

GOKHALE INSTITUTE OF POLITICS AND ECONOMICS
(Deemed to be University u/s 3 of the UGC Act, 1956)
PUNE 411 004

NON-TEACHING POSTS

Information regarding minimum qualifications, experience, pay scales, relaxation and other particulars with regard to the non-teaching posts under the Population Research Centre (PRC), Ministry of Health and Family Welfare (MoHFW), New Delhi of the Institute. It may also be noted that the posts are temporary and are likely to continue with continuation of the PRC Scheme.

(A) OFFICE SUPERINTENDENT (1 POST): (OPEN)

- i. **Minimum Qualifications:** Master's Degree in Economics/Agricultural Economics/Population Studies/Demography/Statistics/Social Work, with minimum 55% marks from a recognised University/Institution.
- ii. **Desirable Qualifications:** Experience in data analysis, expertise in data management software and tools, good oral and written communication skills and ability to co-ordinate multi-member and multi-site teams. Candidates should be computer literate with good knowledge of MS Office packages (MS Word, Excel, Power Point, Access etc.). Knowledge of software such as SPSS/STATA/E-Views/R will be an advantage. Candidates with multiple skills and experience in coordination of field studies/surveys in demography and related fields, expertise in qualities and quantitative data analysis through data management software and tools, report writing skills etc. will be given preference.
- iii. **Pay-Scale:** In the pay scale of as per 7th CPC (S-13 with rationalize entry pay of Rs. 35,400/- with other admissible allowances).
- iv. **Age Limit:** Age of the applicant should be less than 35 years.
- v. **Experience:** Four years' of experience post qualification (i.e. after Post Graduation). Relaxable in deserving cases.
- vi. It may also be noted that the post is temporary and is likely to continue with continuation of the PRC Scheme.

(B) LIBRARY ASSISTANT (1 POST): (OPEN)

- i. **Minimum Qualifications:** Master's Degree in Library and Information Science with minimum 55% marks from a recognised University/Institution.
- ii. **Desirable Qualifications:** The candidates having knowledge of Library Management Softwares, Digital Library Softwares and also statistical packages such SPSS/STATA/E-Views/R will be given preference.
- iii. **Pay-Scale:** In the pay scale of as per 7th CPC (S-13 with rationalize entry pay of Rs. 35,400/- with other admissible allowances).
- iv. **Age Limit:** Age of the applicant should be less than 35 years.
- v. **Experience:** Four years' of experience post qualification (i.e. after Post Graduation). Relaxable in deserving cases.
- vi. It may also be noted that the post is temporary and is likely to continue with continuation of the PRC Scheme.