

INSTITUTE FOR ECONOMIC GROWTH

University of Delhi Enclave (North Campus), Delhi-110 007.

Applications are invited for the following position in the Population Research Centre of the Institute on contractual basis for a period of one year on consolidated salary inclusive of all benefits:

Positions (Contractual)	No. of Positions	Qualifications	Remuneration
Documentalist	1	<p>Essential: The candidate should have good academic record, with at least second class Post Graduate Degree in Demography/ Population Studies/ Statistics/ Economics/ Mathematics/ Sociology/ Public Health/ Social work/ Psychology/ Geography/MLIS (Library Sciences) and other relevant Social Sciences from a recognized Institute/ University.</p> <p>Knowledge in Computer Applications: Excellent Knowledge of MS Office package is essential. Prior experience in drafting, record-keeping, document-management, and other multi-functional work is preferred.</p> <p>Work Experience: One year of experience post qualification is desired. Preference will be given to candidates with relevant experience in handling multi-functional work relating to office and field activities.</p> <p>Roles and responsibilities:</p> <ul style="list-style-type: none">• Office record-keeping• Multi-functional work as assigned• Mandatory Field work in different parts of India	Monthly consolidated Rs. 49,914/-

Other things being equal, SC/ST/OBC candidates will be preferred as per reservation rules.

The Institute also reserves the right not to fill up the above position, if circumstances so warrant. The contract can be terminated by either party, without assigning any reason thereof, by giving one month notice. Application form for the above post is available on the Institute's website, i.e., www.iegindia.org under "Online Job Portal and Rules" web link.

Applications not received in the prescribed format online and candidates who do not fulfill the eligibility criteria will be rejected. The applications must be submitted **latest by 17th April, 2021.**

The short-listed candidates are requested to appear for the Interview on **19th April, 2021 at 11:00 a.m** and the details for the online link would be provided. Further communication regarding the interview time slot, link etc. will be communicated through the respective email ids and institute website. Mere fulfilling the criteria will not be considered as candidate's right to selection.

DIRECTOR