

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

**File No. IEG/Admin/CO/Estab.-I/268/**

**Date: 10th July 2025**

**VACANCY NOTICE THROUGH WALK-IN INTERVIEW**

The Institute of Economic Growth (IEG), Delhi invites applications for the following contractual positions through interviews on **15<sup>th</sup> July 2025 (Tuesday) at 2.00 p.m. in the A. V. Room, 1<sup>st</sup> Floor, IEG Main Building**. The appointment will be initially for a period of **one year**, may be extendable based on satisfactory performance.

| Sl. No. | Name of the Post          | No. of Vacancies | Consolidated Salary  | Category |
|---------|---------------------------|------------------|----------------------|----------|
| 1.      | Data Entry Operator       | 01               | Rs.25,000 – 40,000/- | UR       |
| 2.      | Multi-Tasking Staff (MTS) | 01               | Rs.18,456/-          | UR       |

**1. Data Entry Operator**

**Essential Qualifications:**

- Bachelor's Degree (B.A./B.Sc./B.Com) from a recognized university.
- Typing speed of **at least 40 words per minute** on computer.

**Desirable:**

- Experience working in a team and ability to follow directions.
- Familiarity with maintaining procedural documentation and preparing reports.

**Age Limit:** Up to **30 years**.

*(Relaxation applicable for SC/ST/OBC candidates as per Government of India norms.)*

**2. Multi-Tasking Staff (MTS)**

**Essential Qualifications:**

- Matriculation (10th Pass) or equivalent from a recognized board.

**Age Limit:**

- Up to **30 years**
- Age relaxation will be provided as per Government of India norms.

**Duties Include:**

- Physical maintenance of records
- General cleanliness and office upkeep
- Carrying files and documents
- Photocopying, faxing, etc.
- Non-clerical tasks across departments
- Delivery of official mail (Dak)
- Assisting in routine office functions
- Driving and vehicle maintenance (if qualified)

*21/25*



### General Information:

- Preference will be given to SC/ST/OBC candidates as per reservation rules, all else being equal.
- The Institute reserves the right to **not fill** the above positions if suitable candidates are not found.
- The **contract may be terminated** by either party with one month's notice, without assigning any reason.
- Mere fulfillment of the eligibility criteria **does not guarantee selection**.

### Walk-in Interview Venue Details:

**Date:** 15<sup>th</sup> July (Tuesday) 2025 at 2.00 pm. **In the A. V. Room, 1<sup>st</sup> Floor, IEG Main Building. Venue:** Institute of Economic Growth, University of Delhi Enclave, Delhi – 110007

**Interested candidates** should appear in person for the interview with a **complete CV and supporting documents**.

Further communication regarding the result and updates will be shared via **email** and posted on the **Institute's website**.

10/07/25

Director