

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

**Job Code: IEG/Admin/CO/Caretaker (C)/41**

**April 25, 2025**

On line applications are invited for the one post of **Overseer-cum-Caretaker (on contract)** on consolidate salary of Rs.45,000/- per month in the Institute.

The Institute is an autonomous research and training organization established in 1952. The Institute's faculties work in several areas of Economics, Sociology, and Demography.

**Essential Qualification:**

10<sup>th</sup> standard with ITI Trade Certificate or an equivalent qualification in Electrical/Civil/Plumbing/Air-conditioning; and at least 3 years experience in the field, preferably in a Government department/organization or commercial establishment of repute;

OR

3 years Diploma in Engineering with minimum 50% marks or an equivalent qualification in Electrical/Civil/Plumbing/Air-conditioning.

**Desirable Qualification:**

Hands-on Experience of:-

- (i) Preparation of estimates of the construction, repair, maintenance and new works to be done in respect of Staff Flats, Office, Hostel buildings and Roads within the Institute and any other similar work.
- (ii) Supervision of construction, repair, and maintenance works including civil, electrical, plumbing, carpentry, sanitary works, etc.
- (iii) Purchase and handling of engineering stores in respect of civil, electrical, sanitary and carpentry items, etc.
- (iv) Measurement of the works/items done by the contractors and making the entries in Measurement Books.
- (v) Verifications of bills as per the approved DSR rates, prevailing market rates in accordance with the DU provisions and other regulations applicable.

**Age: 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](http://www.iegindia.org) under the "Career" web link along with the instant advertisement. The online application needs to be submitted by **May 26, 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 May 30, 2025, failing which application will not be considered.** On the top of the envelope, please write "Application for the Post of Overseer-Cum-Caretaker

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(on contract)", addressed to the Administrative Officer, Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi-110007.

3. Candidates working in Government/Autonomous Bodies/Universities/ Institutions of repute must send the hard copy of the application through the proper channel.
4. Consequent to the adoption of self-certification provisions as required by the Government of India, the Institute shall process the applications entirely on the basis of information/ documents submitted by the candidates duly self-attested. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall be the sole responsibility of the candidate.
5. Candidate called for written test/evaluation should report along with a photo ID.
6. 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.
7. 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.
8. 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.
9. Corrigendum/addendum (if any) shall be posted on the Institute's website only.
10. Applications which do not meet the criteria given in this advertisement and/or incomplete applications are liable to be summarily rejected.
11. 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.
12. Any questions regarding the position can be referred to the email ID: [diroffice@iegindia.org](mailto:diroffice@iegindia.org) with a copy to [sibasankar@iegindia.org](mailto:sibasankar@iegindia.org).

**DIRECTOR**

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*[Signature]*  
*25-4-2025*