

GIPE-Advt-OSD-January-2025

ADVERTISEMENT NOTIFICATION

ASSISTANT PROFESSOR-CUM-OFFICER ON SPECIAL DUTY (OSD)

The Gokhale Institute of Politics & Economics, Pune is seeking application from eligible candidates for the for the following.

Post Name: Assistant Professor-Cum-Officer On Special Duty (OSD)

No. of Posts: 01

Post Type: Contractual

Consolidated Pay: Negotiable with qualifications and experience.

Application fee: (online): **Rs. 1180/-** (For Open/OBC category)
Rs. 590/- (For other reserved categories)

Age Limit: The age limit for the post is 40 as of the date of advertisement. However, the Institute reserves the right to relax the age limit in the case of exceptionally qualified candidates.

Application End Date: February 10, 2025 till 6.00 p.m

ELIGIBILITY:

Essential Qualifications:

- (i) Should have a Master's Degree in any area of the Social Sciences with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) from an Indian University or an equivalent degree from an accredited foreign university.
- (ii) Should have experience as an Assistant Professor/ equivalent position in universities.

OR

Should have experience in centre administration at universities.

Desirable Qualifications:

- (i) Should have studied Economics at undergraduate or post-graduate level.
- (ii) Ph. D. degree awarded or pursuing in any of the Social Sciences subjects, preferably Economics or related field.
- (iii) Should have experience in coordinating research projects, preferably with a

proven track record of successfully managing multiple research projects simultaneously.

(iv) Proficiency in communications skills and corporate client handling.

Job Description:

1. **Assistant Professor-cum-Officer on Special Duty (OSD)** attached to the **office of the Vice Chancellor of the Institute.**
2. The Assistant Professor-cum-OSD will be required to carry out different research assignments such as preparing research proposals for national and international agencies, compliance with the requirements of funding agencies for the submission of research proposals, assisting in the publication of policy briefs and policy notes, etc. for the Institute, etc.
3. S/he will also be supposed to liaise with different funding agencies and government and private offices/ agencies on behalf of the Institute.
4. S/he will also diligently and satisfactorily carry out the duties and responsibilities assigned to him from time to time by the Institute.
5. S/he should have exceptional administrative and negotiation skills and is expected to multi-task and work well under pressure in a fast-paced environment.
6. Besides, s/he should possess superb research and outstanding communication skills, as well as a keen interest in providing reliable and accurate support to the Vice Chancellor and maintaining confidentiality wherever required. They also should possess incredible problem-solving and office coordination skills and exhibit excellent time management.

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. Candidates applying for the post of **Assistant Professor-cum-Officer on Special Duty (OSD)** should submit their duly filled in Application Form online and latest Curriculum Vitae along with educational, experience and other related documents.
2. Candidates should submit with their applications, self-attested copies of the Degree or Diploma Certificates or other Certificates in support of their educational qualifications and experience and of the S.S.C. or equivalent Certificate in support of their date of birth. Original certificates should not be submitted along with the application but should be produced at the time of interview.
3. Candidates already in service should apply through proper channel with no objection certificate from current employer.
4. Candidates having degree from Foreign University should produce an equivalence certificate issued by the Association of Indian University (AIU) while applying.
5. Any change of candidate's address given in the application form should be communicated to the Registrar, Gokhale Institute of Politics and Economics, 846, Shivajinagar, Pune – 411 004.

6. Incomplete applications will not be considered. Candidates furnishing incorrect/false/misleading information shall stand disqualified at any stage including during service.
7. Self-attested copies of papers and documents or reprints submitted with the application will not be returned.
8. Incomplete applications, as well as applications which are not submitted in the prescribed form along with the requisite testimonials, are liable to be rejected and no intimation in this regard will be sent to the candidates.
9. No correspondence will be entertained in respect of the advertisement, interview, selection, appointment etc. Canvassing in any form will lead to disqualification of the candidate.
10. No TA/DA will be admissible either for attending the interview or for joining the post.
11. A candidate should furnish all relevant information regarding his/her present service, legal proceedings or complaints, if any, pending in respect of his/her existing appointment, etc. If, at a later date, it is found that the candidate who has been offered appointment has furnished incomplete, incorrect or false information, then the appointment of such candidate shall be terminated forthwith.
12. Mere fulfilment of the minimum qualifications prescribed for a post does not entitle a candidate to be called for interview. The Institute may short-list candidates, as may be necessary, for interview. The decision of the Screening Committee, appointed for the purpose of shortlisting candidates from amongst the applications received, shall be final and binding.
13. Call letter for attending the interview will be sent only to the short-listed candidates to their email only. No correspondence will be entertained in case of the applicants not shortlisted for the interview.
14. The Institute shall not be held responsible for postponement or cancellation of scheduled interview/due selection procedure for any unforeseen/unavoidable reasons.
15. Institute reserves the right not to fill the post if no suitable candidates are available.
16. Last date for online submission of application is **February 10, 2025 till 6.00 p.m**

***NO EMPLOYEE FROM THE INSTITUTE IS AUTHORIZED TO CONTACT ANY CANDIDATE
FOR ANY PURPOSE OTHER THAN THROUGH OFFICIAL MAIL.
PLEASE DO NOT FALL PREY TO ANY MISREPRESENTATION.***

REGISTRAR

January 28, 2025