

# GIRI INSTITUTE OF DEVELOPMENT STUDIES

(A National Research Institute of the Indian Council for Social Science Research, Ministry of Education, Government of India  
and Uttar Pradesh Government)

Sector-O, Aliganj, Lucknow - 226 024 Phone No.0522-4001667

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Advt. No. 017-Adm/2025

Advertisement date: 01.08. 2025

## **Extended Last Date for Application: 28.08.2025**

Applications are invited for the following purely contractual positions, initially for a period of eleven months, which may be extended contingent upon satisfactory work performance and the Institute's requirements and availability of funds.

### **CONTRACTUAL APPOINTMENTS ADVERTISEMENT**

Sl. No.	Name of the Post	No. of Post	Consolidated Remuneration	Educational Qualification and Experience	Job Role & Responsibility
01.	Office Assistant	01	Rs 40, 658	Graduate or equivalent, dealing with the matters relating to personal & administrative/accounting, stores, knowledge of computers, Internet & related work.  Computer proficiency with min. 40 w.p.m. in English and 30 w.p.m. in Hindi typing, with 4 to 5 years of experience.	<ul style="list-style-type: none"><li>• To render clerical assistance in the administrative, accounts, and establishment sections of the Institute.</li><li>• Responsibilities include handling of files, data entry, correspondence, record maintenance, and assisting in routine office work.</li><li>• Duties shall be carried out under the supervision of higher authorities as per the rules in force.</li></ul>
02.	Office Superintendent	01	Rs 49, 140	As above for Office Assistant, along with 10 years of service experience at the post of Office.  <b>Desirable:</b>	<ul style="list-style-type: none"><li>• To supervise the day-to-day administrative functioning of the office, ensure the timely disposal of files.</li><li>• Regular follow-up on the compliance</li></ul>

				<ul style="list-style-type: none"> <li>• Proficiency in e-Office and computer-based office applications.</li> <li>• Familiarity with government establishment rules and procedures.</li> <li>• Working knowledge of disciplinary proceedings and RTI-related matters.</li> <li>• Experience in general office management, file movement, and record keeping.</li> </ul>	<ul style="list-style-type: none"> <li>• of the instructions received from senior officials.</li> <li>• Manage the project/research study-related matters, supervise the appointments and extensions, and other recruitment-related matters, and oversee matters relating to establishment and maintenance.</li> <li>• The incumbent shall be responsible for maintaining discipline and smooth workflow among subordinate staff and ensuring the implementation of office procedures as per the institute's norms.</li> </ul>
03.	Store Superintendent	01	Rs 49, 140	<p>As above for office assistant and Graduate, 10 years of experience in relevant disciplines.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Thorough knowledge of government office administration and procedures.</li> <li>• Familiarity with Government e-Marketplace (GeM) and public procurement processes.</li> <li>• Experience in store management, inventory control, and purchase procedures.</li> <li>• Strong understanding of logistics, supply chain, and record management systems.</li> </ul>	<ul style="list-style-type: none"> <li>• To manage and oversee the functioning of the Stores Section of the Institute.</li> <li>• Duties include maintenance of stock registers, timely procurement of items, verification and issue of materials, compliance with purchase procedures, and proper record keeping in accordance with institute rules.</li> <li>• The incumbent shall also ensure periodic stock verification and compliance with audit requirements.</li> </ul>

04.	Secretary to the Director	01	Rs 67, 191	<p><b>Educational &amp; Experience:</b> Must be a graduate (in any discipline from a recognised university). A minimum of 5 years' experience is required in a secretarial or executive assistant role in a reputable organisation (Such as a Government department, PSU, University, or similar). Experience should reflect high-level office management and administrative support exposure.</p> <p><b>Language &amp; Communication:</b> Excellent command of spoken and written English is essential, as well as good working knowledge of Hindi. Candidates should possess strong drafting skills, with the ability to independently compose and proofread letters, reports, and minutes.</p> <p><b>Technical Skills:</b> Proficiency in computer operations is mandatory. This includes being adept at using office productivity software (word processing, spreadsheets, email) and modern office equipment. Proficiency in Hindi typing is essential.</p> <p><b>Additional Attributes:</b> Excellent organisational abilities, discretion in handling confidential matters, and interpersonal skills to liaise with senior officials and stakeholders. The candidate should be able to</p>	<ul style="list-style-type: none"> <li>• Handling all official correspondence on behalf of the Director, including drafting of letters, notes, memoranda, minutes of meetings, and reports in English and Hindi with accuracy and confidentiality.</li> <li>• Maintenance of official records, confidential files, and personal registers of the Director's Office in an organized and secure manner.</li> <li>• Managing the Director's daily schedule, including fixing appointments, meetings, official engagements, and travel arrangements.</li> <li>• Acting as a communication bridge between the Director and the administrative, academic, and external stakeholders.</li> <li>• Well-versed in liaising with Government Departments, Ministries, and Autonomous Bodies for official correspondence and coordination.</li> <li>• Handle office automation tools, including word processing, spreadsheets, email communication, data compilation, and digital filing.</li> </ul> <p>Ensuring high standards of integrity, discretion, and professionalism in handling confidential matters and interactions on behalf of the Director.</p>
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				manage the Director's office, schedule, and communications with a high degree of professionalism and autonomy.	
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**Note-**

1. The Institute reserves the right to call candidates as deemed appropriate and suspend/cancel the selection process without assigning any reason at any stage.
2. The maximum age limit for direct recruitment is 40 years. Age relaxation for candidates belonging to SC, ST, OBC, PwD, Ex-servicemen, etc. shall be applicable as per prevailing Uttar Pradesh Government rules, subject to an overall upper age limit of 55 years.

**Selection Process**

The selection for all the advertised positions shall be carried out strictly in accordance with the Institute's norms and procedures. The process shall comprise the following stages:

1. **Technical Eligibility Test:** Shortlisted candidates shall be required to appear for a Technical Eligibility Test relevant to the nature of the post, to assess their basic functional knowledge and skills.
2. **Written Test:** Candidates qualifying the Technical Eligibility Test shall be required to appear for a Written Test. The Written Test will assess domain knowledge, comprehension, drafting ability, and general aptitude.
3. **Interview:** Candidates who qualify for the Written Test shall be called for an Interview by a duly constituted Selection Committee to assess their overall suitability for the post.

The final selection shall be made based on cumulative performance in all the above stages. The Institute reserves the right to modify the selection process, if deemed necessary, and no correspondence in this regard shall be entertained.

**General Information:**

- a. Self-certified photocopies of all the educational and other testimonials & certificates are required to be attached along with the application.
- b. Applications received after the last date will not be entertained.
- c. Application received without supporting documents, photographs, or unsigned and incomplete in any manner, shall be summarily rejected.
- d. No TA/DA will be given for attending the interview.

- e. The candidate should also bring all the original documents for verification during the interview.
- f. Only eligible candidates will be informed in advance before the date of the interview/written examination/technical exam.
- g. The last date of receiving the application is 28.08. 2025.
- h. Application form can be downloaded from [gids.org.in](http://gids.org.in). The interested candidates are requested to send their filled-up Application form with supporting documents, duly typed “**Application for the post of (Name of the Post)**” on the sealed envelope, addressed to the Director, Giri Institute of Development Studies, Sector –O, Aliganj, Lucknow – 226024, on or before **28<sup>th</sup> August 2025**. A scanned copy of the duly filled application along with relevant annexures can be emailed to [recruitment.gids@gmail.com](mailto:recruitment.gids@gmail.com), clearly mentioning the post applied for in the subject line. The hard copy of the application with all the relevant annexures needs to be submitted by the last date mentioned above.

**DIRECTOR**