

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

**Job code: IEG/Admin/CO/Estab-I/243/36**

**January 22, 2025**

Online applications are invited for two posts of **Data Entry Operators** on contractual basis on consolidated salary in the range between Rs.20,000-30,000 per month initially for a period of one year.

**Essential Qualification:**

1. B.A./B.Sc./B.Com with knowledge in the relevant job with typing speed of 40 words per minute in English or 30 words per minute in Hindi typing on computers.

**Age Limit** 27 years (Age relaxation may be granted to internal candidates).

**General Instructions for Candidates**

1. The application has to be filled through online on the Institute's website i.e. [www.iegindia.org](http://www.iegindia.org) under the "Career" web link along with the instant advertisement. Applications will be processed on rolling basis. **The online application needs to be submitted by February 11, 2025.**
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 February 18, 2025. On the top of the envelope, please write "Application for the Post of Data Entry Operator (on contract)", addressed to the Administrative Officer, Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi-110007.**
3. Application received without complete information shall be rejected.
4. 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.
5. Further, merely fulfilling the minimum qualifications or the eligibility criteria does not entitle a candidate to be necessarily considered or called for written test/evaluation. More stringent criteria may be applied for short-listing the candidates to be called for an evaluation.
6. No correspondence or personal enquiries shall be entertained by the Institute. The candidates may visit the Institute's website: [www.iegindia.org](http://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.
7. Corrigendum/addendum (if any) shall be posted on the Institute's website only.
8. Applications which do not meet the criteria given in this advertisement and/or incomplete applications are liable to be summarily rejected. Other things being equal, SC/ST/OBC candidates will be given preference.

9. 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 posts 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.
10. Any questions regarding the positions can be referred to the email ID:[sibasankar@iegindia.org](mailto:sibasankar@iegindia.org).

**DIRECTOR**