

INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
I.P. ESTATE, RING ROAD,
NEW DELHI-110002

File No: A-52/2/2021-ADMIN

16.02.2024


Vacancy Circular

Indian Institute of Public Administration desires to engage suitable persons of the following posts on contractual basis in "National Tribal Research Institute (NTRI)", as per details stated below:

S. No.	Post	Qualifications and Experience
1.	Accounts Clerk (one post)	Education: The Candidate should have Bachelor of Commerce. Experience : One year experience in handling of Accounts matters. Essential Skills: Knowledge of typing on Computer. Consolidated Remuneration : Rs.25,000 per month (all inclusive). Duration: Six months initially which may be extended depending upon need and performance.
2.	Data Entry Operator (one post)	Education: Candidate possessing 10+2 (Intermediate) or equivalent certificate. Experience : One year experience will be preferred. Skills: Knowledge of use of Computer with proficiency in typing on Computer. Consolidated Remuneration : Rs.25,000 per month (all inclusive). Duration: Six months initially which may be extended depending upon need and performance.

3.	Multi-Tasking Staff (one post)	Education: Matriculation passed or an equivalent from a recognised Board. Desirable Experience : Experience of two years in relevant field will be preferred. Consolidated Remuneration : Rs.19,276/- per month (all inclusive) as per minimum wages of Govt. of NCT of Delhi. Duration: Six months initially which may be extended depending upon need and performance.
----	---	---

Interested candidates, who fulfill the above criteria, **may walk in for the interview** in Room No.19 at Indian Institute of Public Administration, I.P. Estate, Ring Road, New Delhi along with the original educational and experience documents and updated CVs by **10:30 A.M. sharp on Friday, the 23rd February, 2024**. 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)