

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

NOTICE FOR WALK-IN INTERVIEW

Candidates are invited to appear for a Walk-in-Interview for two posts of **Office Assistant** on contractual basis with a consolidated salary in the range of **Rs. 35,000–53,000 per month**, initially for a period of three months.

Essential Qualifications:

1. A degree in any discipline from a recognized University.
2. Typing speed of 40 words per minute in English or 30 words per minute in Hindi on computer.

Desirable:

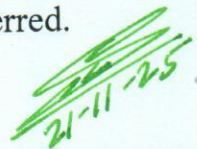
The candidate should have excellent written and verbal communication skills in English. He/She should possess good noting and drafting skills, be well organized, and able to handle files and correspondence efficiently. The candidate should communicate clearly, maintain confidentiality, and be familiar with routine office procedures.

Age Limit: Below 35 years

Walk-in-Interview:

Eligible candidates may appear for the Walk-in-Interview with their resume/bio-data along with self-attested copies of educational certificates, mark sheets, and experience certificates on **8th December 2025 at 10:30 a.m. in the Faculty Lounge** of the **Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi-110007**.

The Institute reserves the right not to fill the above position, if circumstances so warrant. Other things being equal, SC/ST/OBC candidates will be preferred.


(Siba Sankar Sahoo)
Administrative Officer

CC to: CSA/porag for n.a