



भारतीय भूचुम्बकत्व संस्थान INDIAN INSTITUTE OF GEOMAGNETISM

(विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार के अंतर्गत एक स्वायत्त निकाय)
(AN AUTONOMOUS BODY UNDER THE DEPARTMENT OF SCIENCE AND TECHNOLOGY, GOVT. OF INDIA)
प्लॉट नं.5, सेक्टर-18, कलंबोली हाइवे/ PLOT NO.5, SECTOR-18, KALAMBOLI HIGHWAY,
न्यू पनवेल, नवी मुंबई / NEW PANVEL, NAVI MUMBAI – 410 218.

Advt.No: 04/IIG/HRD /2025

The Indian Institute of Geomagnetism (IIG) stands as a leading centre of excellence in the field of Geomagnetism and allied geophysical sciences, driving cutting-edge research that bridges the Earth's deep interior and the vastness of near-Earth space. At IIG, scientists delve into the dynamic processes shaping our planet, from electromagnetic imaging of the Earth's interior, crustal magnetic anomalies, and paleomagnetic and environmental studies, to petrological investigations, GPS-based crustal deformation, and groundwater research. Extending beyond the Earth's surface, IIG's research also probes the complex interactions of particles, fields, and currents in near-Earth space, with a special focus on space weather and its influence on our technological environment. With world-class infrastructure, a vibrant research ecosystem, and excellent career opportunities, the Indian Institute of Geomagnetism continues to inspire scientific discovery and innovation—unraveling the invisible forces that shape our planet and beyond.

Online applications are invited for the following positions at the Institute:-

S. No.	Name of the Post	Pay Level	Category & No. of Posts							
			SC	ST	OBC	EWS	UR	PwBD	ESM	Total
1	Professor-E	13	-	-	-	-	01	-	-	01
2	Reader	11	-	-	-	-	02	-	-	02
3	Fellow	10	-	-	01	-	01	-	-	02
4	Assistant Director (OL)*	10	-	-	-	-	01	-	-	01
5	Assistant	06	-	-	-	-	01	-	-	01
6	Stenographer Grade-I**	06	-	-	-	-	01	-	-	01
7	Technical Assistant (Civil)	05	-	-	-	-	01	-	-	01
8	Stenographer Grade-II ***	04	-	-	-	-	02	-	-	02
9	Upper Division Clerk	04	-	-	-	-	-	-	01	01
10	Lower Division Clerk	02	-	-	-	-	01	01	-	02

* This vacancy is on Deputation/Direct Recruitment

**This vacancy is on Deputation

* **One vacancy is on Lien

Details of posts, pay qualification, other requirement etc.**1- PROFESSOR-E**

1	Name of Post	PROFESSOR-E
2	Number of Post	1 (One)
3	Category	Un-Reserved (UR)
4	Upper age limit	45 years
5	Essential Qualification	i) A First Class Master's degree in Physics, Geophysics, Mathematics (Applied Mathematics), Geology, Electronics or Computer Science, Atmospheric Science, Statistics, Space Physics and related applied subjects. ii) A PhD. degree in an appropriate and relevant discipline as above. iii) A minimum of 10 years of research experience in relevant field, post completion of Master degree.
6	Desirable Qualification	(a) Evidence of independent research work with record of publications in reputed journals. (b) Candidate with high impact research in the area of Dynamical Modeling in geomagnetic and allied fields with potential applications are encouraged (c) Proven ability to carry out independent work in form of publications/patents, with a minimum of ten publications in the Science Citation Index (SCI) indexed journals, with at least four publication as a lead author.
7	Pay Level	13 (Pay Range Rs. 1,23,100 – 2,15,900 /-) as per 7 th CPC
8	Mode of recruitment	Direct Recruitment

2- READER :

1	Name of Post	READER :
2	Number of Post	2 (Two)
3	Category	Un-Reserved (UR)
4	Upper age limit	40 years

5	Essential Qualification	(i) A First Class Master's degree in Physics, Geophysics, Mathematics (Applied and Pure), Geology, Electronics or Computer Science (ii) with 6 years research experience OR Doctorate degree with 2 years experience of post-doctoral work time in Geomagnetism and allied fields.
6	Desirable Qualification	(a) Evidence of independent research work with record of publications in reputed journals. (b) Candidate with high impact research in the area of geomagnetic and allied fields are encouraged. (c) Proven ability to carry out independent work in form of publications/patents, with a minimum of two publications in the Science Citation Index (SCI) indexed journals, with at least one publication as first author.
7	Pay Level	11 (Pay Range Rs. 67,700 – 2,08,700 /-) as per 7 th CPC
8	Mode of recruitment	Direct Recruitment

3- FELLOW :

1	Name of Post	FELLOW :
2	Number of Post	1 (One)
3	Category	Un-Reserved (UR)
4	Upper age limit	35 years
5	Essential Qualification	(i) A First Class Master's degree in Computer Science. (ii) Preference will be given to those who have Doctorate degree. OR having 2-3 years' research experience in the fields in a reputed laboratory/research institution/University.
6	Desirable Qualification	(a) 2–5 years of demonstrated experience in cybersecurity roles, with a strong focus on penetration testing and vulnerability assessment. (b) Deep understanding of cyber threats, attack vectors, and security solutions across networks, systems, applications, cloud, and endpoints. (c) Hands-on experience with common penetration testing tools (e.g., Metasploit, Burp Suite, Nmap, Wireshark, Nessus, etc.).

		(d) Knowledge of malware analysis, digital forensics, and incident response procedures. (e) Familiarity with relevant cybersecurity frameworks and standards (e.g., ISO 27001, NIST). (f) Proficiency in Windows, Linux, and cloud security environments. (g) Certifications such as CEH, OSCP, CompTIA Security+, or similar will be advantageous. (h) Strong communication, troubleshooting, and analytical skills. (i) Having experience in running a HPC in scientific research institution & compliance with scientific & regulatory standard will be added advantage.
7	Pay Level	10 (Pay Range Rs. 56,100 – 1,77,500 /-) as per 7 th CPC
8	Mode of recruitment	Direct Recruitment

4- FELLOW :

1	Name of Post	FELLOW :
2	Number of Post	1 (One)
3	Category	Other Backward Classes (OBC)
4	Upper age limit	38 years (including relaxation for OBC)
5	Essential Qualification	(i) A First Class Master's degree in Physics, Geophysics, Mathematics (Applied and Pure), Geology, Electronics or Computer Science. (ii) Preference will be given to those who have Doctorate degree in Geomagnetism or allied field OR having 2-3 years' research experience in these fields in a reputed laboratory/research institution/University.
6	Desirable Qualification	Doctorate degree in Physics/Geophysics/Geology/Atmospheric Science/Physical Science from a recognized University/Institute.
7	Pay Level	10 (Pay Range Rs. 56,100 – 1,77,500 /-) as per 7 th CPC
8	Mode of recruitment	Direct Recruitment

5- ASSISTANT DIRECTOR (OFFICIAL LANGUAGE)

1	Name of Post	ASSISTANT DIRECTOR (OFFICIAL LANGUAGE)
2	Number of Post	1 (One)
3	Category	Un-Reserved (UR)
4	(a) Period of Deputation & Upper age limit (b) Upper age limit for Direct Recruitment	The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of application AND 35 years as on the closing date of receipt of application for Direct Recruitment
5	Eligibility for Deputation	Officers from the Central/State Governments/ UTs:- (a) (i). Holding analogous post on regular basis in the parent cadre/department; OR (ii). With 3 years' service in the grade rendered after appointment thereto on a regular basis in posts in PB-2, Rs. 9300-34800/- with Grade Pay Rs.4600/- (Pay Level 07 as per 7th CPC) ; and (b) Possessing the following educational qualifications and experience Essential:- (i) Master's degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree Level; OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree Level; OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of an examination at the degree Level; OR Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of an examination at the degree Level; OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree Level; (ii) Three years' experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice versa, preferably of technical or Scientific Literature under Central/State Governments/

		Autonomous body/ Statutory Organizations/PSUs/Universities or recognized research or educational institutions. OR Three years experience of teaching in Hindi & English or research in Hindi or English Central/State Governments/ Autonomous body/ Statutory Organizations/PSUs/Universities or recognized research or educational institutions. Note 1: The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly the deputationist shall not be eligible for consideration for appointment by promotion. Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the central Government shall ordinarily not exceed three years.
6	Eligibility for Direct Recruitment	Essential Educational Qualification:- (i) Master's degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree Level; OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree Level; OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of an examination at the degree Level; OR Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of an examination at the degree Level; OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree Level; Experience:- (ii) Three years' experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice versa, preferably of technical or

		Scientific Literature under Central/State Governments/ Autonomous body/ Statutory Organizations/PSUs/Universities or recognized research or educational institutions. OR Three years experience of teaching in Hindi & English or research in Hindi or English Central/State Governments/ Autonomous body/ Statutory Organizations/PSUs/Universities or recognized research or educational institutions.
7	Desirable Qualification for Deputation & Direct Recruitment	Studied one of the languages other than Hindi included in the 8 th schedule of the Constitution at 10th Level from a recognised Board.
8	Pay Level	10 (Pay Range Rs. 56,100 – 1,77,500/-) as per 7 th CPC
9	Mode of recruitment	Deputation / Direct Recruitment
10	Duration of Deputation	Three years

6- ASSISTANT

1	Name of Post	ASSISTANT
2	Number of Post	1 (One)
3	Category	Un-Reserved (UR)
4	Upper age limit	30 years
5	Essential Qualification	Graduate in Arts, Science or Commerce with 3 years' experience as UDC or equivalent post in a Govt. / Semi Govt. / Public Sector undertaking/ Private Sector of repute.
6	Desirable Qualification	(i) Preference will be given to graduates in Law (ii) Knowledge of GOI Procedures and Rules (iii) Proficiency in Computer Application
7	Pay Level	06 (Pay Range Rs. 35,400 – 1,12,400/-) as per 7th CPC
8	Mode of recruitment	Direct Recruitment

7- STENOGRAPHER GRADE-I

1	Name of Post	STENOGRAPHER GRADE-I
2	Number of Post	1 (One)
3	Category	Un-Reserved (UR)
4	Upper age limit	56 years
5	Essential Qualification	i) Holding analogous post on regular basis in the parent cadre or department: OR ii) With ten years regular service in the Pay Band 1, Rs. 5200-20200 with Grade Pay of Rs. 2400 (Pay Level 04 as per 7 th CPC) or equivalent.
6	Desirable Qualification	(i) Working knowledge in Hindi and English (ii) Proficiency in Computer in MS Office (iii) Knowledge of Govt. of India Rules and regulations
7	Pay Level	06 (Pay Range Rs. 35,400 – 1,12,400/-) as per 7th CPC
8	Mode of recruitment	Deputation
9	Duration of Deputation	The period of deputation shall be 03 years

8- TECHNICAL ASSISTANT

1	Name of Post	Technical Assistant (Civil)
2	Number of Post	1 (One)
3	Category	Un-Reserved (UR)
4	Upper age limit	28 years
5	Essential Qualification	Diploma in Civil Engineering
6	Desirable Qualification	(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) Computes & Working knowledge in CAD Software (iv) Knowledge of tendering, contract, CPWD, DSR Schedule Government norms and procedures for civil works, Bills processing / M Book, MEP etc.

7	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 Architect / consultant and executing the work or any other work assigned by the authority from time to time
8	Pay Level	05 (Pay Range Rs. 29,200- 92,300/-) as per 7th CPC
9	Mode of Recruitment	Direct Recruitment

9- STENOGRAPHER GRADE-II

1	Name of Post	STENOGRAPHER GRADE-II
2	Number of Post	2 (Two) [01 post on lien]
3	Category	Un-Reserved (UR)
4	Upper age limit	27 years
5	Essential Qualification	i) 12th 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
6	Desirable Qualification	Proficiency in computer application/flair for liaisoning work and good communication skills.
7	Pay Level	04 (Pay Range Rs. 25,500 – 81,100/-) as per 7th CPC
8	Mode of recruitment	Direct Recruitment
9	Duration of Lien Vacancy	Lien period or till the regular incumbent of the post returns from deputation or till further orders, whichever is earlier.

10- UPPER DIVISION CLERK

1	Name of Post	UPPER DIVISION CLERK
2	Number of Post	1 (One)
3	Category	Ex-Servicemen
4	Upper age limit	27 years (Age relaxations as per Govt. of India rules)
5	Essential Qualification	Bachelors Degree in Arts, Science or Commerce

6	Desirable Qualification	(i) Two years experience in administration and related work in Govt/Semi Govt./Public Sector undertaking/Private Sector of repute. (ii) Proficiency in computer application
7	Pay Level	04 (Pay Range Rs. 25,500 – 81,100/-) as per 7th CPC
8	Mode of recruitment	Direct Recruitment

11- LOWER DIVISION CLERK

1	Name of Post	LOWER DIVISION CLERK
2	Number of Post	2 (Two)
3	Category	1-PwBD (Orthopedically Challenged) and 1- Un-Reserved (UR)
4	Upper age limit	27 years (Age relaxations as per Govt. of India rules)
5	Essential Qualification	Matriculation or equivalent qualification. Knowledge of computer operation and a minimum typing speed of 30 w.p.m. in English/Hindi. Typing test will be conducted on computer
6	Desirable Qualification	Preference will be given to those who have 2 years' experience in routine office and establishment matters
7	Pay Level	02 (Pay Range Rs. 19,900 – 63,200/-) as per 7th CPC
8	Mode of recruitment	Direct Recruitment (1 post)

The Applicants must apply ONLINE through the link provided at institute's website <https://iigm.res.in/careers/positionvacancies> till **10 December, 2025 (5.00 pm-IST)**. Last date of receiving hard copy of application form is **15 December, 2025**. For further details visit Institute website <https://iigm.res.in/careers/positionvacancies>

Important :- The **hardcopy** of application along with self-attested copies of all relevant documents must be sent by Speed Post so as to reach 'Registrar', Indian Institute Geomagnetism, Plot No. 5, Sector 18, Kalamboli Highway, New Panvel, Navi Mumbai 410 218 **on or before 15 December 2025 by 17:00 hrs**, superscripted by "Application for the post of.....". No applications under any circumstance shall be entertained after the last date of receipt of application. The delay in receiving the hard copy by post, after the last date for submission, shall not be acceptable.

General Terms & Conditions:

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 by or before the last date of receipt of the application.

After successful submission of application, hardcopy of application along with self-attested copies of all relevant documents must 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 **15 December 2025 by 17:00 hrs**, superscripted by "Application for the post of.....). No applications under any circumstance shall be entertained after the last date of receipt of application.

The delay in receiving the hard copy by post, after the last date for submission, shall not be acceptable.

2. 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 the candidate possess the minimum essential qualifications and other criteria stipulated for the post. Incomplete applications will not be entertained and are liable to be rejected.

3. All details furnished in the application will be treated as final and no subsequent changes shall be entertained under any circumstances.

4. Appointments along with Pay, Allowances, Leaves, Gratuity, NPS, LTC, etc will be governed by the relevant service rules and regulations of the Institute as amended from time to time.

5. The candidates shall upload all the relevant documents in the application portal (2MB & only PDFs are allowed to upload for documents) as detailed below:-

- a. Educational qualifications Certificates in chronological order i.e., SSC/10th, Intermediate /12th, Diploma, PG Diploma, UG Degree, PG Degree, Ph.D etc. including all the years Marks lists of those certificates as per the minimum educational qualifications prescribed for the post applied for. 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). The Ex-Servicemen are to submit necessary proof.

- d. Certificates of experiences in the relevant field, which makes the candidate eligible for applying for the said post (from the present employment to first employment)

- e. All the applicants are required to forward their applications complete in all respect including the education qualifications, experience, proof of payment of fee, photo etc through proper channel. Applicants who have not forwarded their application through proper channel are required to produce the NOC from their current employer at the time of written test/skill test/interview. All such applicants are also required to submit Vigilance clearance certificate from their current employer.

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

7. Details of Application Fee is appended below:-

For Post – Professor E, Reader, Fellow, Assistant Director (OL)

Category	Amount (in Rs.)
Unreserved/ OBC/ EWS / others	1000
Female /SC/ST/PwBD/Ex-servicemen	800

For Post – Assistant, Stenographer Grade –I, Technical Assistant (Civil), Stenographer Grade II, Upper Division Clerk, Lower Division Clerk

Category	Amount (in Rs.)
Unreserved/ OBC/ EWS / others	Rs.700/-
Female /SC/ST/PwBD/Ex-servicemen	Rs.500/-

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.

8. Age relaxation to SC/ST/OBC/PwBD/Ex-Servicemen is as per Govt. of India norms. Candidates claiming for obtaining reservation of OBC (NCL) are required to produce the proof of caste certificate issued by the appropriate authority valid for the year 2025-26.

9. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should process and forward their application through proper channel. 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/written test / interview. However, they should submit an undertaking with their application that the NOC would be submitted at the time of written test/interview. Direct application from such candidates without undertaking will not be entertained.

10. While forwarding application for the post of Assistant Director (Official Language) and Stenographer Grade-I (on deputation), it may be ensured that the particular of the candidates are verified and they fulfil the eligibility conditions. Duly attested photocopies of their up-to-date Confidential Reports/APAR (at least for the latest 05 years) may also be enclosed with the applications. It may also be clearly stated that there is no vigilance / disciplinary proceedings are either pending or contemplated against the candidates concerned no minor / major penalty has been imposed on him/ her during the last ten years.

11. 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. The Competent Authority has a right to amend, delete and add terms & conditions to this advertisement and also may increase/decrease the number of posts or not to fill up any posts.

12. The institute reserves the right to evolve an appropriate selection process such as screening test / written test / Skill test etc. at the sole discretion of the competent authority.

13. Merely fulfilling the eligibility criteria does not entitle a candidate to be called for written test/interview.

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

15. The Institute shall verify the antecedents and documents submitted by a candidate during the tenure of his/her service. In case, it is detected at any point of time that any false, fake or manipulated documents are submitted or any fact is hidden by the candidates or has a clandestine antecedents/background and has suppressed the required information, then his/her candidature shall be rejected and if required legal action may be initiated against such candidates/employees.
16. 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 test/interview.
17. 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 etc.
18. 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. Candidates are therefore required to be careful and cautious while filling up the application form.
19. 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.
20. 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.
21. 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 and or to the extent remove the candidate from the service of IIG.
22. Decision of the Institute in all matters relating to the eligibility of the candidate, skill/written test and/or in the entire process of selection shall be final and binding on all the candidates. No correspondence or personal inquiries in this regard shall be entertained.
23. The documents provided by the candidates in support of his/her educational qualification, experience, personal information etc. are to be verified by IIG at any point of time during the entire period of recruitment or after joining service. If it is found that the candidate has not provided or will not provide on demand the required documents as per the requirement then his application shall not be processed further and his candidature shall be cancelled.
24. On completion of the written test/skill test/Interview the provisional results of the shortlisted candidates will be published. Thereafter all required documents/certificates with regard to educational qualifications, experience, age, caste/category certificates etc. of the shortlisted candidates shall be verified. Non production of the proof of the above said documents/certificates shall be a disqualification and shall not be considered for applied for selection to the post.

25. In case of any dispute/ambiguity that may occur in the process of selection/appointment, the decision of the Institute shall be final.
26. No travelling allowance (TA) shall be paid to the candidates for attending the trade test/written test/ proficiency/ interview.
27. 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.
28. Canvassing in any form will be a disqualification.
29. Selected candidates can be posted at IIG observatories/ Headquarters/Regional centers / facilities anywhere in India.
30. 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.
31. Records of the Non-Selected Candidates shall not be preserved beyond six (6) months from the date of formation of select list.
32. For any query related to submission of online application, the candidates may send an email iig.recruitment@iigm.res.in or contact on 022-27484062 (on all working days between 10.30 to 13.30 hrs & 14.00 hrs to 17.30 hrs)
33. Candidates possessing the requisite qualification and experience may apply online <https://iigm.res.in/careers/positionvacancies>. **The online application portal will be opened on 10 November 2025 for filing online applications and the last date for closing the online application interface is 10 December 2025. Last date to receive hardcopy by speed post is 15 December 2025, by 17.00 hrs. No applications after the last date of receipt shall be entertained. The delay in receiving the hard copy of application by post, after the last date of submission, is not acceptable.**
34. Any dispute arising out of this Recruitment Process shall be subject to the sole jurisdiction of the Courts situated in Mumbai, Maharashtra only.

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.

Sr.No.	Details	Procedure
1.	Registration	Click on the “Register” menu on the homepage of IIG Recruitment Portal https://formssubmit.iigm.in
2.	Login	Enter user id and password received over e-mail after successful registration
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.
4..	Submission of Hard Copy	Last date to receive hardcopy by speed post is <u>15 December 2025. by 17.00 hrs</u> The hardcopy of application along with self-attested copies of all relevant documents must be sent by Speed Post so as to reach ‘Registrar’, IIG, Plot No. 5, Sector 18, Kalamboli Highway, New Panvel, Navi Mumbai 410 218 <u>on or before 15 December 2025 by 17:00 hrs</u> , superscripted by “Application for the post of.....). The delay in receiving the hard copy of application by post, after the last date of submission, is not acceptable

Sd/-
Registrar