

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

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

18.01.2023

Vacancy Circular

Indian Institute of Public Administration (IIPA) invites applications for the following post on contractual basis in the “National Tribal Research Institute”, as per details stated below:

S. No.	Post	Qualifications and Experience
1.	Communication and Documentation Consultant (one post)	<p>Eligibility: Retired Government Officer at level of Under Secretary/Research Officer/Section Officer or equivalent from Ministries/Departments of Government of India.</p> <p>Essential: Strong interpersonal and practical problem-solving skills; team building & leadership skills including ability to communicate effectively in writing and orally in English.</p> <p>Proficient in Computer application (e.g., Microsoft Excel, PowerPoint, Word).</p> <p>Desirable: Working experience in a Department of Ministry concerned with Sociology, Tribal Community, Scheduled Castes and Scheduled Tribes and Welfare schemes related to SC/STs.</p> <p>Experience in Administration/Establishment/Budgeting related matters/Procedures in Organizing Workshop/Conferences/Training etc. Documentation, Publication and Coordination related work.</p> <p>Age Limit: Below 65 years.</p> <p>Consolidated Remuneration: Rs.50,000 per month (all inclusive)</p> <p>Duration: Three months initially which may be extended depending upon need and performance.</p>

Interested candidates, who fulfill the above criteria, may apply along with up-to-date CV and self-attested copies of testimonials and submit by email to admniiipa@gmail.com with a compulsory CC to rashtriyajanjatiya@outlook.com. The completed application must reach on or before **January 31st, 2023 by 5:30 P.M.** Application received after the cut off date and time will not be considered.

Shortlisted candidates will be informed about date and time of the interview by email/phone. Mere fulfillment of eligibility criteria does not entitle a candidate to be called for the interview. The Competent Authority may raise or relax the eligibility criteria depending upon need and response. No T.A/D.A. will be paid for attending the interview.



(O.P.Chawla)
Dy. Registrar (F&A)