

INSTITUTE OF ECONOMIC GROWTH
UNIVERSITY OF DELHI ENCLAVE, DELHI-110007

Job code: IEG/Off-Cord/HDFC/2024/26

May 20, 2024

Online applications are invited for one post of an **Office Coordinator** on a contractual basis on a consolidated salary in the range of Rs.40,000 – Rs.50,000/- per month in the HDFC Bank Chair of Banking and Finance of the Institute initially for a period of one year, and likely to be extended based on satisfactory performance on an annual basis, up to the duration of the Chair.

Essential Qualifications

1. Bachelor's Degree any discipline from a recognized university.
2. Working knowledge of MS Office.
3. Excellent written and verbal communication skills in English.

Desirable Qualifications

1. Working knowledge of the latest software packages like MIS, Tally, PFMS, Income Tax, etc.
2. Minimum 2 years of administrative experience.

Age Limit Preferably below 35 years

General Instructions for Candidates

1. The application has to be filled out online on the Institute's website, i.e., www.iegindia.org under the "Career" web link along with the instant advertisement. Applications will be processed on a rolling basis. **The online application needs to be submitted by 5th June 2024.**
2. **Applicants are required to download the filled-up application form and send it along with self-attested educational qualification certificates and testimonials (hard copy) by 18th June 2024.** On the top of the envelope, please write "Application for the post of Office Coordinator in the HDFC Bank Chair of Banking and Finance", addressed to the Administrative Officer, Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi-110007.
3. Candidates should possess the prescribed qualification and experience as of the closing date of application. Candidates are required to produce specific certificates as per eligibility conditions whenever asked.
4. Further, merely fulfilling the minimum qualifications or the eligibility criteria does not entitle a candidate to be necessarily considered or called for a written test/evaluation. More stringent criteria may be applied for short-listing the candidates to be called for an evaluation.
5. No correspondence or personal inquiries shall be entertained by the Institute. The candidates may visit the Institute's website: www.iegindia.org for any information from the Institute including evaluation calls if any. Correspondence, if any, in this matter will be sent to the e-mail ID of the candidate. Any corrigendum/addendum in this regard shall also be posted on the Institute's website only.
6. Applications that do not meet the criteria given in this advertisement and/or incomplete applications are liable to be summarily rejected.

7. The Institute reserves the right not to fill the above position if circumstances so warrant. The Director, IEG, is competent to decide not to fill up the above post without assigning any reason. The Institute can also consider suitable candidates who may not have applied. The decision of the Selection Committee shall be final.
8. Any questions regarding the position can be referred to the email ID:sibasankar@iegindia.org.

DIRECTOR