records &amp; Performance Management: Maintain service books and HR records; process confirmations, promotions, transfers, deputations, and relieving. Administer leave, LTC, tours, and retirement benefits; ensure HRMS/ERP data management. Administer APAR and coordinate CAS; facilitate promotions; conduct performance reviews for contractual/outsourced staff.</p> <hr/> <p>C. HR Policy, Legal &amp; Compliance Governance: Formulate and implement HR policies. Ensure compliance with Pay Commission, service rules, reservation policies, and statutory laws (RTI, POSH, labour laws, etc.). Advise on disciplinary matters, draft charge sheets, and support inquiries. Handle grievance redressal and dispute resolution; liaise with legal advisors and regulatory bodies.</p> <hr/> <p>D. Employee Welfare, Insurance &amp; Payroll Administration: Administer employee welfare schemes and engagement initiatives. Manage and administer Group Insurance Schemes (Medical, Term Life, Personal Accident), Property Insurance, and Group Gratuity policies. Provide data for salary processing; ensure statutory deductions, tax compliance, and payroll accuracy. Process leave encashment, TA/DA, retirement dues, and verify outsourced manpower bills.</p> <hr/> <p>E. Emergency Response &amp; External Coordination: Handle medical emergencies involving staff, faculty, students, retired staff, and other stakeholders on campus. Coordinate timely response with hospitals, ambulance services, and internal authorities. Liaise with State Government authorities, Police officials, and other Government agencies in matters related to emergencies, safety, and statutory requirements.</p> <hr/> <p>F. Student-Related Legal &amp; Administrative Matters: Handle student discipline, grievances, harassment cases, campus safety, and related legal matters. Coordinate with law enforcement and regulatory authorities where required. Ensure compliance with institutional and statutory norms related to student administration.</p> <hr/> <p>G. Contracts, Statutory &amp; Regulatory Compliance: Draft, vet, and manage MoUs, contracts, and consultancy agreements. Ensure compliance with labour laws and maintain statutory licenses and approvals. Liaise &amp; Correspondence with UGC, RBI, Deans, Faculty, and other regulatory authorities.</p> <hr/> <p>H. Institutional Coordination &amp; Reporting: Prepare reports for BoM and statutory bodies. Provide reservation-related data and compliance reports. Support RBI/NAAC/NIRF/audits and institutional planning.</p> <hr/> <p><b>Other Duties:</b> Perform any other duties as assigned by the Director/Registrar or Competent Authority.</p>

<b>Sr No</b>	<b>Post Details</b>
3.	<p data-bbox="334 212 789 239"><b>Academic &amp; Student Affairs Officer</b></p> <p data-bbox="334 275 678 302"><b>Role Summary / Job Purpose:</b></p> <p data-bbox="334 338 1438 638">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="334 674 1438 680"/> <p data-bbox="334 688 581 716"><b>Key Responsibilities :</b></p> <p data-bbox="334 751 662 779"><b>A. Academic Administration</b></p> <ol data-bbox="383 793 1438 1003" 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="334 1052 683 1079"><b>B. Student Services &amp; Welfare</b></p> <ol data-bbox="383 1087 1438 1297" 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="334 1312 639 1339"><b>C. Liaison &amp; Compliance :</b></p> <ol data-bbox="383 1375 1438 1543" 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="334 1606 493 1633"><b>Other Duties:</b></p> <ol data-bbox="383 1669 1438 1879" style="list-style-type: none"> <li>12. Assist with general administrative tasks and support other departments as and when required.</li> <li>13. Support event management activities, official events, seminars, and workshops as and when required.</li> <li>14. 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="354 163 971 197"><b>Assistant System Analyst cum Software Engineer</b></p> <p data-bbox="354 226 532 256"><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 data-bbox="354 466 594 495"><b>Key Responsibilities:</b></p> <p data-bbox="354 525 867 554"><b>A. Software Development &amp; System Analysis</b></p> <ol data-bbox="402 558 1286 646" style="list-style-type: none"> <li>1. Design, develop, and maintain software applications, portals, and digital tools.</li> <li>2. Translate functional requirements into technical specifications.</li> <li>3. Identify process automation and IT-enabled service opportunities.</li> </ol> <p data-bbox="354 676 737 705"><b>B. ERP &amp; Database Management</b></p> <ol data-bbox="402 709 1432 831" style="list-style-type: none"> <li>4. Implement, configure, and customize academic/administrative ERP systems.</li> <li>5. Manage databases (MySQL, PostgreSQL, Oracle) ensuring security, performance, and integrity.</li> <li>6. Develop optimized SQL queries, reports, and integrations.</li> </ol> <p data-bbox="354 861 688 890"><b>C. IT Infrastructure Support</b></p> <ol data-bbox="402 894 1334 953" style="list-style-type: none"> <li>7. Support server, network, and end-user system setup/maintenance with the IT team.</li> <li>8. Assist in maintaining LMS, virtual classrooms, and other digital learning tools.</li> </ol> <p data-bbox="354 982 805 1012"><b>D. Website &amp; Application Management</b></p> <ol data-bbox="402 1016 1188 1104" style="list-style-type: none"> <li>9. Maintain and update IGIDR's website and microsites.</li> <li>10. Ensure compliance with security, uptime, and accessibility standards.</li> <li>11. Develop new modules and troubleshoot issues.</li> </ol> <p data-bbox="354 1134 763 1163"><b>E. Cybersecurity &amp; Data Protection</b></p> <ol data-bbox="402 1167 1312 1226" style="list-style-type: none"> <li>12. Enforce IT security practices; participate in audits and vulnerability assessments.</li> <li>13. Implement secure coding, backups, and disaster recovery protocols.</li> </ol> <p data-bbox="354 1255 750 1285"><b>F. Documentation &amp; User Support</b></p> <ol data-bbox="402 1289 1172 1348" style="list-style-type: none"> <li>14. Prepare technical documentation, SOPs, and user manuals.</li> <li>15. Provide helpdesk support to faculty, researchers, students, and staff.</li> </ol> <p data-bbox="354 1377 873 1407"><b>G. Application Development &amp; Programming</b></p> <ol data-bbox="402 1411 1328 1440" style="list-style-type: none"> <li>16. Assist in new application design and development following SDLC best practices.</li> </ol> <p data-bbox="354 1470 782 1499"><b>H. Cross-Departmental Coordination</b></p> <ol data-bbox="402 1503 1205 1562" style="list-style-type: none"> <li>17. Gather requirements and provide functional IT support to departments.</li> <li>18. Serve as a liaison for timely issue resolution and solution delivery.</li> </ol> <p data-bbox="354 1591 756 1621"><b>I. System Analysis &amp; Improvement</b></p> <ol data-bbox="402 1625 1107 1684" style="list-style-type: none"> <li>19. Review and enhance existing systems and workflows.</li> <li>20. Recommend technology integration in institutional processes.</li> </ol> <p data-bbox="354 1713 532 1743"><b>J. Other Duties</b></p> <ol data-bbox="402 1747 1432 1894" style="list-style-type: none"> <li>21. Assist with general administrative tasks and support other departments as and when required. Support event management activities, official events, seminars, and workshops as and when required.</li> <li>22. Perform any other IT and software-related tasks as assigned by the officer-in-charge or management.</li> </ol>

Sr No	Post Details
5.	<p data-bbox="354 163 998 195"><b>Assistant Administrative Officer (HR &amp; Administration)</b></p> <p data-bbox="354 197 690 224"><b>Role Summary / Job Purpose</b></p> <p data-bbox="354 226 1437 407">To assist in the day-to-day functioning of the Institute's human resource and general administrative operations, ensuring smooth execution of recruitment processes, employee service matters, office administration, vendor coordination, hospitality, procurement support, and other institutional services. The position shall provide operational and administrative support to the Human Resource Officer and coordinate with internal departments, external agencies, and service providers in accordance with institutional policies and Government of India norms.</p> <hr data-bbox="354 430 1437 434"/> <p data-bbox="354 443 586 470"><b>Key Responsibilities</b></p> <p data-bbox="354 472 768 499"><b>A. Human Resource Administration</b></p> <ol data-bbox="402 501 1437 953" style="list-style-type: none"> <li>1. Assist in processing recruitment activities for faculty, non-teaching, contractual, and outsourced personnel, including preparation of advertisements, scrutiny of applications, interview coordination, and issue of communications.</li> <li>2. Maintain and update employee service records, personal files, leave records, and other HR-related documentation.</li> <li>3. Assist in matters relating to appointments, confirmations, renewals, extensions, relieving, and other service-related processes.</li> <li>4. Maintain attendance records and support payroll inputs, statutory deductions, and employee data updates.</li> <li>5. Assist in maintaining reservation roster records, contract staff records, and outsourced manpower documentation.</li> <li>6. Coordinate employee onboarding, induction formalities, and issuance of employment-related documents.</li> <li>7. Assist in employee welfare matters, grievance handling, and HR compliance-related reporting.</li> </ol> <p data-bbox="354 959 660 987"><b>B. General Administration</b></p> <ol data-bbox="402 989 1437 1169" style="list-style-type: none"> <li>8. Assist in the smooth functioning of day-to-day non-academic administrative operations of the Institute.</li> <li>9. Maintain office records, files, registers, and communication systems for effective administrative functioning.</li> <li>10. Coordinate with internal departments for administrative requirements and timely resolution of operational matters.</li> </ol> <p data-bbox="354 1176 919 1203"><b>C. Procurement, Vendor &amp; Facility Coordination</b></p> <ol data-bbox="402 1205 1437 1415" style="list-style-type: none"> <li>11. Assist in procurement of office consumables, stationery, and other non-academic items in accordance with institutional procedures.</li> <li>12. Maintain inventory records of administrative stores, consumables, and office equipment.</li> <li>13. Coordinate with vendors, contractors, and service providers for administrative support services.</li> <li>14. Follow up on facility-related requirements, including housekeeping, printing, office equipment, and maintenance coordination.</li> </ol> <p data-bbox="354 1421 878 1449"><b>D. Hospitality, Travel &amp; Institutional Support</b></p> <ol data-bbox="402 1451 1437 1598" style="list-style-type: none"> <li>15. Assist in guest house bookings, hospitality arrangements, and visitor coordination.</li> <li>16. Coordinate travel arrangements, local transport, accommodation bookings, and related administrative logistics for faculty, staff, guests, and students.</li> <li>17. Provide administrative support for meetings, seminars, workshops, conferences, and official institutional events.</li> </ol> <p data-bbox="354 1604 862 1631"><b>E. Documentation, Compliance &amp; Reporting</b></p> <ol data-bbox="402 1633 1437 1814" style="list-style-type: none"> <li>18. Maintain administrative and HR-related registers, records, and data for audit, statutory compliance, and institutional reporting.</li> <li>19. Assist in preparation of periodic reports, statements, and data required by management, statutory bodies, and regulatory authorities.</li> <li>20. Perform any other related duties assigned by the <b>Human Resource Officer, Registrar,</b> or other competent authority from time to time.</li> </ol>

Sr No	Post Details
6.	<p data-bbox="334 184 561 212"><b>Account Assistant</b></p> <p data-bbox="334 247 506 275"><b>Role Summary</b></p> <p data-bbox="334 279 1438 457">The Account Assistant is responsible for managing day-to-day financial activities related to cash handling, staff reimbursements, advances, student fee and guest receipts, and institutional ledger maintenance. The role involves preparing vouchers, maintaining financial registers, reconciling bank accounts, and ensuring timely processing of claims and settlements in compliance with IGIDR's financial policies. The incumbent plays a key role in supporting internal controls, statutory compliance, and audit readiness through accurate record-keeping and coordination with stakeholders.</p> <p data-bbox="334 491 1438 611">To ensure accurate, timely, and policy-compliant processing of financial transactions related to reimbursements, advances, receipts, and ledger maintenance. The role aims to support the smooth functioning of the Institute's financial operations by maintaining transparent records, enabling audit readiness, and providing efficient service to staff, students, and other stakeholders.</p> <hr data-bbox="334 632 1438 638"/> <p data-bbox="334 646 574 674"><b>Key Responsibilities:</b></p> <ul data-bbox="334 678 1438 1587" style="list-style-type: none"> <li>• Process staff and faculty reimbursements including medical, telephone/internet, and school fee claims</li> <li>• Process advances, settlements, and related accounting entries</li> <li>• Prepare and post bank payment vouchers, receipt vouchers, journal entries, and GST vouchers (bill of supply / tax invoices)</li> <li>• Record and account for receipts from Guest House bookings and staff/student transactions</li> <li>• Maintain and update financial registers including Loan Register, Cash Book, Cheque Book, FD Register, Receipt Register, Petty Cash Register, and Car Coupon Register</li> <li>• Post and reconcile electricity payments for Institute buildings and official telephone expenses of Director and Registrar</li> <li>• Issue car coupons to eligible staff/students and account for the same</li> <li>• Manage daily cash and cheque receipts and disbursements</li> <li>• Maintain and reconcile cash book and cheque book on a daily basis</li> <li>• Collect and issue receipts for student fees, staff payments, Guest House bookings, and other institutional collections</li> <li>• Maintain petty cash within authorised limits and process replenishment claims</li> <li>• Prepare and maintain accurate vouchers with proper supporting documents</li> <li>• Carry out reconciliation of Form 26AS</li> <li>• Maintain fixed deposit records including maturity, interest, renewals, investments, and withdrawals as per instructions</li> <li>• Carry out monthly bank reconciliations and resolve discrepancies in coordination with Accounts Officer</li> <li>• Pass accounting entries for fixed asset addition, deletion, and depreciation</li> <li>• Assist in internal and external audits and ensure compliance with institutional financial rules and statutory requirements</li> <li>• Maintain confidentiality and integrity of financial records</li> <li>• Receive and process student fee payments through cash, cheque, or online modes</li> <li>• Maintain student fee and individual student ledgers and reconcile fee data with Student Office and bank records</li> <li>• Assist in resolving fee-related queries of students and departments</li> <li>• Liaise with banks, vendors, and internal departments for smooth transaction processing</li> </ul> <hr data-bbox="334 1608 1438 1614"/> <p data-bbox="334 1623 862 1650">As part of wider role within the IGIDR, will also:</p> <ol data-bbox="383 1654 1438 1772" style="list-style-type: none"> <li>1. Assist with general administrative tasks and support other departments as required.</li> <li>2. Support event management activities by handling financial transactions related to official events, seminars, and workshops.</li> <li>3. Contribute to the continuous improvement of financial processes and compliance measures.</li> </ol> <p data-bbox="334 1801 516 1829"><b>H. Other Duties</b></p> <ol data-bbox="383 1833 1438 1923" style="list-style-type: none"> <li>4. Carry out any other duties assigned by the Finance Officer, Accounts Officer, or Junior Accounts Officer, or Registrar in the interest of the efficient functioning of the Finance &amp; Accounts Department.</li> </ol>

Sr No	Post Details
7.	<p data-bbox="334 184 704 214"><b>Assistant (Human Resources)</b></p> <p data-bbox="334 247 529 277"><b>Role Overview:</b></p> <p data-bbox="334 285 1435 663">To assist in the implementation and execution of all HR functions for faculty, non-teaching, contractual, and outsourced staff in compliance with Government of India rules, UGC, AICTE, Ministry of Education guidelines, and institutional policies. The role involves handling recruitment processes, reservation/roster records, service book maintenance, performance appraisal documentation, employee welfare administration, payroll support, statutory compliance records, and HR documentation. The position also supports disciplinary matters, grievance redressal, contract and MoU documentation, and preparation of reports for statutory and regulatory authorities.</p> <hr/> <p data-bbox="334 722 597 751"><b>Key Responsibilities:</b></p> <p data-bbox="334 781 971 810"><b>A. Recruitment, Selection &amp; Appointment Support</b></p> <p data-bbox="334 819 1435 945">Assist in drafting advertisements and processing applications; maintain applicant records; support screening and interview coordination; prepare appointment and joining documentation; maintain Reservation Roster Registers and assist in compliance reporting; support engagement and monitoring of contractual and outsourced staff.</p> <hr/> <p data-bbox="334 982 1140 1012"><b>B. Employee Lifecycle, Service Records &amp; Performance Support</b></p> <p data-bbox="334 1020 1435 1113">Maintain service books and employee records; process leave, LTC, tours, confirmations, and relieving formalities; update HRMS/ERP systems; assist in APAR processing, CAS documentation, and performance records.</p> <hr/> <p data-bbox="334 1150 883 1180"><b>C. HR Policy, Legal &amp; Compliance Support</b></p> <p data-bbox="334 1188 1435 1281">Assist in implementation of HR policies and ensure adherence to service rules and statutory provisions (RTI, POSH, labour laws, etc.); maintain registers and compliance records; assist in disciplinary cases, draft routine correspondence, and support grievance redressal processes.</p> <hr/> <p data-bbox="334 1318 1013 1348"><b>D. Employee Welfare, Engagement &amp; Payroll Support</b></p> <p data-bbox="334 1356 1435 1449">Assist in the administration of welfare schemes, induction, and training programmes; handle routine employee queries; support salary processing, statutory deductions, TA/DA, leave encashment, retirement benefits, and verification of outsourced manpower bills.</p> <hr/> <p data-bbox="334 1486 906 1516"><b>E. Contract, Statutory &amp; Regulatory Support</b></p> <p data-bbox="334 1524 1435 1617">Assist in the preparation and maintenance of MoUs, contracts, and consultancy agreements; maintain contract registers and track renewals; support statutory compliance documentation and coordination with regulatory authorities.</p> <hr/> <p data-bbox="334 1654 863 1684"><b>F. Institutional Coordination &amp; Reporting</b></p> <p data-bbox="334 1692 1435 1785">Maintain HR databases and records; assist in preparation of reports for statutory bodies, audits, NAAC/NIRF, and committees; provide data for manpower planning and compliance submissions.</p> <hr/> <p data-bbox="334 1822 493 1852"><b>Other Duties:</b></p> <p data-bbox="334 1860 1393 1890">Perform any other duties as assigned by the HR Officer / Registrar / Competent Authority.</p>

PART B

POSITIONS ON A CONTRACT BASIS / DEPUTATION BASIS  
DETAILED JOB PROFILES (FOR REFERENCE OF CANDIDATES)

Sr No	Post Details
1.	<p data-bbox="334 310 773 344"><b>Research Grants &amp; Project Officer</b></p> <p data-bbox="334 369 506 403"><b>Role Summary</b></p> <p data-bbox="334 403 1438 554">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="334 583 574 617"><b>Key Responsibilities:</b></p> <p data-bbox="334 617 766 651"><b>A. Strategic Planning &amp; Coordination</b></p> <ol data-bbox="383 651 1438 861" 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="334 890 737 924"><b>B. Grant &amp; Project Administration</b></p> <ol data-bbox="383 924 1364 1075" 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="334 1104 802 1138"><b>C. Financial Management &amp; Compliance</b></p> <ol data-bbox="383 1138 1438 1323" style="list-style-type: none"><li>11. Track budgets and ensure compliant fund utilization 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="334 1352 789 1386"><b>D. Monitoring, Evaluation &amp; Reporting</b></p> <ol data-bbox="383 1386 1373 1507" 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="334 1537 815 1570"><b>E. Stakeholder Liaison &amp; Communication</b></p> <ol data-bbox="383 1570 1399 1692" 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="334 1722 717 1755"><b>F. Capacity Building &amp; Outreach</b></p> <ol data-bbox="383 1755 1438 1843" 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="334 1873 828 1906"><b>G. Institutional Support &amp; Special Projects</b></p> <ol data-bbox="383 1906 1295 1995" 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
2.	<p data-bbox="332 205 1133 233"><b>Assistant Administrative Officer (Students &amp; Academic Affairs)</b></p> <p data-bbox="332 268 678 296"><b>Role Summary / Job Purpose:</b></p> <p data-bbox="332 327 1438 632">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 data-bbox="332 667 1438 674"/> <p data-bbox="332 699 565 726"><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li data-bbox="332 758 1438 831">A. Prepare and maintain the academic calendar, timetables, and venue allocations in coordination with faculty and programme coordinators.</li> <li data-bbox="332 852 1438 926">B. Organize and oversee examinations, including paper setting, evaluation, results processing, and maintaining confidentiality.</li> <li data-bbox="332 947 1438 1020">C. Maintain and update student academic records, transcripts, and degree certifications, and ensure compliance with UGC/AICTE and other statutory norms.</li> <li data-bbox="332 1041 1438 1073">D. Coordinate faculty schedules, guest lectures, visiting faculty, and academic committee support.</li> <li data-bbox="332 1094 1438 1125">E. Manage academic administration software, student portals, and digitization of records.</li> <li data-bbox="332 1146 1438 1220">F. Liaise with academic bodies for approvals, affiliations, exchange programmes, and prepare academic reports for statutory submissions.</li> <li data-bbox="332 1241 1438 1314">G. Coordinate hostel allocations, occupancy records, maintenance, mess arrangements, and enforcement of hostel rules.</li> <li data-bbox="332 1335 1438 1367">H. Administer student welfare schemes, health services, counselling, and emergency support.</li> <li data-bbox="332 1388 1438 1461">I. Organize orientation programmes, cultural, sports, and co-curricular events in collaboration with student committees.</li> <li data-bbox="332 1482 1438 1514">J. Support grievance redressal, student discipline cases, and ensure fairness and confidentiality.</li> <li data-bbox="332 1535 1438 1608">K. Facilitate communication between students, faculty, administration, and external agencies for welfare, safety, and campus engagement.</li> <li data-bbox="332 1629 1438 1703">L. Maintain databases on hostel residents, welfare beneficiaries, and extracurricular participation, and prepare periodic reports for management.</li> <li data-bbox="332 1724 1438 1797">M. Support major events such as convocation, academic workshops, seminars, and student exchange activities.</li> <li data-bbox="332 1818 1438 1850">N. Any other duties as assigned by the Director, Registrar, or designated authorities.</li> </ul>

Sr No	Post Details
3.	<p data-bbox="313 174 545 205"><b>Placement Officer</b></p> <p data-bbox="313 207 496 239"><b>Role Summary:</b></p> <p data-bbox="313 241 1443 352">The Placement Officer will play a key role in managing IGIDR’s placement activities, academic outreach, industry-alumni interface, institutional events, statutory compliance (UGC/NAAC/NIRF), and academic documentation. The position is responsible for strengthening student career outcomes, enhancing institutional visibility, and ensuring compliance with national regulatory frameworks.</p> <p data-bbox="313 354 545 386"><b>Key Responsibilities:</b></p> <p data-bbox="313 388 651 415">A. Placement &amp; Career Services:</p> <ol data-bbox="363 417 1443 926" style="list-style-type: none"> <li>1. Coordinate and manage the end-to-end placement process for all academic programmes, including final placements and internships.</li> <li>2. Develop and maintain strong relationships with recruiters across sectors, including BFSI, consulting, research organizations, government bodies, and international institutions.</li> <li>3. Organize campus recruitment drives, pre-placement talks, aptitude tests, group discussions, and interview schedules in coordination with recruiters and students.</li> <li>4. Maintain and update student placement database, including resumes, placement records, salary statistics, and sector-wise analytics.</li> <li>5. Provide administrative support for career development activities such as resume workshops, mock interviews, and skill development sessions in coordination with faculty and industry experts.</li> <li>6. Facilitate signing of MoUs with organizations for internships, live projects, and placement collaborations.</li> <li>7. Prepare placement reports, annual placement brochures, and data required for NAAC, NIRF, AISHE, and other institutional reporting.</li> <li>8. Ensure proper documentation and transparency in placement processes in line with institutional policies and audit requirements.</li> <li>9. Act as a liaison between students, faculty, alumni, and recruiters to ensure smooth execution of placement activities.</li> </ol> <p data-bbox="313 928 675 955">B. Outreach &amp; Institutional Events:</p> <ol data-bbox="363 957 1443 1188" style="list-style-type: none"> <li>10. Plan and organize outreach activities, including conferences, seminars, policy dialogues, panel discussions, and public lectures.</li> <li>11. Manage logistics and execution of major institutional events such as convocations, alumni meet, academic fairs, and guest lectures.</li> <li>12. Assist in the preparation of promotional material, academic reports, and media content for enhancing the institute's branding.</li> <li>13. Coordinate IGIDR’s participation in external academic exhibitions, education fairs, and collaborative platforms.</li> </ol> <p data-bbox="313 1190 688 1218">C. Academic Outreach Programmes:</p> <ol data-bbox="363 1220 1443 1367" style="list-style-type: none"> <li>14. Independently manage and coordinate institutional outreach initiatives, including the Visiting Student Programme (VSP), Visiting Scholar Programme (VSchP), and Post-Doctoral Fellowship Programme (PDF), including end-to-end administration, coordination with faculty, maintaining records, fellowship processing, and stakeholder communication.</li> <li>15. Any other outreach programme as declared by the Institute from time to time.</li> </ol> <p data-bbox="313 1369 646 1396">D. Alumni &amp; Industry Interface:</p> <ol data-bbox="363 1398 1443 1509" style="list-style-type: none"> <li>16. Maintain and update the alumni database and support alumni engagement initiatives.</li> <li>17. Collaborate with alumni and industry professionals for internships, guest lectures, mentorship programmes, and career panels.</li> <li>18. Support development of academic-industry collaborations, partnerships, and institutional MoUs.</li> </ol> <p data-bbox="313 1512 818 1539">E. UGC Compliance &amp; Regulatory Coordination:</p> <ol data-bbox="363 1541 1443 1688" style="list-style-type: none"> <li>19. Ensure compliance with UGC regulations, including academic norms, CBCS, ABC, NAD, and other statutory requirements.</li> <li>20. Track UGC circulars, policy updates, and ensure timely submission of reports and compliance documentation.</li> <li>21. Coordinate UGC inspections, audits, and regulatory communications.</li> </ol> <p data-bbox="313 1690 719 1717">F. Accreditation, Ranking &amp; Reporting:</p> <ol data-bbox="363 1719 1443 1801" style="list-style-type: none"> <li>22. Prepare and compile data for NAAC (SSR, AQAR), NIRF, AISHE, and other ranking/accreditation frameworks &amp;</li> <li>23. Maintain records and documentation required for institutional audits and benchmarking exercises.</li> </ol> <p data-bbox="313 1803 688 1831">G. Communication &amp; ERP Systems:</p> <ol data-bbox="363 1833 1443 1887" style="list-style-type: none"> <li>24. Maintain and update placement, outreach, and accreditation-related data on the Institute’s website and ERP system.</li> </ol> <p data-bbox="313 1890 1252 1917">Other Duties: Any other related work assigned by the competent authority from time to time.</p>

Sr No	Post Details
4.	<p><b>Assistant Electrical Engineer</b></p> <p><b>Role Overview:</b> 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/> <p><b>Key Responsibilities</b></p> <p><b>A. Electrical System Operations &amp; Maintenance</b></p> <ol style="list-style-type: none"> <li>1. Supervise the operation and preventive maintenance of electrical infrastructure, including HT/LT systems, transformers, DG sets, UPS, lifts, and solar power systems.</li> <li>2. Ensure uninterrupted power supply with prompt resolution of outages, faults, or electrical emergencies.</li> </ol> <p><b>B. Campus-Wide Infrastructure Oversight</b></p> <ol style="list-style-type: none"> <li>3. Oversee and maintain electrical installations for academic buildings, hostels, residential quarters, guest house, and utility areas.</li> <li>4. Ensure the smooth functioning of HVAC systems, water pumps, lifts, lighting, fire alarm systems, CCTV, and telephone lines.</li> </ol> <p><b>C. Preventive &amp; Breakdown Maintenance.</b></p> <ol style="list-style-type: none"> <li>5. Implement preventive maintenance schedules and respond to breakdowns in coordination with vendors and in-house teams.</li> <li>6. Maintain maintenance logs, incident reports, and utility performance data.</li> </ol> <p><b>D. Project Support &amp; Estimations</b></p> <ol style="list-style-type: none"> <li>7. Assist in preparing technical estimates, BOQs, and proposals for minor works and electrical projects.</li> <li>8. Supervise project execution through internal teams or external contractors.</li> </ol> <p><b>E. Vendor &amp; Contract Management</b></p> <ol style="list-style-type: none"> <li>9. 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><b>F. Regulatory Compliance &amp; Safety</b></p> <ol style="list-style-type: none"> <li>10. Ensure adherence to the Indian Electricity Act, electrical safety codes, and relevant statutory requirements.</li> <li>11. Liaise with local statutory bodies (PWD, MCGM, Fire Department, DISCOMs) for inspections, licenses, and compliance clearances.</li> </ol> <p><b>G. Documentation &amp; Asset Management</b></p> <ol style="list-style-type: none"> <li>12. Maintain inventory records, AMC details, asset registers, statutory documentation, and inspection certificates.</li> <li>13. Provide technical inputs, vet specifications, and evaluate bids during procurement.</li> </ol> <p><b>H. Team Supervision &amp; Stakeholder Coordination</b></p> <ol style="list-style-type: none"> <li>14. Supervise technical staff and outsourced manpower to ensure efficient service delivery.</li> <li>15. Coordinate with academic, administrative, and residential stakeholders to resolve maintenance concerns.</li> </ol> <p><b>I. Other Duties</b> Perform any other duties related to campus maintenance and electrical systems as assigned by the officer-in-charge or management.</p>

Sr No	Post Details
5.	<p data-bbox="347 212 574 243"><b>Library Assistant</b></p> <p data-bbox="347 275 521 306"><b>Role Summary</b></p> <p data-bbox="347 338 1474 516">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/Assistant Librarian/Professional Assistant to ensure timely, accurate, and user-friendly services to faculty, students, researchers, and visitors.</p> <hr data-bbox="347 537 1474 541"/> <p data-bbox="347 552 581 583"><b>Key Responsibilities</b></p> <p data-bbox="347 615 764 646"><b>A. Circulation Desk &amp; User Services</b></p> <ol data-bbox="396 646 1474 793" 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 other reading materials and using the Online Public Access Catalogue (OPAC).</li> </ol> <p data-bbox="347 825 894 856"><b>B. Collection Maintenance &amp; Physical Handling</b></p> <ol data-bbox="396 856 1192 951" style="list-style-type: none"> <li>5. Conduct regular shelf-reading to ensure correct arrangement of books.</li> <li>6. Assist in physical verification of stock and inventory control.</li> <li>7. Prepare materials for binding.</li> </ol> <p data-bbox="347 982 878 1014"><b>C. Data Entry &amp; Library Automation Support</b></p> <ol data-bbox="396 1014 1360 1108" style="list-style-type: none"> <li>8. Enter bibliographic and membership data into the Library Management System Koha.</li> <li>9. Assist in barcode generation, labelling, and tagging of library materials.</li> <li>10. Update records for new arrivals and withdrawn items.</li> </ol> <p data-bbox="347 1140 760 1171"><b>D. Periodicals &amp; Reference Support</b></p> <ol data-bbox="396 1171 1474 1255" 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, journals, reading lists, and basic database searches.</li> </ol> <p data-bbox="347 1287 821 1318"><b>E. Housekeeping &amp; Facility Management</b></p> <ol data-bbox="396 1318 1474 1413" 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="347 1444 691 1476"><b>F. Event &amp; Outreach Support</b></p> <ol data-bbox="396 1476 1377 1539" style="list-style-type: none"> <li>17. Assist in setting up exhibitions, book displays, and library orientation/training sessions.</li> <li>18. Support logistics for author talks, library workshops, or outreach events.</li> </ol> <p data-bbox="347 1570 711 1602"><b>G. Documentation &amp; Reporting</b></p> <ol data-bbox="396 1602 1230 1665" style="list-style-type: none"> <li>19. Maintain daily issue/return registers/statistics and visitor logs.</li> <li>20. Assist in compiling monthly circulation statistics and other usage reports.</li> </ol> <p data-bbox="347 1696 532 1728"><b>H. Other Duties</b></p> <ol data-bbox="396 1728 1474 1791" style="list-style-type: none"> <li>21. Carry out any additional tasks assigned by the Librarian/Assistant Librarian/Competent Authority in connection with library services.</li> </ol>