



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

Advt.No.JNC/11-2017

Date: July 29, 2017

SECRETARIAL ASSISTANT TRAINEES

Jawaharlal Nehru Centre for Advanced Scientific Research an autonomous research institute under the Department of Science & Technology, Government of India requires **Secretarial Assistant Trainees on short term contract**, to work in Administration/ Accounts wing:

| Tenure of the contract | 1-2 years | |
|---|--|--|
| Essential Qualification and experience | Accounts | Establishment |
| | <ol style="list-style-type: none">1. Degree in Commerce from a recognized University.2. Experience upto one year in dealing with bills/ accounts/ finance3. Those who have exposure in computerized accounting software will be preferred. | <ol style="list-style-type: none">1. Degree in any discipline (OR) Diploma in Secretarial Practice from a recognized University2. Those who have exposure in handling correspondence using computer software will be preferred. |
| Compensation | Depending on experience in the area | |

Interested candidates who qualify the above criteria may send their resume through e-mail to estab@jncasr.ac.in latest by **15.08.2017**.

Sd/-
Sr. Administrative Officer
JNCASR