



**भारतीय भूचुम्बकत्व संस्थान**  
(विज्ञान और प्रौद्योगिकी विभाग, भारत सरकार के अंतर्गत  
एक स्वायत्त वैज्ञानिक अनुसंधान संगठन)  
www.iigm.res.in

विज्ञापन सं. : 05 /IIG/HRD/2023

भारतीय भूचुम्बकत्व संस्थान नियमित पदों के लिए भारतीय नागरिकों से ऑनलाइन आवेदन आमंत्रित करता है।

विज्ञापन संख्या 05/आईआईजी/एचआरडी/2023 के तहत पात्र उम्मीदवारों से सीधी भर्ती के माध्यम से शैक्षणिक, तकनीकी और प्रशासनिक पद भरे जाने हैं।

विवरण के लिए, कृपया संस्थान की वेबसाइट: <https://iigm.res.in/careers/positionvacancies> देखें या क्यूआर कोड स्कैन करें।

आवेदन पत्र ऑनलाइन जमा करने की अंतिम तिथि 04 फरवरी 2024 है। डाउनलोड किया गया एवं विधिवत भरा हुआ आवेदन पत्र सहायक दस्तावेजों के साथ 09 फरवरी 2024 को शाम 05:00 बजे तक या उससे पहले "रजिस्ट्रार कार्यालय", भारतीय भूचुम्बकत्व संस्थान, प्लॉट नंबर 5, सेक्टर 18, कलंबोली हाईवे, न्यू पनवेल, नवी मुंबई 410218, महाराष्ट्र के पास पहुंच जाना चाहिए।



रजिस्ट्रार



**INDIAN INSTITUTE OF GEOMAGNETISM**  
(An Autonomous Scientific Research Organization  
under the Department of Science and Technology, Govt. of India)  
Plot No. 5, Sector 18, Kalamboli Highway,  
New Panvel, Navi Mumbai 410 218, Tel. 022 27484000

**Advt. No. 05/IIG/HRD/2023**

Indian Institute of Geomagnetism is a premier research organization having strong research programmers in Geomagnetism and allied fields. The primary research activities of the Institute deal with geophysical processes occurring (1) inside the Earth, primarily in the areas of Electromagnetic Imaging of the Earth's Interior, crustal magnetic anomalies, Paleo and Environmental Magnetism, Petrology, GPS based crustal deformation studies and Groundwater studies, and (2) external to the Earth, particularly in understanding the behavior of particles, fields and currents in the near space environment, with emphasis on space weather. The Institute provides excellent infrastructural facilities and good career prospects.

Applications are invited for the following vacancies in the Institute:

**Post No.1                      PROFESSOR E: ONE POST**

<b>PROFESSOR E</b>	:	One Post (UR)
Pay matrix level	:	Level 13
Eligibility/Essential	:	(i) A First Class Master's degree in Geology / Applied Geology / Geophysics
		(ii) A Ph.D degree in above subject
		(iii) A minimum of 10 years of post-doctoral research experience in above subject
		(iv) Evidence of high-quality independent research work with an outstanding record of publications in reputed journals in Earth System Science
Desirable	:	(i) Candidates with high impact research in Earth Science with potential applications are encouraged and preferred.
		(ii) Evidence of leadership with about 5 years experience of guiding research at an advanced level in Earth Science
Maximum Age	:	45 Years

**Post No.2****FELLOW : ONE POST**

<b>FELLOW</b>	:	One Post (Unreserved)
Pay matrix level	:	Level 10
Qualification : Essential	:	(i) First class Master's degree in Computer Science (ii) Experience of 2-3 years working in the Computer and data handling / managing in a reputed Research Laboratory / Institute / University
Desirable	:	1. Have an experience working on Computer and Data management field. 2. Knowledge of Computer hardware and software. 3. Knowledge of Computer language and Computer networking & System administration. 4. Preference will be given to those who have Doctorate degree in Computer Science
Maximum Age	:	35 Years

**Post No.3****FELLOW : ONE POST**

<b>FELLOW</b>	:	One Post (Reserved for Economically Weaker Sections)
Pay matrix level	:	Level 10
Qualification : Essential	:	(i) First class Master's degree in Physics (ii) Experience of 2-3 years working in Space Physics in a reputed Research Laboratory / Institute / University
Desirable	:	Preference will be given to those who have Doctorate degree in Physics with specific reference to Space Physics
Maximum Age	:	35 Years

**Post No.4****TECHNICAL OFFICER- III : ONE POST**

<b>TECHNICAL OFFICER III</b>	:	One Post (Unreserved)
Pay matrix level	:	Level 11
Qualification : Essential	:	(i) Master's degree in Computer Science with 55% and above or equivalent CGPA (ii) 8 years experience of working in the Computer networking, data handling and System Administration in a reputed Research Laboratory / Institute / University
Desirable	:	Working knowledge and experience in network architecture and deployment. Programming knowledge in Python/MATLAB will be given preference.
Maximum Age	:	40 Years

**Post No.5 TECHNICAL OFFICER - I : ONE POST**

<b>TECHNICAL OFFICER I</b>	:	One Post (Reserved for Economically Weaker Sections)	
Pay matrix level	:	Level 7	
Qualification : Essential	:	(i)	Master's degree in Geophysics with 55% and above or equivalent CGPA
	:	(ii)	2 years' experience of working in Geophysics in a reputed Research Laboratory / Institute / University
Desirable	:	Knowledge and experience in modelling of Geophysical phenomena of Solid Earth / Ionosphere / Magnetosphere	
Maximum Age	:	30 Years	

**Post No.6 TECHNICAL OFFICER - I : ONE POST**

<b>TECHNICAL OFFICER I</b>	:	One Post (Reserved for Scheduled Tribe)	
Pay matrix level	:	Level 7	
Qualification : Essential	:	(i)	Bachelor's/BE/B.Tech degree in Electronics / Computer / Digital Communication with 55% and above or equivalent CGPA.
	:	(ii)	Master's/ ME/M.Tech degree in Electronics / Computer / Digital Communication with 55% and above or equivalent CGPA
	:	(ii)	2 years' experience of working in the above field in a reputed Research Laboratory / Institute / University
Desirable	:	Experience in design & development of analog & digital systems / FPGA/ ARM based processors	
Maximum Age	:	35 Years (Including Age relaxation, as per Government of India Norms)	

**Post No.7****TECHNICAL OFFICER - I : ONE POST**

<b>TECHNICAL OFFICER I</b>	:	One Post (Unreserved)
Pay matrix level	:	Level 7
Qualification : Essential	:	B.E/B.Tech In Civil Engineering with with 55% and above or equivalent CGPA with 2 years experience. Experience should be in design and drawings, complete supervision and maintenance of civil structures in a large and reputed organization <b>and have worked as site engineer for major RCC works.</b>
Experience	:	Experience in supervising building and civil / structural construction and maintenance works. Should be familiar with drawings, <b>BIS codes for Civil works</b> , estimating work quantities, rate analysis, tendering procedure, supervising works, recording joint measurements of work done, preparing running and final bills, cross checking the bills. Maintenance of the Residence / office buildings, roads, water supply / drainage lines. Knowledge of works procedure, specifications, norms (PWD/CPWD/MES), and also knowledge of current market rates for the material, labour & construction machinery will be an added advantage. Preparation of estimates, bills, tendering, site supervision and quality control.
Desirable	:	Knowledge in tendering, contract, CPWD, DSR, Schedule, Concept and workable design in CAD CAM, BOQs, various construction tests and quality parameters, Government norms and procedures for civil works, Bill processing / M Book, MEP etc.
Job Description	:	Maintenance of Office and residential buildings, concrete towers, routing preventive maintenance and rectifications of roads, buildings and plumbing problems with the help of civil team and purchasing necessary material for the maintenance. Supervising new construction works, recording measurements, billing etc. Preparing estimates, tender and coordination with Architect / consultant and executing the work or any work assigned by Authority from time to time
Maximum Age	:	30 Years

**Post No.8****SENIOR TECHNICAL ASSISTANT : ONE POST**

<b>SENIOR TECHNICAL ASSISTANT</b>	:	One Post (Reserved for Economically Weaker Sections)
Pay matrix level	:	Level 6
Qualification : Essential	:	Master's degree in Physics with 55% and above or equivalent CGPA
Desirable	:	2 years' experience of working in observation and analysis of Atmosphere-Ionosphere system in a reputed Research Laboratory / Institute / University
Maximum Age	:	30 Years

**Post No.9****SENIOR TECHNICAL ASSISTANT : ONE POST**

<b>SENIOR TECHNICAL ASSISTANT</b>	:	One Post (Reserved for OBC)
Pay matrix level	:	Level 6
Qualification : Essential	:	B.E. / M.E. in Computer Engineering
Desirable	:	2 years experience of working in a reputed Research Laboratory/Institute/University with:- (i) Good practical knowledge in Computer Programming (ii) Working knowledge of Web Technology/Web development tool, skill on ASP/VB Script (iii) Preference would be given to candidates having prior relevant experience in Linux System administration
Maximum Age	:	33 Years (Including Age relaxation, as per Government of India Norms)

**Post No.10****SENIOR TECHNICAL ASSISTANT : ONE POST**

<b>SENIOR TECHNICAL ASSISTANT</b>	:	One Post (Reserved for OBC)
Pay matrix level	:	Level 6
Qualification : Essential	:	(i) M.Sc. in Physics / Electronics / Computer Science with 55% and above or equivalent CGPA. (ii) 3 years experience of working in the above in a reputed Research Laboratory / Institute / University
Desirable	:	2 years' experience of working in observation and analysis data and network in a reputed Research Laboratory / Institute / University
Maximum Age	:	33 Years (Including Age relaxation, as per Government of India Norms)

**Post No.11****SENIOR TECHNICAL ASSISTANT : ONE POST**

<b>SENIOR TECHNICAL ASSISTANT</b>	:	One Post (Reserved for Schedule Caste)
Pay matrix level	:	Level 6
Qualification : Essential	:	M.Sc. in Geophysics with 55% and above or equivalent CGPA
Desirable	:	Ability to handle Geophysical instruments/ Data and Knowledge of Survey
Maximum Age	:	35 Years (Including Age relaxation, as per Government of India Norms)

**Post No.12****SENIOR TECHNICAL ASSISTANT : ONE POST**

<b>SENIOR TECHNICAL ASSISTANT</b>	:	One Post (Reserved for Schedule Caste)
Pay matrix level	:	Level 6
Qualification : Essential	:	M.Sc. in Geology with 55% and above or equivalent CGPA
Desirable	:	Knowledge of field surveys and basic understanding in the above relevant subject
Maximum Age	:	35 Years Including Age relaxation, as per Government of India Norms)

**Post No.13****SENIOR TECHNICAL ASSISTANT : ONE POST**

<b>SENIOR TECHNICAL ASSISTANT</b>	:	One Post (Unreserved )
Pay matrix level	:	Level 6
Qualification : Essential	:	M.Sc. in Electronics with 55% and above or equivalent CGPA
Desirable	:	Knowledge of design & development of analog & digital systems/ programming, Operating knowledge of Lab instruments such as oscilloscope, multimeters, function generators etc.
Maximum Age	:	30 Years

**Post No. 14****SENIOR TECHNICAL ASSISTANT : ONE POST**

<b>SENIOR TECHNICAL ASSISTANT</b>	:	One Post (Unreserved )
Pay matrix level	:	Level 6
Qualification : Essential	:	M.Sc. in Pure Maths / Applied Maths with 55% and above or equivalent CGPA
Desirable	:	Ability to estimate and handle data
Maximum Age	:	30 Years

**Post No.15****SENIOR TECHNICAL ASSISTANT : ONE POST**

<b>SENIOR TECHNICAL ASSISTANT</b>	:	One Post (Unreserved )
Pay matrix level	:	Level 6
Qualification : Essential	:	M.Sc. in Geophysics with 55% and above or equivalent CGPA
Desirable	:	With ability to handle geophysical tools and Knowledge of survey
Maximum Age	:	30 Years

**Post No. 16****TECHNICAL ASSISTANT : ONE POST**

<b>TECHNICAL ASSISTANT</b>		One Post (Reserved for Economically Weaker Sections)
Pay matrix level	:	Level 5
Qualification : Essential	:	B. Lib Science preferably with Physics or Mathematics in B.Sc with 55% and above or equivalent CGPA
Desirable	:	(i) Proficiency in Computer, Microsoft Office, Library software, KOHA, OSS, etc. (ii) Prior experience of up to six months of having worked in an academic library
Maximum Age	:	28 years

**Post No. 17****TECHNICAL ASSISTANT : ONE POST**

<b>TECHNICAL ASSISTANT</b>		One Post (Reserved for Economically Weaker Sections)
Pay matrix level	:	Level 5
Qualification : Essential	:	B.Sc in Physics, Electronics or Computer Science with 55% and above or equivalent CGPA
Desirable	:	Knowledge of analog & digital electronics/ programming
Maximum Age	:	28 years

**Post No. 18****TECHNICAL ASSISTANT : ONE POST**

<b>TECHNICAL ASSISTANT</b>		One Post (Unreserved)
Pay matrix level	:	Level 5
Qualification : Essential	:	Diploma in Civil Engineering
Desirable	:	(i) Experience in development or operation or maintenance of Govt. or similar Infrastructure (ii) Experience of handling central Government civil construction projects and knowledge of working with projects covered under CPWD procedure (iii) Computers & Working knowledge in CAD Software (iv) Knowledge of tendering, contract, CPWD, DSR Schedule, Government norms and procedures for civil works, Bill processing / M Book, MEP etc.
Job Description	:	(i) Maintenance of office and residential buildings, concrete towers, routine preventive maintenance and rectification of roads, building and plumbing problems (ii) Preparing of estimates, tender, billing etc. and supervising new construction works, recording measurements in coordination with Architech / consultant and executing the work or any other work assigned by the authority from time to time.
Maximum Age	:	28 years



**Post No. 19****TECHNICAL ASSISTANT : ONE POST**

<b>TECHNICAL ASSISTANT</b>		One Post (Unreserved)
Pay matrix level	:	Level 5
Qualification : Essential	:	B.Sc in Computer Science with 55% and above or equivalent CGPA
Desirable	:	Ability to handle data and manage auto network
Maximum Age	:	28 years

**Post No. 20****TECHNICAL ASSISTANT : ONE POST**

<b>TECHNICAL ASSISTANT</b>		One Post (Unreserved)
Pay matrix level	:	Level 5
Qualification : Essential	:	B.Sc in Electronics or Instrumentation with 55% and above or equivalent CGPA
Desirable	:	Knowledge of above relevant fields
Maximum Age	:	28 years

**Post No.21**

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**STENOGRAPHER GRADE -II : ONE POST**

<b>STENOGRAPHER (GRADE II)</b>	:	One Post (Unreserved)
Pay Matrix Level	:	Level 4
Qualification : Essential	:	i) 12 <sup>th</sup> class pass or equivalent from a recognized Board or University ii) Skill Test Norms : Dictation : 10 minutes@80 w.p.m. Transcription : 50 minutes (Eng.) on Computer
Desirable	:	Proficiency in computer application/flair for liaisoning work and good communication skills
Maximum Age	:	27 Years

**Post No. 22****DRIVER : ONE POST**

<b>DRIVER</b>	:	One Post (Reserved for OBC)
Pay matrix level	:	Level 2
Eligibility/Essential	:	Matric/SSC + 2 years driving experience. Candidate should have valid driving License to drive Light/Medium Vehicle (Transporting of Passengers)
Desirable	:	Knowledge of motor vehicle mechanism
Responsibility	:	In addition to the core duty the incumbent shall complete the other tasks assigned by the Reporting Officer from time to time
Maximum Age	:	33 Years

**Post No. 23****PEON / MULTI-TASKING STAFF : ONE POST**

<b>PEON</b>	:	One Post (Unreserved)
Pay matrix level	:	Level 1
Eligibility/Essential	:	Standard 8 <sup>th</sup> and above
Desirable	:	Knowledge of basic computer operation and typing and works related to office
Responsibility	:	In addition to the core duties the incumbent shall complete any other tasks assigned by the Reporting Officer from time to time
Maximum Age	:	Max : 25 Years

**Post No. 24****PEON / MULTI-TASKING STAFF : ONE POST**

<b>PEON</b>	:	One Post (Reserved for OBC)
Pay matrix level	:	Level 1
Eligibility/Essential	:	Standard 8 <sup>th</sup> and above
Desirable	:	Knowledge of basic computer operation and typing / Programming Assistant and works related to office  ITI in Computer Operator from a recognized Board / Institution.  Knowledge of computer operation and typing
Responsibility	:	In addition to the core duties the incumbent shall complete any other tasks assigned by the Reporting Officer from time to time
Maximum Age	:	Max : 28 Years (Including Age relaxation, as per Government of India Norms)

**Guidelines for online Application**

1. The candidate may visit the URL <https://iigm.res.in/careers/positionvacancies>. Click on Apply link, which will be redirected to Applicant Portal
2. The candidate may Register by clicking on Register User button for login credentials. For registration the candidate must have a valid email id, which will be used for generating /informing OTP.
3. After the above process, candidate can Login & apply for the suitable posts.

**Important Dates**

Commencement of Online Application	<b>Wednesday, 03 Jan 2024</b>
Last Date to Submit the Application	<b>Sunday, 04 Feb 2024</b>
Last Date for sending Hard Copy of the application	<b>Friday, 09 Feb 2024</b>

**Registrar**

**General Information (applicable to all candidates):**

1. Candidates are required to apply online through the online application portal as per the link given on IIG website. No other mode of application will be accepted. Hardcopy of the application must be sent to IIG.
2. Candidates applying for the post reserved for Economically Weaker Sections may please refer to the Office Memorandum No.F.No.36039/1/2019-Estt (Res.) dated 31<sup>st</sup> January, 2019 issued by Department of Personnel and Training. They should upload valid Income and Asset certificate in prescribed format issued by competent authority (Annexure-II) .
3. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience (if any) laid down in the advertisement. Qualification obtained has to be from recognized University / Institute. Please proceed to fill the online application only if you possess the minimum essential qualifications and other criteria stipulated for the post. Incomplete applications will not be entertained and are liable to be rejected.
4. If the candidate submits multiple online applications for the same post, then only the online application with higher "Application ID Number" i.e. latest one shall be considered by the Institute.
5. All details furnished in the application will be treated as final and no subsequent changes shall be entertained under any circumstances.
6. Appointments along with Allowances and leaves will be governed by the relevant service rules and regulations of the Institute as amended from time to time including Gratuity, NPS, LTC, etc.
7. Candidates desirous to apply for more than one post should apply for each post separately along with payment of application fee for each post.
8. The candidates shall upload all the relevant documents in the application portal (2MB & only PDFs are allowed to upload for documents) as detailed below. The proof of fee payment has to be uploaded separately.
  - a. Educational qualifications Certificates in chronological order i.e., SSC/10th, Intermediate /12th, Diploma, UG Degree, PG, Ph.D, All the years Marks lists of the minimum educational qualification prescribed for the post applied. Ph.D degree will be reckoned from the date of issue of provisional certificate/notification
  - b. Certificate of Date of Birth (Copies or certificates issued by Municipality etc. or Matriculation/High School/SSC Certificate where date of birth is mentioned).
  - c. Category certificate (SC/ST/OBC/PwBD/EWS).
  - d. Candidates applying for the post reserved for OBC category must upload the valid non-creamy layer certificate
  - e. Certificates of experiences in the relevant field, which makes the candidate eligible for applying for the said post if required (from the present employment to first employment)
  - f. NOC issued after the publication of this advertisement from current employer if applicable along with Vigilance certificate.

9. The hard copy of application along with self-attested copies of all relevant document be sent by speed Post so as to reach 'Registrar', IIG, Plot No. 5, Sector 18, Kalamboli Highway, New Panvel, Navi Mumbai 410 218 on or before **09 Feb 2024 by 17:00 hrs**, superscripted by " Application for the post of.....(Post no....)

10. The date for determining the eligibility of all the candidates in every respect shall be the prescribed closing date for submission of Online Applications unless otherwise specified.

11. Details of Application Fee is appended below :-

Category	Amount
General / Unreserved/ OBC/ EWS / others	Rs.800/-
Female /SC/ST/PwBD/Ex-servicemen	Rs.300/-

The mode of fee payment is available at application portal. Application fee (non-refundable) should be paid through online mode only. Payment of fees from any other mode shall not be entertained.

12. Candidates seeking relaxation in age under SC/ST/OBC/PwBD/Ex-servicemen category are required to submit certificate in prescribed format of Govt. of India, failing which they will be treated at par with "Unreserved (UR)" candidates.

13. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should process their application through proper channel and submit NOC. Those who are unable to process their application through proper channel are required to submit 'No Objection Certificate (NOC)' from their present employer at the time of screening test / interview. However, they should submit an undertaking with their application that the NOC would be submitted at the time of interview. Direct application from such candidates without undertaking will not be entertained.

14. The online applications received in response to this advertisement shall be scrutinized as per the eligibility criteria detailed in the advertisement. The Scrutiny/Short listed Committee may formulate additional criteria for short listing, based on academic performance and/or years of experience and/or through trade based test/examination of the applicants with the approval of the competent authority of the Institute. Only shortlisted candidates will be called for selection process.

15. The Institute reserves the right to fill the post initially on contract which may be considered for regularisation after review of the performance as per the Institute policy.

16. The institute reserves the right to evolve an appropriate selection process such as Screening test / Written test / Preliminary interview etc. at the sole discretion of Competent authority.

17. Merely fulfilling the eligibility criteria does not entitle a candidate to be called for written test/interview. In case the number of applications received is large, Institute reserves the right to raise the minimum eligibility level in order to restrict the number of candidates to be called for interview, commensurate with the number of vacancies. The decision of IIG, Navi Mumbai in this regard shall be final and binding.

18. The appointment of the selected candidates is subject to being found medically fit as per the requirement of the Institute.

19. The Institute shall verify the antecedents and documents submitted by a candidate during the tenure of his/her service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service shall be terminated and legal action maybe initiated against such candidates/employees.

20. The Institute reserves the right to: (a) not to fill any of the advertised positions (b) fill consequential vacancies arising at the time of selection from available candidates and/or empanel the candidates, of found suitable, as per Institute's policy (c) to fix criteria for screening the applications so as to reduce the number of candidates to be called for qualifying tests/ written tests/ interview. The number of positions is thus open to change. The Competent Authority has a right to amend, delete and add terms & conditions to this advertisement.

21. The experience certificates of work rendered by the candidate only with full time and holding the analogues post should be submitted in proper format i.e. it should be on the organization's letterhead, bear the date of issue, specific period of work, salary, name and designation of the issuing authority along with their signature and stamp. The period of experience rendered by the candidate on part time basis, daily wages, visiting/guest faculty will not be counted while calculating the valid experience for short listing the candidates for interview.

22. No correspondence/queries will be entertained from candidates regarding e-mail delays, conduct and result of interview/ written/ skills test and reasons for not being called for interview/ written/ skills test.

23. Only the candidates shortlisted for next stage of selection process will be informed by email regarding date, time and venue for selection process. The institute will not be responsible for any discrepancy in the contact details provided in the application form.

24. All information/corrigendum related to this advertisement or any subsequent amendments/modifications etc., on this matter will be notified in the Institute website (<https://iigm.res.in>) only which may be referred to by the interested candidates regularly. Issuance of amendments/modifications in the newspaper is not obligatory on the part to the institute.

25. Online application without colour photograph (not exceeding 200KB i.e. 720 x 960 pixels) and necessary certificates in support of age, educational qualifications and experience etc. shall not be entertained and be summarily rejected.

26. In case of any inadvertent mistake in the process of selection which is detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/cancel the appointment and withdraw any communication made to the candidates.

27. Decision of the Institute in all matters relating to the eligibility of the candidate, skill/written test and selection shall be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.

28. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

29. No travelling allowance (TA) shall be paid to the candidates for attending the trade test/written test/ proficiency/ interview.

30. All the correspondence (call letter for test, interview etc.) will be made through Email only. Therefore, all the candidates are advised to provide correct Email address and regularly check their Emails and institute website for any updates.
31. Canvassing in any form will be a disqualification.
32. Selected candidates can be posted at IIG observatories/ Regional centres / facilities anywhere in India .
33. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply. In addition to this, PwBD candidates are also encouraged to apply.
34. Records of the Non-Selected Candidates shall not be preserved beyond six (6) months from the date of formation of select list.
35. For any query related to submission of online application, you may send an email [iig.recruitment@iigm.res.in](mailto:iig.recruitment@iigm.res.in) or contact on 022-27484062 (on all working days between 10.30 to 13.00 hrs & 14.00 hrs to 17.30 hrs)
36. Candidates possessing the requisite qualification and experience may apply online <https://iigm.res.in/careers/positionvacancies>. **The online application portal will be opened on 03 Jan 2024 for filing online applications and the last date for closing the online application interface is 04 Feb 2024 . Last date to receive hardcopy by speed post is 09 Feb 2024. by 17.00 hrs.**

### **How to apply :-**

#### **Step 1 : Registration**

Click on the “Register” menu on the homepage of IIG Recruitment Portal <https://iigm.formsubmit.in> or scan the QR code.



#### **Step 2: Login**

Enter user id and password received over e-mail after successful registration.

#### **Step 3: Filling the application**

After successful Login, you will be able to see the dashboard. In the dashboard, you will be able to see the current openings, previous/ incomplete applications, admit card details etc. To apply for any post, click on the “Apply” button in the same row of the post and follow subsequent steps to submit the application.

