

Indian Institute of Education, Pune

Advertisement No.: IIE/Adv./001/2023

Date: 10/06/2023

Indian Institute of Education (IIE), Kothrud, Pune; working for the development of indigenous education and society; invites application for the following regular positions for administration of the Trust.



Indian Institute of Education
128/2, J. P. Naik, Kothrud, Pune

ADVERTISEMENT

Indian Institute of Education invites application for

1. Director General- Position -01
2. Director- Position -02
3. Administrative Officer-Position-01

All these positions will be filled on Trust Establishment. Please refer the Website for details:
www.iiepune.org

Member Secretary

Post No.: 1 Director General

Essential Qualification:

1. Post-Graduation in the discipline of Education, Humanities, and or Social Sciences with 55% Marks.
2. A good academic and administrative record with Ph. D. degree in the discipline of education and or social sciences from recognized University.
3. Proficiency in all computer applications related to office management.

Desirable Qualification:

1. The integrated degree holders and the scholars in multi-disciplines are preferable.
2. The National level research experience in Education and or Social Sciences in University/ Institute/ National agencies.
3. Experience of different type of Publications of Research Papers/ Articles/ Books in reputed journals.
4. Capacity to develop the different types of educational programs and related activities.
5. Proficiency in various languages that Marathi, Hindi and English are necessary.
6. Capacity to lead the team at workplace.

Experience:

1. Minimum three years administrative experience in educational/social institutions.
2. Experience in organizing the National/ International Level Seminar/Conferences/ workshop etc.

Age Limit:

1. Maximum 55 years as on the date of application.

Salary: The salary will be decided on the basis of qualification and experience.

Post No.: 2 Director: J. P. Naik Centre for Education and Development, Pune.

Essential Qualification:

1. Post Graduation in the discipline of Education/Humanities/Social Sciences.
2. Proficiency in all computer applications related to office management.

Desirable Qualification:

1. An experience in National Level Research/ Projects in education and social field in the States and National Level Monitoring and Evaluation (M & E).
2. Capacity to raise the CSR Funds, develop the academic programs and implement the social activities.
3. Having Skill of organizing the Seminars, Workshops and Conferences at state and national level.
4. Multi-disciplinary educational qualification will be preferable.

Experience:

1. Minimum Five years experience of administration or coordination in educational and or social institute.
2. Minimum Five years Research/ Projects Experience in National and State Level Monitoring and Evaluation (M & E).
3. Minimum Five years work experience in the residential and non-residential training centre.

Age Limit:

1. Maximum 40 years as on the date of application.

Salary: The salary will be decided on the basis of qualification and experience.

Post No.: 2 Director: J. P. Naik Gramin Mahila Vikasini, Shivapur

Essential Qualification:

1. Graduation in the discipline of education and or Social Science.
2. Proficiency in all computer applications related to office management.

Desirable Qualification:

1. A contribution in State/National Level Monitoring work.
2. Capacity to raise the CSR Funds, to develop, implement the academic and training programs and social activities.

Experience:

1. Minimum Five-year Research Experience on National Level monitoring for National Schemes recognized by the Central Ministry.
2. Experience in the development programs for Women Empowerment through SHGs.
3. Experience of the monitoring the state and national schemes i.e., NRLM and SRLM.

Age Limit:

1. Maximum 40 years on the date of application.

Salary: The salary will be decided on the basis of qualification and experience.

Post No.: 3 Administrative Officer

Essential Qualification:

1. Post Graduate with good academic records.
2. Excellency in IT/Computer application of office administration or Data Management Skills.

Desirable Qualification:

1. Excellent written and oral English Communication.
2. PG Diploma/Course in office management/data management from recognized institute or University.
3. Excellency in Computer application/ E-office for office administration.
4. Expert in infrastructure and resource management/management information system (MIS).

Experience:

1. Experience of IT/Statistical Application/Computer Applications related office administration.
2. Minimum Two years experience of academic coordination in educational or research institute.
3. Minimum Two years experience of training/monitoring or data analysis work in national or state level Govt. organizations.

Age Limit:

1. Maximum 40 years as on the date of application.

Salary: The salary will be decided on the basis of qualification and experience.

General instructions to the applicants:

1. The candidate can apply for one position only at a time.
2. The application should be submitted in prescribed format that available on the official website:
[www.iiepune.org/ news and announcement](http://www.iiepune.org/news_and_announcement)
3. The hard copy of the application and enclosures should submit by hand or by speed post only on following postal Address: **“The Member Secretary, Indian Institute of Education, 128/2, J. P. Naik Path, Kothrud, Pune- 411 038”** in office time (10.00 am to 5.30 pm) on or before 26/06/2023 till 5.30 pm.
4. Important dates to be noted by the applicants:

Sr. No.	Details	Date
1.	Date of Advertisement	10/06/2023
2.	Last date for receiving hardcopy of the application along with all enclosures by hand or by speed post only.	26/06/2023
3.	The list of received application on the Institutional Website: www.iiepune.org	28/06/2023
4.	The final list of eligible and not eligible candidates for interview after scrutiny of application will be displayed on the official website: www.iiepune.org	01/07/2023

5. The Institute reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and or experience higher than the minimum prescribed.
6. Call letters to attend the interviews will be sent only to the short-listed candidates through e-mail only and the list will be published on official website.
7. No correspondence will be made with applicants who are not shortlisted/called for interview.
8. The list of shortlisted and those are not shortlisted candidates will be placed on the official website (www.iiepune.org) for information of the applicants.
9. Canvassing in any form, by or on behalf of, any candidate will summarily disqualify that candidate.
10. The eligibility of candidates will be determined on the basis of qualifications/ experience/ Skills/ publications/ research score/ field work etc. acquired by them till the last date fixed for receipt of filled-in applications.
11. Selections will be made on the basis of the candidate's previous record submitted along with the application and the performance in the interview.
12. The Institute reserves the right to fill or not to fill up any vacancy advertised.
13. The Institute also reserves the right to withdraw any advertised post at any time without giving any reason.
14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
15. The T. A., D. A. bill will not be provided to the candidates to attend the interview.

Member Secretary
Indian Institute of Education, Pune.
(09/06/2023)