

ADVERTISEMENT NOTIFICATION FOR STAFF RECRUITMENT

The Gokhale Institute of Politics and Economics is a one of the oldest research institutes in the country established in 1930 under the aegis of Servants of India Society. The Institute is widely recognized in the country as an advanced centre for the study and research in Economics and allied subject fields. The University Grants Commission, New Delhi vide its notification no. F.6-4/89(CPP/Desk-C/ CPP-I) dated 9-5-1993 has declared the Institute as a Deemed to be University u/s 3 of the UGC Act, 1956.

The Institute is seeking applications from eligible candidates for the following Non-teaching positions.

1. Research Programme Management Coordinator 1 Post (Open) (Contractual)

About the Job: The primary responsibility of this position will be coordinating activities of the Research and Development Cell of the Institute under the supervision of the Director of the Cell. This involves coordination among the principal investigators/project coordinators, funding agencies and evaluation and monitoring cell and the Ethics committee for smooth and timely completion of various projects. The candidate must carry out project management tasks for multiple projects. A candidate with experience and know-how of conducting academic research projects will be given preference.

Responsibilities

- Coordinate and manage academic research projects in the institute.
- Carry out various project related task at the RDC.
- Manage deadlines and progress across the team to ensure that the project is delivered on time and within the budget.
- Facilitate research collaboration of the Institute both national and international level.
- Coordinate Seminar/ Workshop, FDP and other research related activities of the Institute as per the guidelines given by the Director of RDC.

Minimum Qualifications: Ph.D. in **Economics, and related discipline such as Commerce or Management** from a recognized University.

Desirable Qualification: Sound understanding of academic research projects and at least two years' experience in handling such research projects independently.

Consolidated Pay: Consolidated Pay will be at par with UGC Norms in Academic Scale.

Age Limit: Below 40 years (as on the date of advertisement). Age relaxation for reservation castes as per government norms.

2. Lower Division Clerk – 1 Post (OPEN) (Contractual)

Minimum Qualifications: Bachelor's Degree in any discipline from a recognized University or equivalent.

Desirable Qualification: Candidate must have a sound knowledge of computer tools (preferably MS Word and MS Excel) and experience in multi-skilled functionaries. Good written and oral communication skills in English language.

Consolidated Pay:

Age Limit: Below 35 years (as on the date of advertisement). Age relaxation for reservation castes as per government norms.

HOW TO APPLY:

Candidates are required to download the prescribed Application Form from { HYPERLINK "http://www.gipe.ac.in" } and submit the form duly filled in, along with a Demand Draft of Rs. 600/- in favour of **Gokhale Institute of Politics and Economics, Pune**.

The Application Form duly filled in should reach the Institute on or before **November 30, 2022**.

November 7, 2022

REGISTRAR