

INSTITUTE OF ECONOMIC GROWTH
University of Delhi Enclave (North Campus), Delhi-110 007

Job Code: IEG/Documentalist/28/2024

Date: 12.06.2024

VACANCY NOTICE FOR WALK-IN INTERVIEW

Advertisement for walk-in interview for the following position in the Population Research Centre of the Institute on contractual basis for a period of one year on consolidated salary inclusive of all benefits:

Position on (Contractual)	No. of Posts	Qualifications	Remuneration
Documentalist	One	<p>Essential: The candidate should have a good academic record, with a Graduate Degree in a relevant Social Sciences discipline from a recognized Institute/ University.</p> <p>Knowledge of Computer Applications: Excellent Knowledge of MS Office package is essential. Prior experience in drafting, record-keeping, document management, and other multi-functional work is preferred.</p> <p>Work Experience: One year of experience post-qualification is desired. Preference will be given to candidates with relevant experience in handling multi-functional work relating to office and field survey activities. Candidates with project management skills, basic office financial and accountancy knowledge, and database management will be preferred.</p> <p>Responsibilities:</p> <ul style="list-style-type: none">• Oversee administrative tasks and support senior management.• Manage event planning and execution, including major and large-scale surveys.• Handle routine administrative duties like managing calendars, prioritizing and responding to messages and emails, organizing and managing meetings, making and disseminating meeting minutes promptly, etc.• Communicate effectively with key stakeholders, including the Ministry of Health and Family Welfare.• Mandatory participation in fieldwork across various parts of India. <p>The candidate must have excellent organizational and multitasking skills with proven experience in administrative roles.</p>	Monthly consolidated salary Rs.63,720/-

Other things being equal, SC/ST/OBC candidates will be preferred as per reservation rules.

The Institute also reserves the right not to fill up the above position, if circumstances so warrant. The contract can be terminated by either party, without assigning any reason thereof, by giving one month's notice.

Suitable candidates are requested to appear for a walk-in interview on **21st June 2024, from 11.00 am to 1:00 p.m.** at the Audio Video Room (First Floor), Institute of Economic Growth, Delhi with their complete CV. **After 1:00 p.m. no candidate will be registered for an interview.**

Further communication regarding the result etc. will be communicated to the selected candidate through email and the website of the Institute. Mere fulfilling the criteria will not be considered as the candidate's right to selection for the above-mentioned post.

DIRECTOR