

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

Date: 1.9.2026

VACANCY CIRCULAR

The Centre for Urban Studies (CUS) established in 1966 at the Indian Institute of Public Administration invites applications by **10 September 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	Project Assistant/Documentation
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 40 years of age as on the date of advertisement.
Education Qualification:	Essential Qualifications: • Bachelor's Degree from a recognized University in any discipline. • Minimum five years of experience in filing, documentation, and noting drafting work. • Proficiency in Microsoft Office Suite (MS Word, Excel, PowerPoint). • Accounting Skills Desirable Qualifications and Skills: • Good typing speed in English/Hindi. • Certificate/Diploma in Stenography (English/Hindi) from a recognized Institution. • Experience of working in Central/State Government offices, and autonomous institutions preferably in • Secretarial, administrative, documentation, or stenographic roles. • 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 & English). • Shorthand (English/Hindi) with ability to take dictation accurately and transcribe the same efficiently. • Good written and verbal communication skills. • Assisting in Administrative and Secretarial functions as required.
Consolidated Remuneration (per month)	Rs. 40,000/- p.m. (all inclusive) an annual increment up to 10% (per cent) 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.
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: admniipa@gmail.com and cus@iipa.eduaction on or before **September 10, 2026**

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