

GIRI INSTITUTE OF DEVELOPMENT STUDIES

(A National Research Institute of the Indian Council for Social Science Research, Ministry of Education,
Government of India and Uttar Pradesh Government)

Sector-O, Aliganj, Lucknow - 226 024 Phone No.0522-4001667
E-mail: recruitment.gids@gmail.com Website: www.gids.org.in

Advt. No.GIDS/Admn.33/2026

Advertisement date: 22.06.2026

Subject: Recruitment for the post of Senior Typist Clerk (Contractual Basis)

Applications are invited for the **post of Senior Typist Clerk** on a **purely contractual basis**, initially for a period of Eleven (11) months, which may be extended further depending upon satisfactory performance, requirement of the Institute, and availability of funds.

1. Post Details

- Name of Post: **Typist Clerk (Senior Scale)**
- Number of Posts: 02 (01 – unreserved & 01- SC)
- Nature of Appointment: Contractual
- Monthly Remuneration (Consolidated): Rs.27,500/- (Twenty-Seven thousand Five Hundred only)

2. Essential Qualifications & Experience

- Graduate or equivalent same as Junior typist with minimum 2 or 3 years experience of dealing with the matters relating to personnel & administration / account & Stores etc, knowledge of computers, Internet & related work.
- Proficiency in computer operations, internet usage, and office applications.
- Typing Speed:
 - English: 40 words per minute (w.p.m.)
 - Hindi: 30 words per minute (w.p.m.)

3. Job Responsibilities

- To render clerical assistance in the administrative, accounts, and Store sections of the Institute.
- Responsibilities include handling of files, data entry, correspondence, record maintenance, and assisting in routine office work.
- Duties shall be carried out under the supervision of higher authorities as per the rules in force.

4. Age Limit

- Maximum age: **45 years** with age relaxation.

5. Selection Process

The selection shall be conducted in the following stages:

1. **Written Test & Skill Test:** Candidates screened by the Screening Committee and found technically eligible shall be required to appear for a Written Test. The test will assess Drafting, Comprehension, Aptitude, and typing skills in English and Hindi.
2. **Interaction & Document Verification:** Candidates qualifying the Written Test shall be called for an Interaction & Document Verification with a duly constituted Selection Committee to assess their overall suitability for the post.
3. Final Selection based on cumulative performance and the Institute reserves the right to modify/cancel the selection process at any stage without assigning any reason.

6. Application Procedure

- Applications shall be submitted **online only** through the given link :-
<https://vacancy.gids.org.in/f/726b13b52717>
- Candidates must upload self-attested copies of all educational, experience, and relevant certificates.
- After successful submission of the online application form, candidates should mandatorily take the printout of the online application and submit the hard copy with self-attested copies of all the uploaded supporting documents to the Institute. The sealed envelope containing the application should be superscribed as **Application for the Post of “Senior Typist Clerk”** addressed to:

The Director
Giri Institute of Development Studies,
Sector–O, Aliganj
Lucknow – 226024

- Incomplete applications shall be rejected without any correspondence.

7. Important Instructions

- No TA/DA shall be paid for attending any stage of the selection process.
- The Institute reserves the right to cancel or withdraw the advertisement at any stage without prior notice.
- The last date for submission of online applications is 14.07.2026.
- The interested candidates are requested to submit the online application form through the Institute website along with supporting documents on or before the last date.

DIRECTOR