

CENTRE FOR SOCIAL STUDIES, SURAT

Centre for Social Studies, Surat, a social science research institute funded by Indian Council of Social Science Research (ICSSR), New Delhi, Government of India and Government of Gujarat is looking for the following administrative positions:

Last Date for submission of application form: 20 October, 2026.

1. Office Superintendent

Necessary educational qualifications, experience and other requirements

Graduate with 10 years of total experience out of which minimum 5 years experience in University/ research institute, good knowledge of English & Gujarat language.

Desirable qualifications

MBA in HR with Experience in Administration/ Office Management at the Senior/ Middle level in a Government/ Semi-Government/ Reputed Research or Educational Institute/ University.

Job Profile

General Administration; over-seeing of Accounts; Supervision of works; Preparation of budget, minutes of committee meetings, annual report etc.; official correspondences; liaisoning with ICSSR, Govt. of Gujarat and other funding agencies as per requirements.

Consolidated Salary:

Rs.40,000/- (per month or above based on experience and qualifications)

2. PA to Director

Necessary educational qualifications, experience and other requirements

Graduate with 5 years' experience as a stenographer and English typing skill.

Desirable qualifications

Fluency in English (spoken and written), data feeding, basic computer knowledge and skills.

Job Profile

Assisting Director for administrative and academic matters; preparation of letters and documents; file management etc.

Consolidated Salary:

Rs.30,000/- (per month or above based on experience and qualifications)

3. Junior Accounts Clerk

Necessary educational qualifications, experience and other requirements

Graduate with 5 years' experience or SSC with 10 years' experience in Accounting and office work. Knowledge of Gujarati and English essential.

Desirable qualifications

Proficiency in Tally; Candidate having Graduate/ Post Graduate in Finance, Accountancy or similar degree etc.

Job Profile

General accountancy, auditing of accounts, coordination with auditors, banks, ICSSR and Govt. of Gujarat and other funding agencies, preparation financial documents (i.e. Salary, PF, DA, Income Tax, maintaining project related expenditure etc.)

Consolidated Salary:

Rs.30,000/- (per month or above based on experience and qualifications)

4. Jr. Word Processor (Junior Typist-Clerk)

Necessary educational qualifications, experience and other requirements

Graduate with one year experience or SSC with three year experience of typing and office work should have passed government recognized course in typing (40 words per minute).

Desirable qualifications

Post-Graduation (M.A./M.Com/M.Sc.), proficiency in computer skills (software & hardware). Good typing skills and computer knowledge in Word processing, Excel, and PowerPoint with 1 year work experience. Proficiency in Gujarati typing.

Job Profile

Typing work (English & Gujarati); preparation of reports and other documents.

Consolidated Salary:

Rs.30,000/- (per month or above based on experience and qualifications)

5. Driver – cum – Peon

Necessary educational qualifications, experience and other requirements

12th Pass with valid Driving License (LMV) with a minimum of three years of experience.

Consolidated Salary:

Rs.20,000/- (per month)

GENERAL GUIDELINES FOR APPLICANTS

1. Higher or lower positions and remuneration (compared to advertised) may be offered depending on the qualification and work experience as determined by the competent authority.
2. Use the application form attached alongwith this document.
3. No need to enclose testimonials, such as mark-sheet, experience certificates, etc. It will have to be presented at the time of interview only.

Application in hard copy may be sent to below address:

Director, Centre for Social Studies,
Near Veer Narmad South Gujarat University,
Udhna-Magdalla Road, Surat – 395 007.

Mobile : +91 - 9904478263

Application may also be sent by E-mail: info@css.ac.in (clearly mention Application for post applied for in subject line of email)

CENTRE FOR SOCIAL STUDIES (CSS)

Near Veer Narmad South Gujarat University,
Udhana-Magdalla Road, Surat – 395 007, Gujarat, INDIA.

FORMAT OF APPLICATION

Affix passport
size color
photograph

1. Post for which applied : _____
2. Name in full : _____
(in BLOCK LETTERS)
3. Father's /Guardian's / Husband's : _____
Name
4. Date of Birth : _____
DATE MONTH YEAR
5. Religion : _____
6. Whether you belong to (please : General SC ST OBC Handicapped
tick and if yes) () () () () ()

7. Educational Qualifications : (In chronological order from latest. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Sl. No.	Exams Passed	University/ Institution/ Board	Year of passing	Subject(s) of specialisation	Div./ class & % of marks

8. Employment Record: (Details in chronological order, starting with the latest) (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Sl. No.	Name & Address of Employer	Designation	Period		Total period in years & months	Scale of pay	Nature of duties	Reason for leaving
			From	To				

9. Total experience in years after :
Essential Qualification

10. (i) Address for Correspondence :
(In BLOCK LETTERS)

Pin Code :

(ii) Contact Numbers :

(iii) E-mail ID :

11. (i) Permanent Address :
(In BLOCK LETTERS)

Pin Code :

(ii) Contact Numbers :

(iii) E-mail ID :

12. Write a separate note explaining suitability for the post applied :

13. DECLARATION:

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. If at any time I am found to have concealed/ distorted any material information, my appointment shall be liable to be summarily terminated without notice/ compensation.

Place:

Date:

Signature of the Candidate