

अन्तर्राष्ट्रीय जनसंख्या विज्ञान संस्थान

(विश्वविद्यालय समतुल्य)*

स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार का स्वायत्त संगठन
गोवन्डी स्टेशन रोड, देवनार, मुम्बई- 400 088. भारत



(स्थापना/ Established in 1956)
बेहतर भविष्य के लिए क्षमता निर्माण
Capacity Building for a Better Future

International Institute for Population Sciences

(Deemed University)*

An Autonomous Organization of Ministry of Health & Family Welfare, Govt. of India
Govandi Station Road, Deonar, Mumbai -400 088. INDIA

Seeking the following **Mumbai-based positions** for a project at the International Institute of Population sciences (IIPS). Applications are invited for the following positions for the Project Support Cell-Accounts:

Post:	Stenographer/OA-PSC Accounts- 01(one) Position
Qualifications:	(i) Bachelors' degree in any discipline with minimum 55% marks or its equivalent grade in the CGPA/UGC point scale with good academic records from a recognized University/ Institute. (ii) Minimum short hand speed of 80 w.p.m in stenography and 40 w.p.m. in typing in English and 30 w.p.m. in Hindi/ Devanagari.
Experiences:	One-year experience in short hand and typing of Hindi/English. Secretarial experiences will be added advantage. Note: Mandatory knowledge of MS Office
Age:	Bellow 40 years
Salary:	Rs. 35,000/-
Period of Engagement:	As per requirements
Mode of Selection:	Walk-in-interview
Nature of Job:	Purely Contractual Basis
Eligible Leave	2.5 days of each completed month
Reporting To	Assistant Finance officer/Jr. Accounts Officer
Job Descriptions:	1. Preparation of office notes and drafts of project accounts matters 2. Noting and preparation of minutes of the meetings 3. Drafting of various letters to Banks/funding agencies 4. Assisting to AFO for secretarial works 5. Any other works assigned by AFO/JAO

Interested and eligible applicant may send their updated CV to apply through email accounts@iipsindia.ac.in on or before **26th July 2026**. Candidates are advised to bring their CV, and other documents in support of their qualifications and experience at the time of interview i.e., **28.07.2026**. Appointment Shall terminate any time during the period of appointment based on the decision of the Competent Authority. No TA/DA will be paid for attending the interview. Selected candidate recommended by selection committee, will be required to join the duty on immediate basis.

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CAO-cum-Registrar (Interim Charge)

IIPS, Mumbai

Date: 15.07.2026

- CC to: 1) System Manager for uploading in website.
2) Hindi Officer for hindi version.