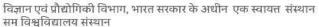


## जवाहरलाल नेहरू उन्नत वैज्ञानिक अनुसंधान केंद्र

जक्कूर, बेंगलुरु - 560064 कर्नाटक, भारत





### 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

वर्षुचेय कुदुम्बकम् ONE EARTH • ONE FAMILY • ONE FUTURE

# **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

