



**SARDAR PATEL INSTITUTE OF ECONOMIC & SOCIAL RESEARCH
AHMEDABAD - 380 054.**

Invites Applications for recruitment of Clerk on a temporary/contract basis, initially for a period of 11 months.

CLERK:

- **Educational Qualification:** Bachelor's degree in any discipline (preferably Commerce) from a recognized university established under a Central/State Act in India.
- **Computer Knowledge:** Proficiency in Computer Applications, including MS Office and Tally (preferred). Must also have good speed in Gujarati and English typewriting. Those who have good command in Gujarati writing and typewriting shall have advantage.
- **Language Proficiency:** Good communication skills in Gujarati and English (both written and spoken).
- **Experience:** 0-3 years of relevant experience, preferably in office systems and procedures, establishment rules, and accounts.
- **Age Limit:** Not exceeding 35 years.

How to Apply:

Interested candidates may submit their detailed CV along with copies of certificates supporting their age, qualifications, experience etc. on pa@spiesr.ac.in within 7 days from the date of this advertisement.

Application may be mark to the address given below;

**The Acting Director,
Sardar Patel Institute of Economic & Social Research,
Thaltej Road, Near Doordarshan Kendra
Ahmedabad - 380 054.**