



जवाहरलाल नेहरू उन्नत वैज्ञानिक अनुसंधान केंद्र

जक्कूर, बेंगलुरु - 560064 कर्नाटक, भारत

विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार के अधीन एक स्वायत्त संस्थान
सम विश्वविद्यालय संस्थान

Jawaharlal Nehru Centre For Advanced Scientific Research

Jakkur, Bengaluru - 560064 Karnataka, INDIA

An autonomous institution under Department of Science and Technology, Govt. of India.

An Institution Deemed-to-be-University



वसुधैव कुटुम्बकम्
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Advertisement for the Position of Office Executive

The Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR) invites applications for the Office Executive (outsourced) position for the **Neuroscience Unit**.

No. of positions: One

Age Limit: Preferably below 35 years, as on the last date of application

Essential Qualifications/Experience:

- Bachelor's degree (from a recognized University) / 3-year Diploma in Commercial practice (from a recognized technical board). The candidate should have secured a minimum of 55% marks in Degree/Diploma
- Familiarity with Microsoft Windows and Office products or equivalent
- Familiarity with hands-on skills in handling standard internet and web-based resources
- Good communication skills (English) and willingness to work in a team environment
- Preferably 2-3years' experience in the relevant field in respect of Graduates and 3-4 years' experience in respect of Diploma Holder in handling secretarial duties in a reputed organization

Desirable:

- Experience in a Research Institute/University

Salary: As per the norms of the centre.

How to Apply: Interested candidates may send their bio-data (preferably in PDF format) with the subject Advertisement no. NSU-Centre-01 by email to: nsu_sectretary@jncasr.ac.in

Last date for application: July 05, 2023