

# Advertisement for the position of Office Executive

**Advertisement No: NSM/SA-03/21-22**

**Number of Positions: One**

The Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR) seeks to fill the administrative position on contract under the National Supercomputing Mission (NSM) project.

## **Roles & Responsibilities:**

Administrative work related to NSM activities, including accounts, documentation and correspondence and reporting as follows below:

1. Paperwork and documentation related to projects to be sanctioned under NSM.
2. Coordination with JNC administration in NSM-related work.
3. Communicating with the Project Investigators, Committees and NSM office at IISc.
4. Setting up committee meetings, both in virtual and physical mode.
5. Facilitation work related to scientific workshops and meetings.
6. Assistance regarding budget issues of the projects sponsored by NSM.
7. Managing procurements and purchases associated with NSM activities at JNCASR.
8. Correspondence/editing correspondence and communication with NSM users.
9. Drafting letters.
10. Managing documentation relating to NSM.
11. Maintaining and updating information on relevant web pages.
12. Managing travel bookings and reimbursements.
13. Reporting of NSM activities to the funding agency including submission of Utilization Certificate etc.

## **Essential Qualifications/Experience:**

- Bachelor's degree (from a recognised University) / 3-year Diploma in Commercial Practice (from a recognised institution). The candidate should have secured a first-class degree.
- Familiarity with Microsoft Windows and Office products or equivalent. (Familiarity with Excel is a requirement.)
- Familiarity with hands-on skills in handling standard internet and web-based resources.
- Good communication skills and willingness to work in a team environment. (Good English and familiarity with Word is a requirement.)
- Experience of two years or more desirable. (not mandatory)

**Salary:** Up to Rs.30,000/- PM (consolidated) based on qualifications/experience.

**Terms of Appointment:** These are contract appointments, initially for six months, renewable thereafter based on evaluation of performance.

**How to Apply:** Interested candidates may send their Bio-data (preferably in pdf format), with the subject: **Advertisement No. NSM/SA-03/21-22 by email to:**  
**nsmadmin@jncasr.ac.in**

**Last date for application:** October 25<sup>th</sup>, 2022.

