



# RIS

Research and Information System  
for Developing Countries

विकासशील देशों की अनुसंधान एवं सूचना प्रणाली

Core IV-B, 4th Floor, India Habitat Centre, Lodhi Road

New Delhi – 110003, Ph. 011-24682177-80

---

## **VACANCY FOR PROJECT WORK**

RIS requires the services of the following staff on contractual basis in connection with its specialized project on ‘Science, Technology and Innovation for Sustainable Development Goals Roadmap in India’

### **Multi tasking staff - 1**

Qualification:	Minimum: Matriculation
Age:	Not more than 40 years
Desirable:	Experience in driving official vehicles and handling office work
Remuneration:	Commensurate with qualification and experience

### **Data Entry Operator - 1**

Qualification:	Graduation in any discipline and proficiency in computer operation as well as MS Office
Duties:	Record keeping and project related data management
Desirable:	Experience in project coordination work, including record keeping and documentation, organization of meeting and events
Age:	Not more than 45 years.
Remuneration:	Commensurate with qualification and experience

### **Nature of engagement:**

- Purely contractual. Initially, for a period of one year, with a probation period of three months. The services can be terminated with one month’s notice.

Interested candidates are requested to submit the applications to [dgoffice@ris.org.in](mailto:dgoffice@ris.org.in) at the earliest for the consideration of the Selection Committee.