

**Centre for Development Practice**

**Ambedkar University Delhi**

**Advertisement for Recruitment of the Project Assistant**

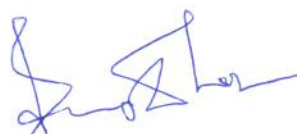
The Centre for Development Practice, Ambedkar University Delhi is looking for **1 (one) candidate** for the **post of Project Assistant** to work full time on the project titled 'Institutionalizing Centre for Development Practice' funded by Tata Education and Development Trust. The duration of the employment would be for one year till March 30, 2021.

**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 <sup>of</sup> 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 an interview and no TA/DA shall be given for sitting in the interview. The consolidated salary will be Rs. 30,000 per month.

Interested candidates may mail their detailed resume to [cdp@aud.ac.in](mailto:cdp@aud.ac.in) with subject line "**Application for the post of Project Assistant CDP**" The last date of applications is 12<sup>th</sup> March 2020.



Director

Centre for Development Practice