

INSTITUTE OF ECONOMIC GROWTH
University of Delhi Enclave, Delhi – 110007

Job Code No: IEG/Admin/CO/Estab-IV/61/2025/38

March 20, 2025

Advertisement for the post of Academic Programme Officer (UR Category) at the Institute

The Institute of Economic Growth (IEG), an autonomous research and training Institution established in 1952, conducts research in several areas of Economics, Sociology, and Demography. The IEG invites online applications for the following position on regular basis at the Institute:

1.	Name of the Post	Academic Programme Officer
2.	Category	UR
3.	No. of Positions	1 (one)
4.	Classification	Group A
5.	Scale of Pay	Pay Matrix Level 12 Pay Band (78,800-Rs.2,09,200) plus usual allowances as admissible from time to time at the Institute.
6.	Whether Selection Post or Non-Selection Post	Selection
7.	Age Limit	50 years
	Educational & Other Qualifications required for Direct Recruitment	Essential: <ol style="list-style-type: none">1. Master's degree with at least 55% marks or equivalent grade from a recognised University/ Institution2. 10 years of working experience in Educational and Research Institutions/ Government office/ Autonomous Body/ Statutory Body/ PSU/ any recognised institution OR 5 years of experience in a post with a pay level of 103. Working experience in organising research & training activities, and conversant in office procedures and guidelines in dealing with academic programmes, sponsored projects and establishment matters4. Proven abilities in drafting agenda papers for organisation5. Proven abilities to work with computers and Microsoft office especially word and excel Desirable: <ol style="list-style-type: none">1. Graduate with economics/ sociology2. LL.B./ ICS / MBA

General Instructions for Candidates

1.	Application forms have to be filled out in online mode as available on the Institute's website, i.e., www.iegindia.org under the "Career" web link along with the instate advertisement.
2.	After submission of online application, applicants will be required to take printout of the online application. A hard copy of the online application along with self-attested required documents must reach to the Institute of Economic Growth at the following address (preferably by Registered/Speed Post): Administrative Officer Room No.13, Ground Floor Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi – 110 007

	<p>Important Dates: -</p> <p>Commencement of online application for all post: March 20, 2025 Last date to apply online: April 30, 2025 The Last date of receiving the hard copy of application form: May 13, 2025</p> <p>Also required to send the names of three references by post. While submission of hard copy all applicants must ensure that an indexing of all documents has been done appropriately along with pagination so that Screening process must be carried out, wherever required. All documents and pagination be done in the order of essential eligibility criteria. In case of non-compliance with the same, such application will not be taken up for the screening process and candidature of the concerned applicant will be treated as rejected without assigning any reason thereof.</p>
3.	The hard copy of applications received after the due date shall not be considered and will summarily be rejected. The Institute shall not be responsible for postal delay, if any.
4.	The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for the interview. Where the number of applications received in response to an advertisement is large and it is not feasible or convenient to interview all the candidates, the IEG at its discretion, may restrict the number of candidates to a reasonable limit on the basis of qualifications / experience higher than the minimum prescribed for the post. The Institute, however, prefers candidate possessing higher qualifications and experience.
5.	The dates of interviews will be notified on the Institute's website and the same will be communicated through email (as provided in the application form) to the shortlisted candidates only. Any change of correspondence address/ email/ phone from the one given in the application form should at once be communicated to the IEG. All kind of communication may be made at the email provided by the applicants.
(i)	Candidates are advised to visit the Institute's website at regular intervals for the updates.
(ii)	The process of selection may be by an interview or a combination thereof if needed as per requirement.
(iii)	The Institute shall process the applications entirely on the basis of information/ documents submitted by the candidates. In case the information/documents are found to be false/ incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
6.	All appointments shall be made provisionally subject to verification of certificates. The Institute shall verify the documents and antecedents of the applicant at the time of interview/joining or at any stage during the period of service. In case, it is found at any point of time that any document / information submitted by the applicant is false or the applicant has suppressed/concealed any relevant information, the services of the selected applicant shall be terminated forthwith without assigning any reason. In case of any dispute, any suite or legal proceedings against the Institute and production of false information by the applicant, the Institute may also initiate appropriate action according to the Bharatiya Nyaya Sanhita,
7.	Before applying for a post, applicants are advised to go through the advertisement carefully and satisfy themselves about their eligibility. No enquiry in this regard will be entertained.
8.	Reservation for the SC/ST/OBC (non-creamy layer)/PwBD/EWS applicants wherever applicable will be as per the UGC/ Government of India guidelines/instructions. Applicants seeking reservation benefits available for SC/ST/OBC (non-creamy layer)/PwBD/EWS

	categories must upload the necessary documents justifying the claim of respective reservation as per UGC/Govt. of India. The certificate uploaded should be in the format prescribed by the Govt. of India. PWD candidates suffering from not less than 40% of the relevant disability shall only be eligible for the benefit of PWD. Other Backward Classes (OBC–NCL) for the purpose of employment under the Institute shall be the Castes, as notified by the Government of India of Delhi from time to time. Candidate must ensure that they are having valid latest OBC Non-Creamy Layer Certificate issued from the Competent Authority of Govt. of India for the current financial year i.e. 2023-2024 and upload a copy of same with the application form. Candidates are also requested to ensure that they are covered under OBC Non-Creamy Layer as applicable and notified by under the Govt. of India over till the final conclusion of recruitment process. The applicants must be having the valid OBC Non-creamy layer certificate as applicable to the state of Govt. of India till the time of conclusion of entire recruitment process.
9.	Mere fulfilment of the qualification or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview.
10.	Candidates working in Government/Autonomous Bodies/Universities/ Institutions of repute must send the hard copy of the application through the proper channel and submit 'No Objection Certificate' on the prescribed proforma from the employer, at the time of interview. The salary of the candidate working in the Pay Scale will be protected, if selected.
11.	Any addendum/ corrigendum of this advertisement, if any, shall be posted on our Institute website only. No separate communication, whatsoever shall be sent separately to any of the candidates. All aspiring candidates may please visit the Institute website time to time and also check their email.
12.	The Institute reserves the right to revise/reschedule/cancel/suspend/withdraw the recruitment process in part or full without assigning any reason. The decision of the Institute shall be final and no appeal in this regard shall be entertained.
13.	In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the applicant in this regard.
14.	The Institute may verify the authenticity of all certificate/documents at the time of appointment or any time during the tenure of the service. In case it is found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the Institute.
15.	The post advertised is tentative. The Institute reserves the right to increase or decrease or cancel the number of posts.
16.	In case of any enquiry regarding submission of online application, please send your queries to the diroffice@iegindia.org with a copy to sibasankar@iegindia.org .
17.	Candidates residing in foreign country shall only be communicated through valid email id as provided by the applicant.

Director