



RIS

Research and Information System
for Developing Countries

विकासशील देशों की अनुसंधान एवं सूचना प्रणाली

Applications for the post of ADMINISTRATIVE CONSULTANT

RIS is looking for a well-qualified candidate for handling the work pertaining to administration, accounts and establishment on contractual basis.

Qualification: Graduation

Age: Not more than 45 years in case of officials working in government or autonomous bodies. Retired officials from the government or autonomous bodies with requisite experience can also apply.

Desirable: Candidate with substantial knowledge of GOI GFRs, hands on experience in government, autonomous bodies or research institutions combined with high proficiency in dealing with administrative, accounts and audit issues.

Minimum experience: At least eight years of regular service in supervisory capacity.

Salary: Commensurate with qualifications and experience.

Nature of Employment: Contractual. Initially for a period of one year with a probation period of three months.

Last date for receipt of applications: 10 May 2020.

Duly filled up application, in the attached format, may be addressed to the office of DG, RIS at dgoffice@ris.org.in

The selection of the candidate would be made by a Selection Committee constituted by RIS and selected candidate would be informed accordingly.

Application can be downloaded from

APPLICATION FORM

1. Name of the candidate :
2. Date of birth and age as on 31 March 2020 :
3. Academic Qualifications :
4. Name of the govt./autonomous body in which the applicant is working or has retired from :
5. Details of experience in the field of administration, accounts and establishment :
6. Anticipated remuneration :
7. Amount of last remuneration drawn :
8. Has the applicant applied for any assignment at RIS in the past? :
9. Contact details of two referees :
10. Proficiency in dealing with administrative, accounts and audit issues and depth of knowledge of GFRs :
11. Details of supportive documents :

Signatures

Address:

Date: