

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

File No: A-51/1/2026-ADMIN

03.07.2026

Vacancy Circular

Indian Institute of Public Administration (IIPA) invites applications for the following post on short term, temporary basis in the project of "**Assessing the Effectiveness of Prescribing Minimum Educational Qualifications and Two-Child Norms for Contesting Panchayat Elections**", as per details stated below:-

The position is required to provide, administrative, financial, procurement, documentation, and logistical support for the effective implementation of the project.

S. No.	Post	Qualifications and Experience
1.	Administrative & Accounts Assistant (01 Post)	Educational Qualification: Bachelor's Degree in Commerce (B.Com.), Business Administration (BBA), Finance, Accounting, Management, Public Administration, or any other relevant discipline from a recognized University/Institution. Essential Skills • Knowledge of office administration and financial procedures. • Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook). • Good knowledge of accounting procedures, budgeting, and financial record management. • Ability to maintain project files, correspondence, and official records. • Good drafting, communication, and interpersonal skills. • Ability to coordinate with Government Ministries, vendors, consultants, and project staff. • Ability to work independently as well as in a team. Administrative & Accounts Skills • Experience in maintaining project accounts, vouchers, cash books, expenditure statements, and financial records. • Knowledge of General Financial Rules (GFR), Government procurement procedures, and office procedures will be desirable. • Experience in processing bills, reimbursements, TA/DA claims, purchase procedures, and maintaining stock registers. • Ability to assist in budget preparation, utilization certificates, and financial reporting. Preferred Experience • At least one year of experience in administration, accounts, finance, office management, or project administration in Government organizations, autonomous bodies, academic institutions, research organizations, or NGOs. • Experience in handling project administration and financial documentation will be preferred. Desirable • Knowledge of Government office procedures, e-Office, GeM



	procurement, PFMS, or other Government financial management systems. • Experience in organizing meetings, workshops, training programmes, and official events. • Ability to maintain confidential records and official correspondence. Job Description • Providing administrative and financial support for the project. • Maintaining project accounts, vouchers, expenditure records, and financial documentation. • Processing bills, payments, reimbursements, and procurement-related documentation. • Maintaining correspondence, office records, files, and project documentation. • Coordinating meetings, workshops, training programmes, and field visits. • Assisting in procurement, inventory management, and logistics. • Liaising with internal administrative and finance divisions of the Institute and external agencies. • Assisting the Project Director in day-to-day administrative and financial management of the project. • Performing any other administrative or financial duties assigned by the Project Director. Consolidated Remuneration: Rs. 25,000/- per month (all inclusive). Duration: Initially for 03 months, which may be extended depending upon project requirements and satisfactory performance.
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The Candidate for above position should not be hesitant to travel throughout India for Project related activities.

Interested candidates, who fulfill the above criteria, may apply along with an updated **Curriculum Vitae (CV)** and self-attested copies of educational qualifications, experience certificates (if any), and relevant testimonials. Application should be submitted by email to **admniipa@gmail.com** with a compulsory cc to **nupur.tiwary@gmail.com**. The completed application must reach on or before **July 10, 2026 by 5:30 P.M.** Application received after the prescribed date and time will not be considered.

Shortlisted candidates will be informed about the Date and time of the interview by email and telephone.


 02.07.26
 (Ram Naresh)
 Deputy Secretary