



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: 03/IIG/HRD /2026

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.

Indian Institute of Geomagnetism is to engage Young Professionals for attending specific and time bound tasks of the Institute. Only person with requisite qualification and experience as prescribed would be hired as Young Professional. Suitable remuneration will be given to the Young Professionals based on role & performance. Details of the post and terms and conditions as well as period of engagement, eligibility, experience etc. are and under:-

Details of posts, qualification and other requirement etc.

1- Young Professional-Public Relations (Outreach & Media)

Sr. No.	Job title	Public Relations (Outreach & Media)
1	Number of vacancies	1 (One)
2	Qualifications	<p>Essential Qualification:-</p> <p>(1) Graduate in Science.</p> <p>(2) PG Degree/PG Diploma in Journalism and Mass communication/Public Relations/Media Science etc.</p> <p>Desirable Qualification:-</p> <p>(1) Certificate course in Digital Marketing/Social Media Marketing etc.</p> <p>(2) Having aptitude for creative science content development</p> <p>(3) Should have good communication skill and command over English & Hindi. Having knowledge of respective regional languages will be an advantage. Candidate having knowledge of graphic designing and/or video editing shall be preferred.</p> <p>(4) Minimum 2 years' experience in content development</p>
3	Mode of Recruitment	Contract basis

4	Remuneration	Based on role & performance
5	Age limit	Candidate should be below 40 years of age as on 07.06.2026.
6	Period of engagement	01 year
7	Job Description	Create engaging videos, reels, and science content Write blogs/articles and manage social media Promote science through creative storytelling

2- Young Professional-Legal

Sr. No.	Job title	Legal
1	Number of vacancies	1 (One)
2	Qualifications	Essential Qualification:- (1) Degree in Law from recognized university (2) Minimum 01 years' experience in handling service related litigation matters in any of courts/tribunals. Desirable Qualification:- (1) Master in Law from recognized university (2) Experience in litigation matters in High Courts, tribunals, Charity Commissioner Office
3	Mode of Recruitment	Contract basis
4	Remuneration	Based on role & performance
5	Age limit	Candidate should be below 40 years of age as on 07.06.2026.
6	Period of engagement	01 year
7	Job Description	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- Young Professional-Administration

Sr. No.	Job title	Administration
1	Number of vacancies	1 (One)
2	Qualifications	Essential Qualification:- (1) Graduate in Commerce, Business Administration (HR, Finance)/Public Administration, Computer application. (2) Minimum two years' experience in Govt. Organization in relevant field. Desirable Qualification:- (1) Knowledge of Government Rules, Regulations, Accounting Principles, GFR, Tally, ERP management, e-office, e-governance, email handling, HRMS.
3	Mode of Recruitment	Contract basis
4	Remuneration	Based on role & performance
5	Age limit	Candidate should be below 40 years of age as on 07.06.2026.
6	Period of engagement	01 year
7	Job Description	Manage documentation, filing, and records, Tally, HRMS, ERP management Handle government procedures and HR processes Ensure smooth day-to-day administrative operations

Submission of applications-Eligible candidates may resume to iig.recruitment@iigm.res.in on or before 07.06.2026.

Sub: Guidelines/Instructions for engagement of Young Professionals in IIG Mumbai:

1. General:

- (a) The number of Young Professionals to be engaged by IIG Mumbai shall depend on the actual requirement from time to time.
- (b) The duration of engagement of Young Professionals will be for a period of one year.
- (c) Graduates/ Post Graduates, with exceptional analytical and leadership abilities and stellar academic record from recognised and reputed institutions are eligible to apply.
- (d) Preferred additional attributes include skills in Information Technology (IT) & Information and Communication Technology (ICT) with good communication and interpersonal skills. Not more than 40 years of age preferably with professional experience.
- (e) Since YPs will be driving high-priority initiatives in a challenging environment, they should show high-level leadership potential through engagement with assigned task.

2. Selection Process:

The selection procedure shall be two-stage: Application Screening and Selection Interview.

3. Terms of reference:

- (a) Registrar, IIG will provide the Terms of Reference, describing the work to be performed by the YPs.
- (b) The terms of reference shall include the functions to be performed and outputs to be delivered. The functions and outputs shall be specific, measurable, attainable, results based and time-bound.

4. Other Terms and Conditions:

- (a) The Young Professional (YP) shall be subject to the laws of secrecy of the country and will sign a Secrecy and Non-Disclosure Agreement before reporting.
- (b) The engagement will not constitute a regular job or appointment of any nature in the office of IIG Mumbai.
- (c) The YP shall neither seek nor accept instructions from any authority outside Office of **IIG Mumbai** in connection with the performance of his/her obligations under the engagement. The YP shall comply with all laws, ordinances, rules and regulations bearing upon the performance of his/her obligations under the engagement. During the term of engagement, the YP shall comply with the Standards of Conduct. Failure to comply with the same will become a ground for termination of the YP without notice.

5. Attendance & Working days:

The working hours of the professionals shall be same as regular timing of this office. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted Holidays.

6. Remuneration:

A monthly Remuneration based on role and performance shall be payable to an YP.

7. Payment:

The payment will be released by the IIG Mumbai within one week after completion of the month based on the attendance.

8. Tax Deduction at Source:

Income Tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment, for which the IIG Mumbai will issue TDS certificate/s. The IIG Mumbai shall not undertake any liability for taxes or other contribution payable by the YP on payments made under this contract.

9. Termination:

- (a) Unauthorized absence from the project/work for a continuous period of 8 days or without any information or valid reason shall lead to automatic termination of the engagement.
- (b) The IIG Mumbai can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course, the YP will be given one month's notice. The YP can also seek for termination of the contract by giving one month's notice.

10. Place of Posting:

The initial place of posting will be at IIG HQs, New Panvel, Navi Mumbai.

Sd/-
Registrar