



RIS

Research and Information System
for Developing Countries

Applications are invited for the following posts:

PUBLICATION ASSISTANT (Designing and Website)(No. of post:1) _____

Pay Band Rs. 9300-34800 + Grade pay Rs.4200.

Qualification/Experience: Graduate from a recognized university with experience of working in a Central/State Government office or Autonomous Bodies. Good knowledge of graphic designing and web managing with minimum 3 years experience.

Age Limit: 30 years.

DATA ENTRY OPERATOR (No. of post:1) _____

Pay Band Rs. 5200-20200 + Grade pay Rs. 2400.

Qualification/Experience: Graduate with at least 50% marks in statistics or mathematics (with statistics) or operation research or computer science or computer applications or in any subject with statistics as optional subject from a recognized university or equivalent thereof.

Age Limit: 30 years.

STENOGRAPHER GR-II (No. of post:1) _____

Pay Band Rs. 5200-20200 + Grade pay Rs. 2400.

Qualification/Experience: (i) Graduate from a recognized university (ii) A speed of 100-120 w.p.m. in stenography in English (iii) Typing speed of 30 w.p.m. in English (iv) Proficiency in using computers, including MS office.

Age Limit: 25 years (relaxable for Government servants upto 35 years)

ACCOUNTS CLERK (No. of post:1) _____

Pay Band Rs. 5200-20200 + Grade pay Rs. 2400.

Qualification/Experience: (i) University degree in Commerce (ii) 5 years experience of handling accounts dealing with Establishment matters in Government/Autonomous Bodies.

Age Limit: 30 years.

UPPER DIVISION CLERK (No. of post:1) _____

Pay Band Rs. 5200-20200 + Grade pay Rs. 2400.

Qualification/Experience: (i) Graduate from a recognized university (ii) 5 years diverse experience in Government/Autonomous Bodies. Proficiency in computer application including MS Office.

Age Limit: 35 years

RECEPTIONIST (No. of post:1) _____

Pay Band Rs. 5200-20200 + Grade pay Rs. 1900.

Qualification/Experience: (i) Matriculate or equivalent from a recognized board with speed of 30 w.p.m. of typing in English. (ii) Having strong communication skills.

Desirable: (i) Graduate in any discipline (ii) Atleast 3 years experience of working as a Receptionist in Government/Autonomous Organization or similiar bodies. (iii) Knowledge of Computer application

Age Limit: 25 years

MULTI-TASKING STAFF (No. of post:2) _____

Pay Band Rs. 5200-20200 + Grade pay Rs. 1800.

Qualification/Experience: Matriculation or equivalent pass.

Age Limit: 25 years

GENERAL INFORMATION

1. Pay and allowances as per Central Government rules. Other service conditions as per RIS Rules.
2. Relaxation of upper age limit in respect of SC/ST candidates will be by 5 years and others as per Government of India's rules.
3. Qualifications, experience and age can be relaxed at the discretion of the Selection Committee of RIS in respect of a candidate otherwise found suitable.
4. The appointing authority may, at its discretion, relax any of the conditions prescribed above, in favour of a candidate of exceptional merit on the basis of recommendations made by the Selection Committee.
5. The upper age limit will be reckonable from the date of publication of advertisement.
6. Merely fulfilling the minimum conditions of eligibility will not entitle a candidate to be called for test/interview. Only such candidates as may be considered fit by RIS will be called for test/interview and they will make their own travel arrangement. No expenses incurred in this connection will be reimbursed.
7. Persons employed in Government/Semi-Government/PSUs/Autonomous Bodies must submit their applications through proper channel. However, an advance copy of the application may be sent direct, so as to reach the RIS on time but such candidates, if called, will have to produce "No Objection Certificate" at the time of test/interview.
8. Applications on plain paper giving detailed particulars, duly supported by attested copies of testimonials and experience certificate including e-mail address, should be sent to "**The Deputy Director (Administration & Establishment), Research and Information System for Developing Countries, Zone IV-B, 4th Floor, India Habitat Centre, Lodhi Road, New Delhi-110003**" within a period of **10 days** from the date of publication of this advertisement.
9. Incomplete applications will be rejected summarily. Canvassing in any form will be a disqualification.