

**INDIAN INSTITUTE OF PUBLIC ADMINISTRATION  
NEW DELHI**

Admn./3(1173)/2019

25.02.2019


**Walk-in Interview**

Indian Institute of Public Administration desires to engage suitable persons for the following posts on contractual basis in the project on “**Integrated Consumer Grievance Resolution System through NCH**”, as per details stated below:

<b>S. No.</b>	<b>Post</b>	<b>Qualifications and Experience</b>
1.	<b>Training Assistant (01 post)</b>	<p><b>Qualifications:</b> Graduates having good Communication and Computer Skills. Job Responsibilities include Prepare training materials, Coordinate training sessions and keep records of each training organized. Should be punctual. Team worker and result oriented person.</p> <p><b>Experience:</b> Candidates with 02 years Post qualification experience preferred.</p> <p><b>Duration:</b> 06 months initially which may be extended depending upon need and performance.</p> <p><b>Remuneration:</b> Rs.19,760/- p.m. (Consolidated).</p>
2.	<b>Jr. System Administration (01 post)</b>	<p><b>Qualifications:</b> Bachelor's degree B.Tech/B.Sc in computer science-Job Responsibilities include configuration, upkeep and reliable operations of computer systems, especially multi-user Computers, Knowledge of computer Hardware and networking essential.</p> <p><b>Experience:</b> Candidates with 01 year relevant work experience preferred.</p> <p><b>Duration:</b> 06 months initially which may be extended depending upon need and performance.</p> <p><b>Remuneration:</b> Rs.20,230/- p.m. (Consolidated).</p>
3.	<b>Office Assistant (02 Posts)</b>	<p><b>Qualifications:</b> Graduates with computer and Communication skills. Proficient in spoken English &amp; Hindi. Job responsibilities include Good Data entry skills. Working Knowledge of MS Office, prepare documents E-mails.</p> <p><b>Experience:</b> Candidates with 2 years relevant work experience preferred.</p> <p><b>Duration:</b> 06 months initially which may be extended depending upon need and performance.</p> <p><b>Remuneration:</b> Rs.19,760/- p.m. (Consolidated).</p>

4.	<b>Data Entry Operator (01 post)</b>	<b>Qualifications:</b> Graduate in any discipline. <b>Experience:</b> Candidates with 2 years of relevant experience relating to typing, maintenance of office records/files. Knowledge of computer's essential. <b>Duration:</b> 06 months initially which may be extended depending upon need and performance. <b>Remuneration:</b> Rs.19,760/- p.m. (Consolidated).
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Interested candidates who fulfill the above criteria, **may walk in for the interview** in Room No.18 at Indian Institute of Public Administration, I.P. Estate, Ring Road, New Delhi alongwith the original educational and experience documents and updated CVs by **10:00 A.M. sharp on 06<sup>th</sup> March, 2019**. Candidates reaching the venue after the scheduled time **shall not** be entertained under any condition. No T.A/D.A. will be paid for attending the interview.

  
(O.P.Chawla)  
Dy. Registrar (F&A)