

RECRUITMENT

Sardar Patel Institute of Economic and Social Research, Thaltej Road, Ahmedabad is inviting applications for the post of Office Assistant on temporary contractual basis, initially for eleven months. The remuneration will commensurate with qualification and experience and as per the Institute's norms.

Office Assistant (One post):

Requirements:

- A Bachelor's degree in any discipline with a minimum of 3 years' experience in Office Procedures and Establishment Rules. A degree in Law will be an advantage.
- Holding CCC Certificate and having adequate computer literacy will be preferable.
- Must have fluency in English and Gujarati.
- The successful applicant will have a positive attitude, a desire to work as efficiently as possible, and excellent inter-personal communication skills.

Interested candidates may send in their detailed Curriculum Vitae 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

By September 30, 2021

The Institute reserves the right to shortlist the candidates. The candidates invited for written test/skill test/interview will not be paid/reimbursed any expenses. Also, the Institute will not be responsible for any postal delay.