

**INDIAN INSTITUTE OF PUBLIC ADMINISTRATION**  
**I.P. ESTATE, RING ROAD, NEW DELHI – 110002**  
<https://www.iipa.org.in/cms/public/>

Date: 19.6.2026

**VACANCY CIRCULAR**

The Centre for Urban Studies (CUS) established in 1966 at the Indian Institute of Public Administration invites applications by **6 July 2026** for the following **contractual positions for a period of one year in CUS**. Qualified candidates are encouraged to apply and contribute to advancing scholarly work in urban studies.

Name of Position	<b>Senior Research Officer (SRO)</b>
No. of Posts:	02
Duration of contract:	One year on contract extendable on yearly basis subject to performance review and approval. Maximum period of contract is three years
Age Limit:	Candidates should be below 35 years of age as on the date of advertisement.
Education Qualification:	<ul style="list-style-type: none"><li>• Ph.D. in Economics/ Applied Economics / Urban Planning from a reputed university/ institution.</li><li>• Research in any area related to urban studies</li></ul>
Experience:	<p>Essential</p> <ul style="list-style-type: none"><li>• Applicants must have a minimum of three years of research experience in one or more of the following areas: (a) Urban Planning, Development, and Policy, (b) Municipal Finance, (c) Urban Transport, (d) Urban Poverty and Social Issues, (e) Urban Law, or (f) Urban Disaster Risk Reduction. Research experience gained during the pursuit of a Ph.D. will not be considered.</li></ul> <p>Desirable</p> <ul style="list-style-type: none"><li>• Strong understanding of quantitative and qualitative research methodologies.</li><li>• Experience in policy analytics, and/or evidence-based evaluation frameworks.</li><li>• Proficiency in the latest statistical, econometric, and analytical software/tools such as EViews, Gretl, Julia, MATLAB, Power BI, Python, R, Stata, SPSS, Tableau, etc.</li><li>• Experience in handling large datasets, AI-assisted research tools, and survey analytics.</li><li>• Strong report writing and stakeholder coordination skills.</li><li>• Experience in drafting government grade policy reports, research papers, and published reports.</li><li>• Good communication, presentation, and coordination skills in a multi-cultural environment.</li><li>• Ability to work independently and in multidisciplinary teams.</li></ul>
Consolidated Remuneration (per month)	Rs. 90,000/- p.m. (all inclusive) and an annual increment up to 10% (ten percent) of the prevailing monthly remuneration.



Name of Position	<b>Research Officer (Municipal Accounting)</b>
No. of Posts:	01
Duration of contract:	One year on contract extendable on yearly basis subject to performance review and approval. Maximum period of contract is three years
Age Limit:	Candidates should be below 35 years of age as on the date of advertisement.
Education Qualification:	<ul style="list-style-type: none"> <li>• Master's degree in Accounting, Finance, Economics or a related discipline from a reputed university/institution.</li> </ul>
Experience:	<p>Essential</p> <ul style="list-style-type: none"> <li>• Two-year experience in municipal accounting systems, financial reporting standards, and public sector budgeting.</li> <li>• Strong analytical skills with proficiency in data analysis tools (Excel, SPSS, STATA, or equivalent)</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Strong understanding of quantitative and qualitative research methodologies.</li> <li>• Experience in policy analytics, and/or evidence-based evaluation frameworks.</li> <li>• Strong report writing and stakeholder coordination skills.</li> <li>• Experience in drafting government grade policy reports, research papers, and published reports.</li> <li>• Good communication, presentation, and coordination skills in a multi-cultural environment.</li> <li>• Ability to work independently and in multidisciplinary teams.</li> </ul>
Consolidated Remuneration (per month)	Rs. 70,000/- p.m. (all inclusive) and an annual increment up to 10% (ten percent) of the prevailing monthly remuneration.

Name of Position	<b>Research Officer (Urban Technology, Informatics &amp; AI)</b>
No. of Posts:	01
Duration of contract:	One year on contract extendable on yearly basis subject to performance review and approval. Maximum period of contract is three years
Age Limit:	Candidates should be below 35 years of age as on the date of advertisement.
Education Qualification:	<ul style="list-style-type: none"> <li>• Post graduate in Urban Planning/Urban Studies/Public Policy/Public Administration/Economics/Computer Science/Data Science/Artificial Intelligence/Information Technology/Geoinformatics/GIS/Engineering or any other allied discipline from a reputed university/institution.</li> </ul>
Experience:	<p>Essential</p> <ul style="list-style-type: none"> <li>• Applicants must have research/professional experience of a minimum three years after post-graduation with demonstrated work in Urban Technology, Urban Informatics, Artificial Intelligence, Digital Transformation, GIS/remote sensing, data analytics, or technology-enabled urban governance.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Experience in handling large datasets, administrative datasets, sensor/IoT data, citizen feedback data, survey analytics and AI-assisted research tools.</li> <li>• Understanding of ethical, legal and responsible AI issues, including data privacy, bias, transparency, accountability and inclusive digital governance.</li> <li>• Experience in drafting government-grade policy reports,</li> </ul>

	technical notes, concept notes, research papers, project proposals and presentations. <ul style="list-style-type: none"><li>• Good communication, stakeholder coordination and presentation skills in a multidisciplinary environment.</li><li>• Ability to work independently and in multidisciplinary teams involving urban policy, technology, governance and field-based research.</li></ul>
Consolidated Remuneration (per month)	Rs. 70,000/- p.m. (all inclusive) and an annual increment up to 10% (ten percent) of the prevailing monthly remuneration.

Name of Position	<b>Project Assistant/Documentation</b>
No. of Posts:	01
Duration of contract:	One year on contract extendable on yearly basis subject to performance review and approval. Maximum period of contract is three years
Age Limit:	Candidates should be below 35 years of age as on the date of advertisement.
Education Qualification:	Essential Qualifications: <ul style="list-style-type: none"><li>• Bachelor's Degree from a recognized University in any discipline.</li><li>• Minimum two years of experience in filing, documentation, and noting drafting work.</li><li>• Good typing speed in English/Hindi.</li><li>• Proficiency in Microsoft Office Suite (MS Word, Excel, PowerPoint).</li></ul> Desirable Qualifications and Skills: <ul style="list-style-type: none"><li>• Certificate/Diploma in Stenography (English/Hindi) from a recognized Institution.</li><li>• Experience of working in Central/State Government offices, preferably in</li><li>• Secretarial, Administrative, documentation, or stenographic roles.</li><li>• Strong Documentation skills including drafting, noting, file processing, record maintenance, preparation of official correspondence, reports, agenda notes, and minutes of meetings in bilingual format (Hindi &amp; English).</li><li>• Shorthand (English/Hindi) with ability to take dictation accurately and transcribe the same efficiently.</li><li>• Excellent written and verbal communication skills.</li><li>• Assisting in Administrative and Secretarial functions as required.</li></ul>
Consolidated Remuneration (per month)	Rs. 40,000/- p.m. (all inclusive) and an annual increment up to 10% (ten percent) of the prevailing monthly remuneration.

**General Conditions:**

1. The above positions are purely contractual and temporary in nature.
2. The selected candidates may be required to travel for project-related activities, field visits, stakeholder consultations, workshops, and meetings.
3. The Institute reserves the right to increase/decrease the number of positions or modify the eligibility criteria at any stage.



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4. Mere fulfilment of eligibility criteria shall not confer any right for shortlisting/interview.
5. Only shortlisted candidates will be informed regarding the interview/test through email.

**Application Process:**

Interested candidates may submit their updated CV along with self-attested copies of educational qualifications, experience certificates, publications/reports (if any), and supporting documents through email at: [admiipa@gmail.com](mailto:admiipa@gmail.com) and [cus@iipa.education](mailto:cus@iipa.education) on or before **6 July 2026**

Shortlisted candidates will be informed about the date and time of the interview (which could be virtual) by email.



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