



INSTITUTE OF DEVELOPMENT STUDIES
8-B, Jhalana Institutional Area Jaipur-302004
<http://www.idsj.org>

Advertisement No. JOA/02/2025

Vacancies for Non-Faculty Position

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), 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 two (02) Junior Office Assistant Positions on regular basis.

1. Junior Office Assistant: (One: Unreserved Woman & One: BC) Pay Band: Rs.5200-20200 with GP 2400 (Partial Implementation of 7th CPC – 55%).

Application Procedure:

1. Application can be submitted using **only** the prescribed application form, which can be downloaded from www.idsj.org/vacancies. Filled in application form along with the enclosures may be sent to staffrecruitment.idsj2025@gmail.com. A hard copy of the filled in application form with self-attested certificates should reach to “The Director, Institute of Development Studies, 8-B, Jhalana Institutional Area, Jaipur – 302004”. The last date for submission of the application is November 30, 2025.
2. Enclosures: (i) Senior Secondary certificate and mark sheet, (ii) Proof of date of birth, (ii) Caste/category certificate.

3. Eligibility Conditions:

Position	Educational Qualification & Desirable Experience	Additional Experiences
Junior Office Assistant (01: Unreserved Woman, 01: BC)	Senior Secondary from a recognized Board or its equivalent examination. Preferably 18-40 years as on November 30, 2025. <u>Desirable Experience:</u> Experience in working with a Research Institute / organization. Proficiency in use of MS Office (Computer) and should be well versed in English and 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.

Notes:

1. Selection will be made on the basis of written examination, type test (Hindi and English) and personal interview. The decision of the selection committee will be final.
2. Any form of canvassing will be a disqualification.
3. The Institute reserves the right to keep the post vacant if no suitable candidate is found.
4. The Institute reserves the right to shortlist a smaller number of applicants from those who fulfill the minimum advertised conditions.

5. The selected candidates should be able to work in a multicultural environment.
6. The selected candidate is expected to join duty within one month of the declaration of the result.
7. The appointment of the Junior Office Assistant post will initially be having two years of probation with review in each year.
8. Depending on the evaluation at the end of two years period, the appointment shall either be made permanent or extended or terminated.
9. For any clarification, applicants may contact IDS through email contact@idsj.org.

Selection Process:

1. Written Test with Multiple Choice Questions. Time duration is one hour. Each question carries one mark. There will be four options that will be given for each question. Questions will be from four domains: (i) Reasoning and elementary arithmetic, (ii) General Knowledge and Current Affairs (iii) Hindi Grammar & Vocabulary (iv) English Grammar & Vocabulary. The 'Question Paper' will carry fifteen (15) questions from each of the above four sections. No negative marking will be done.
2. The type test has two components, (i) Typing speed ((Hindi: 40 words per minute and English 50 words per minute).), and (ii) Ability to Articulate (The applicant has to type a letter on a given theme). The objective of the type test is to judge the accuracy, ability to articulate on an issue and typing speed of the applicant.
3. Personal Interview.
4. Applicants are advised to visit the website regularly to find out the date schedule of the written test etc.

November 15, 2025

DIRECTOR (I/C)