

**SARDAR PTEL INSTITUTE OF ECONOMIC & SOCIAL RESEARCH (SPIESR)  
AHMEDABAD**

SPIESR is looking for an Office Assistant (Administration and Accounts) to perform administrative and accounting tasks on a purely contract basis initially for a period of eleven months on a fixed consolidated salary commensurate with qualifications and experience.

**Requirements:**

- The candidate should be a Graduate in Commerce. Preference will be given to candidates possessing higher qualification.
- Must be familiar with Computers including software packages like Tally, MS-Office, Excel and internet.
- Must have Good communication skills and conversant with Office Systems & procedures, Establishment Rules and Drafting. Must also be conversant with Tax laws and relevant software packages in Income Tax, GST, etc.
- Experience: Minimum 3 years of relevant experience.
- Age Limit: Not exceeding 35 years

Interested candidates may send in their detailed CV with a copy of certificates in support of age, qualification, experience, etc. to

The Consultant (Administration)  
Sardar Patel Institute of Economic & Social Research  
Thaltej Road, Near Doordarshan Kendra  
Ahmedabad 380 054  
Email: [ao@spiesr.ac.in](mailto:ao@spiesr.ac.in)

Within 15 days from the date of release of this advertisement.