

Indian Institute of Public Administration
New Delhi

Date: August 4, 2026

Vacancy Circular
(Walk-in Interview)

Indian Institute of Public Administration desires to engage suitable person for the position of Secretarial Assistant and Office Assistant on short term, temporary basis, as per details stated below:

Name of post	Method of recruitment
Secretarial Assistant 02 (Two Posts)	Qualifications: Graduate from a recognized university/institute preferably in English/Hindi having shorthand speed of 100 WPM and typing in 40 WPM in English or 30 WPM in Hindi. Desirable: Person with prior experience of Secretarial works in any Government/Private organization with 02 years experience of shorthand in English /Hindi. Essential Skills: General Awareness, Precis writing in English/Hindi including grammar 1. Shorthand skill with accuracy (including awareness of Typing, Well-versed with MS Excel, MS Word, PPT, MS Doc, PDF etc. 2. Minimum two years experience of Shorthand and Typing work English/Hindi. Job Profiles: The roles and responsibilities shall broadly cover the following: He/she shall be engaged in the Office to perform all secretarial work assigned to him/her by his/her controlling officer as: (a) Attend and transferring calls. (b) Communicating with various Ministries, Departments of Govt. of India, PSUs and Private organizations. (c) Noting/drafting/typing letters etc. (d) Monitoring of files/letters/e-mails. (e) Any other work assigned by Controlling Officer. Through written test & skill test followed by interview (of short listed candidates) (written test covering General Awareness, Precis writing in English/Hindi including grammar) Mode of Engagement: Short term, Contractual basis Consolidated remuneration: Rs. 40,000/- p.m. (all inclusive) Duration: 01 year. Extendable upto a maximum period of 02 years and 11 months on need basis and subject to review of satisfactory performance. Age Limit: Upto 30 years.
Office Assistant 02 (Two)	1. Qualification: Graduate with proficiency in computer applications with typing speed of 40 WPM in English/ 30 WPM in Hindi 2. Preferably 06 months to 01 year computer application course from any recognized Institute.

Posts)	Job Profiles: Noting/drafting/typing letters, DO letters etc. (a) Monitoring of files/letters/e-mails. (b) Any other work assigned by superior. Mode of Selection: Written test in General Awareness, (précis Writing (English/Hindi)) followed by Skill Test and Interview of Short-listed candidates who qualify in the written and skill test (Weightage in the ratio of 40:40:20 for written test, skill test and interview respectively) Mode of Engagement: Short term, Contractual basis Consolidated remuneration: Rs. 35,000/- p.m. (all inclusive) Duration: 01 year. Extendable upto a maximum period of 02 years and 11 months on need basis and subject to review of satisfactory performance. Age Limit: Upto 30 years.
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Interested candidates, who fulfill the above criteria, may **Walk - in - interview** at Indian Institute of Public Administration, I.P. Estate, Ring Road, New Delhi-110002 alongwith original educational certificates, experience documents and updated CVs by 11.00 AM on 17.08.2026. Candidates reaching the venue after the scheduled time shall not be entertained under any condition. No TA/DA will be paid for attending the interview.


