

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

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

24.12.2024

Vacancy Circular

Indian Institute of Public Administration desires to engage suitable persons of the following posts on short term, temporary basis in the “**National Tribal Research Institute (NTRI)**”, as per details stated below:

S. No.	Post	Qualifications and Experience
1.	Office Assistant (One post)	Education Qualification: Graduate or equivalent from a recognized University/Institute. Minimum 01 year of experience in a Government Department, Organization, Institute or sponsored projects in relevant fields. Essential Skills: <ul style="list-style-type: none">• Proficiency in MS Office and E-Office applications.• Competence in record-keeping and documentation.• Strong English and Hindi writing skills for effective communication. Consolidated Remuneration: Rs.22,000 - Rs.25,000/- per month (all inclusive). Duration: Two Months initially which may be extended depending upon need and performance.
2.	Research Assistant (One post)	Education Qualification: Graduate in any discipline from a recognized University or Institute. Desirable: Master's degree in mass communication, Journalism, Public Relations, Media Studies will be preferred. Essential Skills: One year of work experience in the media and communication sector or relevant field. Consolidated Remuneration: Rs.22,000 - Rs.25,000/- per month (all inclusive). Duration: Two 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.20 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 Monday, the 6th January, 2025**. 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)