

NATIONAL INSTITUTE OF URBAN AFFAIRS

Core 4B, 1st & 2nd Floor, India Habitat Centre, Lodhi Road, New Delhi - 110003

VACANCY NOTICE

NIUA, a premier autonomous institute for urban research, training & information dissemination, supported by Ministry of Housing & Urban Affairs, invites applications from qualified and experienced professionals for the following positions, on contractual basis, initially for a period of one year :

Sl. No.	Name of Post	Number of Posts	Consolidated Monthly Salary in INR
01	Senior Research Officer	02	1,25,000
02.	Systems Analyst	01	1,25,000
03.	Admin & Accounts Officer	01	1,25,000
04.	Editor	01	1,25,000
05.	Private Secretary	01	60,000

Applicant details of eligibility criteria including age, qualifications, experience and job description etc. for submission of application has been uploaded at annexure 1

Candidates working in Government, Semi-Government organizations /Public Sector Undertakings and Autonomous Bodies etc. should route their applications "Through Proper Channel".

The Curriculum Vitae (CV) must include the date of birth, qualifications, and years of experience in the relevant field.

The date for determining the age and eligibility shall be as per the closing date of receipt of application for the posts.

The candidates who fulfil the eligibility conditions may forward their applications, superscribed as "Application for the post of" to National Institute of Urban Affairs, Core 4 B, 1st and 2nd Floor, India Habitat Centre, Lodhi Road, New Delhi – 110003, latest by 15th November, 2022 till 5.30 p.m.

(Disclaimer: The Institute reserves the right to cancel filling of any or all positions at its sole discretion.)

Director

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Annexure I

Details of Educational Qualifications, Age & Experience etc. for above positions are as under:

1.1

Name of Position	Senior Research Officer
Educational Qualifications	<p><u>Essential</u> PG in Economics/ Sociology/ Geography/ Planning with at least 55% marks or equivalent grade or PG Degrees/Diploma in Urban & Regional Planning from a recognised University with at least 55% marks or equivalent grade.</p> <p><u>Desirable</u> M. Phil or Ph. D. in above subjects. Published work in reputed Journals.</p>
Professional Qualifications	<p><u>Desirable</u> Knowledge of Computer skills.</p> <p>Associate Membership in ITPI or other similar institutions / professional bodies.</p>
Experience	5 years of research work in the related field, at the level of Research Officer at Level 10 in Pay Matrix, not less than (56,100-1,77,500) or Level 9 in the Pay Matrix of (Rs. 53,100 -1,67,800) or equivalent , <i>in organizing, planning & coordinating field survey, coordinating research studies including data analysis, preparation of draft report of research studies & conducting of seminar, training workshops etc</i>
Age	Minimum 35 years - Maximum 45 Years (Relaxable for SC/ST/OBC candidates as per DOPT Orders on the subject).
Job Description	<ul style="list-style-type: none"> • Preparation of Research Proposals • Preparation of final research reports • Planning, Organizing and conducting, Research studies, seminar, training and workshops etc., • Providing direction and necessary guidance to Research team, • Other duties as may be assigned from time to time.
No. of Positions	02
Remuneration	1,25,000 INR Per Month Consolidated
Reservation	1post for OBC & 1 Post for SC

1.2

Name of Position	Systems Analyst
Educational Qualifications	<p><u>Essential</u> Post Graduate in Science with Maths, Statistics, Physics or Master's Degree in Computer Application.</p> <p><u>Desirable</u> M.Phil or Ph.D in any of the above subjects.</p>
Professional Qualifications	<p><u>Essential</u> Post Graduate Diploma in Computer Application and Programming for Science Graduates.</p>
Experience	5 years as Programmer for Science Post Graduates or 3 years as Programmer for M. Tech/MCA.
Age	Minimum 26 years - Maximum 32 Years (Relaxable for SC/ST/OBC candidates as per DOPT Orders on the subject
Job Description	<ul style="list-style-type: none"> •In-charge of Computer Unit, •System Analysis, •System Designing, •Programming, •Systems Up-gradation, •Other duties as may be assigned from time to time
No. of Positions	01
Remuneration/Salary	1,25,000 INR Per Month Consolidated

1.3

Name of Position	Administrative & Accounts Officer
Educational Qualifications	<p>Essential Degree of a recognised University</p> <p>Desirable Qualifications Degree or Diploma in Personnel and Financial Management from a recognised University or Institution</p>
Experience	<p>5 years' experience in administrative capacity in the pay matrix not lower than Level -10 (56,100 -1,77,500) or equivalent, or</p> <p>8 years such experience in the Pay Matrix, Level-7, (44,900 – 1,42,400) or equivalent,</p> <p>with sound knowledge of establishment and financial matters.</p>
Age	<i>Minimum 32 years - Maximum 40 Years</i> (Relaxable for SC/ST/OBC candidates as per DOPT Orders on the subject).
Job Description	<ul style="list-style-type: none"> • Supervision of all General Administrative functions, • Supervision of all the accounts, responsible for audit, income tax and provident fund matters, • Supervision of all the meetings, seminars and conferences, workshops etc., • Arrangement of Governing Council, General Body, Selection committee, Departmental Promotion Committee meetings, • Other duties as may be assigned from time to time.
No. of Positions	01
Remuneration	1,25,000 INR Per Month Consolidated

1.4

Name of Position	Editor
Educational Qualifications	<p><u>Essential</u> PG in Economics/Sociology/Geography/ Planning with at least 55% marks or equivalent grade.</p> <p><u>Desirable</u> M. Phil or Ph. D. in any of the above subjects</p>
Professional Qualifications	<p><u>Desirable</u> Degree/Diploma in Journalism/Mass Communication from a recognised university or institutions.</p> <p>Knowledge of computer skills and audio visuals is desirable</p>
Experience	8 years' experience in editing professional Journals, particularly those related to Urban and Regional Planning and Environmental Planning and of research monographs, publications and dissemination of research results, including 6 months experience in publishing under computer environment.
Age	<i>Minimum 30 years - Maximum 40 Years (Relaxable for SC/ST/OBC candidates as per DOPT Orders on the subject).</i>
Job Description	<ul style="list-style-type: none"> • Responsibility to edit the Institutes Professional Journal "Urban India", • Prepare and edit Institute's Research Monograph and other publications, • To supervise promote networking among research and training Institutions through dissemination of Institutes research, • To assist preparation of bibliographies and documentation of urban research work, • Other duties as may be assigned from time to time.
No. of Positions	01
Remuneration	1,25,000 INR Per Month Consolidated

Name of Position	Private Secretary
Educational Qualifications	<u>Essential</u> Graduate from a recognised university
Professional Qualifications	<u>Essential</u> Diploma/ Certificate in Computer application including word processing from a recognised institution. Knowledge of English shorthand/typing at a minimum speed of 120/50 w.p.m. Knowledge of Computer Application <u>Desirable</u> Knowledge of Hindi stenography/typing.
Experience	3 years as PA or Sr. Stenographer in the Level-5 (29,200 – 92,300) or equivalent ‘
Age	Minimum 26 years - Maximum 35 Years (Relaxable for SC/ST/OBC candidates as per DOPT Orders on the subject).
Job Description	<ul style="list-style-type: none"> •Receipt/dispatch of Dak of the concerned officer. •Maintenance of engagement diary of officer and related records. •To assists the concerned officer in maintaining office and attending telephone, fax/mail etc., •Typing, shorthand & word processing. •Attending visitors and maintenance of visitor's records. •Arranging refreshment, lunch etc. to the visitors. •Managing/arranging transport facilities, tour, visa passport etc., and making necessary arrangements for tours and visits. •Other duties as may be assigned from time to time
No. of Positions	01
Remuneration	60,000 INR Per Month Consolidated