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

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

OFFICE ASSISTANT:

- **Educational Qualification:** Bachelor's degree in any discipline (preferably Commerce) from a recognized university established under a Central/State Act in India, or recognized as such. Higher qualifications will be considered an added advantage.
- **Computer Knowledge:** Proficiency in Computer Applications (MS Office) is essential.
- **Language Proficiency:** Good communication skills in Gujarati and English (both written and spoken).
- **Experience:** 3–5 years of relevant experience, preferably in office systems and procedures, establishment rules, and accounts.
- **Age Limit:** Not exceeding 45 years. Retired persons may also apply, subject to an upper age limit of 62 years.

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. Must also have good speed in Gujarati and English typewriting.
- **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 online along with copies of certificates supporting their age, qualifications, experience, etc. within 15 days from the date of this advertisement. For online application kindly click on below link;

<https://forms.gle/aq3SRyR5WaNgqZyr9>.

A print-out of the application so submitted may also be sent to the address given below.

The Acting Director
Sardar Patel Institute of Economic & Social Research
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Ahmedabad 380 054