



## INSTITUTE OF DEVELOPMENT STUDIES

8-B, Jhalana Institutional Area Jaipur-302 004

<http://www.idsj.org>

Advertisement No. IDSJ/2026-27/01

### Vacancy for Non-Faculty Position – Junior Office Assistant (Contractual)

#### Guidelines & Instructions

The Institute of Development Studies (IDS), Jaipur is a premier autonomous social science research institute under the aegis of the Indian Council of Social Science Research (ICSSR), New Delhi, Government of India and the Government of Rajasthan. The Institute has an active research programme on various themes in development studies. The Institute is currently inviting applications for one (01) Junior Office Assistant Position (unreserved) on **contractual basis**.

Name of Post	:	Junior Office Assistant (one)
Period	:	Initially for 11 months
Condition	:	Purely temporary basis
Emoluments	:	Consolidated amount of Rs. 33,000 + PF
Age	:	18-40 years

#### **Application Procedure:**

- How to apply:** Application can be submitted using **only** the prescribed application form, which can be downloaded from [www.idsj.org/vacancies](http://www.idsj.org/vacancies). A hard copy of the filled-in application form with self-attested certificates should reach via **Speed/Registered Post** to “The Director, Institute of Development Studies, 8-B, Jhalana Institutional Area, Jaipur – 302004”. Applications submitted by-hand/courier will not be accepted. The last date for submission is fifteen (15) days from the publication of this advertisement. The post applied for must be clearly mentioned on the top of the sealed envelope.
- Documents to be submitted along with the Application Form,** (1) Supporting document relating to proof of ‘Date of Birth’, (2) Mark sheet/Certificate of Senior Secondary/Graduate/Post-Graduate degree examinations, (3) Professional Qualification Certificates (if any), (4) Certificate(s) of previous work experience, (5) NOC and Character Certificate from present employer, (6) Self-declaration stating that the candidate does not consume any intoxicant (tobacco, liquor, etc.), and (7) Any other certificate

#### **3. Eligibility Conditions:**

Position	Essential & Desirable Qualification	Additional Experiences
Junior Office Assistant (01 – Unreserved)	<b><u>Essential Qualification:</u></b> Senior Secondary from a recognized Board or its equivalent examination. <b><u>Desirable Qualification:</u></b> Experience in working with a Research Institute / organization. Proficiency in use of MS Office (Computer) and should be well-versed in English & Hindi Typing. Demonstrated ability/evidence to manage multiple responsibilities simultaneously.	Experience of (i) drafting of official letter/note, (ii) basic accounting knowledge will be an additional advantage.

#### 4. OTHER INFORMATION/CONDITIONS:

- (i) Selection will be made based on a written test and/or personal interview of short-listed candidates. However, meeting the eligibility criteria alone does not guarantee an invitation to the personal interview. The decision of the selection committee will be final.
- (ii) Any form of canvassing will be a disqualification.
- (iii) Relaxation regarding age, minimum educational qualification etc. shall be given as per the Government of Rajasthan norms.
- (iv) The Institute reserves the right to keep the post vacant if no suitable candidate is found.
- (v) The Institute reserves the right to shortlist a smaller number of applicants from those who fulfil the minimum conditions as mentioned in the instructions and guidelines.
- (vi) Applicants who are in employment should forward their application through their respective employers *or* produce a '**no-objection certificate** and a '**character certificate**' at the time of interview.
- (vii) Candidates who do not possess the minimum required qualification/ retired person need not apply for this position.
- (viii) Incomplete application form and application form received after the last date will not be entertained.
- (ix) Please do not use dash (-), dots(.) etc. If any item in the application form is not applicable to you, please write n.a. (not applicable) or 'no' or 'nil'.
- (x) In case the space provided for any item is insufficient, please use additional sheets.
- (xi) Applications submitted via email/ any other online mode will not be accepted or considered under any circumstances.
- (xii) Selected candidate must produce a *police verification certificate* at the time of joining, stating that no criminal case or record is pending or registered against him/her. Appointment shall be cancelled immediately if any adverse record is found even after joining.
- (xiii) Candidates must produce a recent medical fitness certificate, issued by a government medical institution, at the time of joining.
- (xiv) The selected candidate is expected to join duty within fifteen days of receiving the offer letter.
- (xv) If any criminal proceedings / cases registered are found even after joining, the Institute has the right to terminate the appointment without mentioning any reason.
- (xvi) Serious involvement in any anti-social or anti-state activities will attract immediate termination of the service.
- (xvii) No salary protection will be considered.
- (xviii) Any legal matters will be subjected to Jaipur jurisdiction.
- (xix) For further details visit [www.idsj.org](http://www.idsj.org)

May 16, 2026

Director (I/C)