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

Advertisement for Engagement of Office Assistant and Clerk (Contractual)

Sardar Patel Institute of Economic & Social Research (SPIESR), Ahmedabad, invites applications from eligible candidates for engagement as **Office Assistant** and **Clerk** on a purely contractual basis for an initial period of eleven (11) months. The selected candidates will be paid a fixed consolidated remuneration commensurate with their qualifications and experience.

Office Assistant

Nature of Work

The Office Assistant will primarily assist from time to time in the preparation and publication of the Institute's books, monographs, annual reports, research journals, and other publications. The work will include assisting in compiling and organizing material, document preparation, formatting, proofreading and carrying out other assignments entrusted from time to time. Keeping track of correspondence for review work of journal (English) would also be part of job profile.

Eligibility Criteria

- **Educational Qualification:** Bachelor's degree with first class or higher second class or Post Graduate in Humanities or Social Sciences in any discipline from a recognized University.
- **Experience:** Minimum three (3) years of relevant experience. Experience in editorial or publication-related work will be an added advantage.
- **Age Limit:** Not exceeding 35 years.

Essential Skills

- Proficiency in computer applications, including MS Office (Word, Excel, and PowerPoint).
- Working knowledge of Corel DRAW, web design, and software used in the design and production of publications, books, reports, and similar documents.
- Ability to prepare, format, edit, and organize publication material with accuracy and attention to detail.
- Good communication skills in English and Gujarati, both written and spoken.

Clerk

Eligibility Criteria

- **Educational Qualification:** Bachelor's degree with Second Class in any discipline (preferably Commerce) from a recognized University.
- **Computer Knowledge:** Proficiency in computer applications, including MS Office and Tally. Must also possess good typing speed in both Gujarati and English.
- **Language Proficiency:** Good communication skills in Gujarati and English.
- **Experience:** 0–3 years of relevant experience, preferably in office systems and procedures, establishment matters, 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/abJTNpn2R39A7wRs5>

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 and Social Research
Thaltej Road, Near Doordarshan Kendra
Ahmedabad-380 054

The Institute reserves the right to accept or reject any application without assigning any reason and to modify or cancel the recruitment process at any stage.