

We're Hiring: Young Professionals (Public Relations (Outreach/Media), Legal, Scientific Research, Technical & Administration)

 Location: Panvel Campus, Navi Mumbai

Join our dynamic research institute and contribute to efficient operations, impactful science communication, and strong legal support!

◆ Open Positions:

### 1. Public Relations (Outreach & Media)

Qualification: (1) PG Degree/PG Diploma in Journalism and Mass communication/Public Relations/Media Science etc.

(2) Minimum 2 years experience

Create engaging videos, reels, and science content

Write blogs/articles and manage social media

Promote science through creative storytelling

### 2. Legal

Qualification: (1) Degree in Law from recognized university

(2) Minimum 2 years experience

Handle legal documentation, filing, and case records

Prepare institute replies and coordinate with government counsel

Follow up on eCourt matters and legal proceedings

Evaluate contract terms and ensure compliance

Work on labour laws and Charity Commissioner-related matters

### 3. Scientific Research

Qualification: (1) Master's Degree in Physics/Geophysics/Geology/Atmospheric Sciences/Physical Sciences with at least 60% marks

(2) Two years research experience in relevant subject after completion of Master's degree

Assist in scientific data handling and record maintenance.

Support preparation of reports and documentation.

Coordinate with laboratories for project-related activities.

Assist in project monitoring and progress reporting.

#### 4. Technical

Qualification: (1) Master's Degree in Instrumentation/Physics/Applied Physics/Geophysics with at least 55% marks  
(2) Minimum Two years experience in research organization in relevant field

Assist in operation and maintenance of scientific instruments and technical systems.

Support troubleshooting and technical coordination at observatories.

Assist in field activities and monitoring of instruments in remote locations.

Ensure uninterrupted and reliable scientific data generation.

#### 5. Administration

Qualification:(1) Masters in Business Administration (HR, Finance)/Public Administration  
(2) Minimum two years experience in Govt. Organization in relevant field

Manage documentation, filing, and records

Handle government procedures and HR processes

Ensure smooth day-to-day administrative operations

##### ◆ Required Skills:

Good communication, organization, and MS Office skills

Relevant experience in respective domains (Admin / Media / Legal)

Knowledge of government procedures / HR (Admin)

Creative content & social media skills (Media)

Legal knowledge including contracts, labour law & court procedures (Legal)

Knowledge of operation and maintenance of scientific instruments, troubleshooting, technical coordination, field activities, and documentation/reporting skills (Technical)

Assist in scientific data handling, record maintenance, report preparation, project coordination with laboratories, and progress monitoring/reporting (Scientific Research)

##### ◆ Position Details:

Contract-based roles

Salary: Based on role & performance




### Who Should Apply?

Proactive, skilled individuals eager to support administration, enhance science outreach, manage legal operations, scientific or Technical in a research environment.



Apply Now: Send your resume to [iig.recruitment@iigm.res.in](mailto:iig.recruitment@iigm.res.in) on or before 07.06.2026

Be part of a team supporting research excellence and innovation! 



Location: Panvel Campus, Navi Mumbai (Navi Mumbai)

We are seeking a responsible and detail-oriented Young Professional (Administration) to support day-to-day administrative operations at our research institute.

#### ◆ Key Responsibilities:

Handle official documentation, filing, and record management

Coordinate and manage tasks related to government office working and procedures

Assist in HR-related processes, including onboarding, documentation, and settlements

Maintain administrative records and ensure compliance with institutional procedures

Provide general administrative support to ensure smooth office functioning

Responsibilities include scientific data handling, record maintenance, report preparation, laboratory coordination, and project monitoring/reporting

#### ◆ Other Required Skills for the above positions:

Working knowledge of government office working and processes

Experience in file management and administrative coordination

Familiarity with HR processes and employee records handling

Good communication and organizational skills

Proficiency in MS Office (Word, Excel, etc.)



#### Position Details:

Contract-based position


Location: Panvel Campus, Navi Mumbai

Consolidated Salary: Based on performance



#### Ideal Candidate:

A proactive individual with strong organizational skills who can efficiently manage administrative tasks and coordinate with multiple stakeholders.

 How to Apply:

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Join us and contribute to the efficient functioning of a dynamic research environment