

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

29.07.2026

Vacancy Circular

Indian Institute of Public Administration desires to engage suitable persons for the following post on contractual basis in the project on "**Providing Consultancy Service for Conduct of Work Study involving Human Resource and Training Need Analysis**", as per details stated below:

S. No.	Post	Qualification and Experience
1.	Research Officer (one post)	Essential Qualification: Master's Degree in Human Resource Development, Human Resource Management, Management, Public Administration, Economic, Statistics, Sociology with at least 55% marks from a recognized university. • Good knowledge of research methodology, data analysis, report writing, and MS Office. • Excellent written and verbal communication skills in English and Hindi. Desirable: - M.Phil./Ph.D. in a relevant discipline. • Experience in HRD research, training, capacity building, policy analysis, or project management. • Working knowledge of statistical software such as SPSS, R, or STATA. • Willingness to travel to field as per requirement of the project Preferred Experience: Minimum three year research experience in data collection, analysis, report writing etc. Essential Skills: • Conduct literature reviews and field research. • Design research tools and collect qualitative and quantitative data. • Analyze data and prepare research reports, policy briefs, and publications.

		• Coordinate with stakeholders and organize workshops/training programmes. • Perform other project-related assignments as directed by the Principal Investigator. Consolidated Remuneration: Rs. 55,000/- to 60,000/- p.m. (as per qualification and experience). Duration: 04 months initially which may be extended/curtailed depending upon need and performance.
2.	Research Assistant/Documentation Officer (one post)	Essential Qualification: Post Graduate in Public Administration/Political Science/Social Work. Preferred Experience: Minimum two year research experience in data collection, analysis, report writing etc. Essential Skills: • Strong Report writing skills • Knowledge of MS Office/Excel • Knowledge of Data Collection Tools – SurveyCTO/KoboCollection/CAPI,etc • Ability to undertake multi-stakeholder coordination • Good Communication Skills – Written and Oral • Organization and Documentation Skills • Willingness to travel to field as per requirement of the project Consolidated Remuneration: Rs. 35,000/- p.m. (as per qualification and experience). Duration: 04 months initially which may be extended/curtailed depending upon need and performance.
3.	Data Entry Operator (one post)	Essential Qualification: Bachelor's degree of a recognized University in any subject with English/Hindi as a compulsory/elective subject or as medium of examination at degree level. Desirable Qualification:

		• Preference will be given to candidates with prior experience of working with Central/State Government in secretarial or administrative roles. Preferred Experience: Minimum two year in Central/State Government. Essential Skills: • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoints) • Typing speed of 35 words per minute • Excellent written and verbal communication abilities. Consolidated Remuneration: Rs. 30,000/- p.m. (as per qualification and experience). Duration: 04 months initially which may be extended/curtailed depending upon need and performance.
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General Condition:

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 through email.

Application Process:

Interested candidates may submit their updated CV clearly mentioning the educational qualifications, experience, publications/reports (if any) through email at: career.iipa@iipa.education on or before **05th August, 2026 by 05.30 P.M.**

Shortlisted candidates will be informed and called for interview on **10th August, 2026.**