

Vacancy Announcement

COUNCIL FOR SOCIAL DEVELOPMENT

New Delhi

www.csdindia.org

Council for Social Development, New Delhi is looking for suitable candidates for the following positions:

Administrative Officer :

Pay Band	15600-39100
Education and other Qualifications required For Direct recruitment	i) Masters Degree in any discipline. ii) Minimum of 5 years of administrative experience in academic/ government/ public/ development sector organization. iii) Excellent writing and speaking skills in English and Hindi iv) Familiarity with computer and internet is essential. v) Any other as per requirement
Other desirable	Knowledge of HR practices and statutory rules/regulations
Age	Maximum - 50 years

Finance Officer :

Pay Band	15600-39100
Education and other Qualifications required For Direct recruitment	i) Master Degree in Commerce and any specialized course in accounting/ finance. ii) Minimum of 5 years of experience at the level of Asst Finance officer/ Asst. Manager (Accounts) in handling accounts of academic/ government/ public/ private/ development sector organizations (at the pay band of Rs 9300-34800). iii) Familiarity with accounting software such as Tally, MS Office including Excel are essential. iv) Any other as per requirement
Other desirable	Knowledge of FCRA, Income Tax, GST, and other statutory rules/ regulations
Age	Maximum - 50 years

Applications with CV may be submitted to the Director, Council for Social Development, Sangha Rachana, 53 Lodhi Estate, New Delhi-110003 or electronically to director@csdindia.org.

Remunerations and terms of service will be negotiated with the selected candidate.

Last date for the Receipt of application is August 20, 2026.