

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

Job Code: IEG/Jr. Assts./53/2026/1545

May 22, 2026

Online applications are invited for the following positions in the IEG per the Institute's rules.

| Sl. No. | Position | Pay Level | SC | ST | OBC | UR | Total |
|---------|---------------|-----------|----|----|-----|----|-------|
| 1 | Jr. Assistant | Level-2 | 1 | - | 1 | 2 | 4 |

Essential Qualification:

1. A Senior Secondary School Certificate (10+2) or its Direct Recruitment equivalent qualification from a recognised Board/ University/ Institution with minimum 50% marks or a Graduate from a recognised university;
2. Diploma or a Certificate of minimum 6 months duration in Computer Applications/ Office Management/ Secretarial Practices/ Financial Management or equivalent discipline from a recognised university;
3. Having a type speed of 40 words per minute in English or 30 words per minute in Hindi typing through computers.

Desirable

Working knowledge of latest software packages like MIS, Tally, Income Tax, etc.

Age Limit

27 years (Age relaxation for SC/ST/OBC candidates will be allowed as per the guidelines of the Govt. of India).

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):
The Administrative Officer
Room No.13, Ground Floor
Institute of Economic Growth,
University of Delhi Enclave, North Campus, Delhi – 110 007

Important Dates: -

Commencement of online application for all posts: May 23, 2026
Last date to apply online: June 17, 2026
The Last date for receiving the hard copy of application form: June 25, 2026

Applications received after the prescribed last date or without receipt of the hard copy of the application form shall not be considered.

3. **On the top of the envelope, please write "Application for the Post of Jr. Assistant",** addressed to the Administrative Officer, Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi-110007.

4. 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 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 applicate to the state of Govt. of India till the time of conclusion of entire recruitment process.
5. The upper age-limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates, provided they have rendered at least three years regular service in the University. The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University/Colleges provided they have put in at least one year of service.
6. Application received without complete information shall be rejected.
7. 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.
8. 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.
9. No correspondence or personal enquiries shall be entertained by the Institute. The candidates may visit the Institute's website: 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.
10. Corrigendum/addendum (if any) shall be posted on the Institute's website only.
11. 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.
12. 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.
13. Any questions regarding the positions can be referred to the email ID: "sibasankar@iegindia.org" with a copy to "registrar@iegindia.org" and "diroffice@iegindia.org"

DIRECTOR