



**JAWAHARLAL NEHRU CENTRE FOR
ADVANCED SCIENTIFIC RESEARCH
(A Deemed University)**
Jakkur Campus, Jakkur, Bangalore 560 064

Advt.No.JNC/12-2017

Date: July 29, 2017

Sub: Hiring of PERSONAL ASSISTANTS on contract

Jawaharlal Nehru Centre for Advanced Scientific Research an autonomous research institute under the Department of Science & Technology, Government of India requires **PERSONAL ASSISTANTS on contract basis**, to work in Administration, as per details given below:

Essential Qualification	Graduate in Commerce/ Arts with computer knowledge and good communication skills
Experience	Minimum 5 years of experience in handling various secretarial duties like official correspondence, managing appointments, scheduling of meetings, travel, attending calls, arranging Hotel/ Guesthouse accommodation, assisting in organizing periodic meetings, extend help in preparation of minutes of meetings, preparation of project reports and other duties assigned from time to time.
Desirable	Diploma in Secretarial Practice / Human Resource Management
Compensation	Rs.20,000/- to Rs.25,000/- (Salary will commensurate with qualification and experiences)
Age limit	Below 40 years
Tenure of the contract	Initially one year, extendable upto 5 years, based on yearly review

Aspirants may send their application and resume providing full particulars of qualification/ experiences, to **estab@jncasr.ac.in** by **15.08.2017**, along with the necessary documents, in support of their educational qualification/ experience. Shortlisted candidates will be informed to appear for a Written Test to be held at a later date.

Note: Only those who have requisite qualification and experience can send their applications to the above mentioned e-mail ID.

Sd/-
Sr. Administrative Officer
JNCASR