



Gokhale Institute of Politics and Economics

(Founded by Rao Bahadur R.R. Kale, Satara)
(Deemed to be University u/s 3 of the UGC Act, 1956)
846, Shivajinagar, B.M.C.C. Road
PUNE - 411 004 (INDIA)

OFFICE SUPERINTENDENT

Applications are invited from eligible candidates for appointment as **Office Superintendent** under the Population Research Centre (Ministry of Health and Family Welfare, Government of India) at the Institute, on contractual basis for a period of one year. Shortlisted candidates will be called for interview in a subsequent date.

Minimum Qualifications: Master's Degree in Economics/Statistics/Population Studies, with minimum 55% marks.

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.

Consolidated Pay: 54,400/- per month.

The above appointment is contractual and shall be valid only for a period of one year. The post is purely temporary and the appointment shall not bestow any right whatsoever for regular appointment in the Centre/Institute.

The last date of application is 25-05-2021.

P. N. Rath
Officiating Registrar

May 05, 2021