

**Centre for Development Practice
Ambedkar University Delhi**

1st September, 2020

Advertisement for the Position of Project Assistant

The Centre for Development Practice (CDP), Ambedkar University Delhi is looking for **1 (one) candidate** for the position of **Project Assistant** to work full time on the project titled '*Institutionalizing Centre for Development Practice*' funded by Tata Education and Development Trust (TEDT). The duration of the employment would be for one year.

Job Description:

- Noting, drafting and processing all the administrative work related to the project.
- Maintaining MIS for funds and students enrolled in MPhil Development Practice programme.
- Overseeing the logistical needs MPhil Development Practice.
- Maintaining an efficient connect between various departments to ensure smooth working of the project and office.

Applicants must have a **graduation degree** and **work experience of at least 2 years in office administration and finance**. Only shortlisted candidates shall be called for face-to-face interview on **10th September, 2020**. No TA/DA shall be given for sitting in the interview. The last date of filing application for the above mentioned position is 7th September, 20

Interested candidates may send their detailed resume to cdp@aud.ac.in.

Prof. Anup Dhar
Director
Centre for Development Practice
Ambedkar University Delhi