

## जवाहरलाल नेहरू उन्नत वैज्ञानिक अनुसंधान केंद्र



जक्कूर पोस्ट, बेंगलूरु - 560064, कर्नाटक, भारत विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार के अधीन एक स्वायत्त संस्थान सम विश्वविद्यालय संस्था

Jawaharlal Nehru Centre For Advanced Scientific Research Jakkur P.O., Bengaluru - 560064, Karnataka, INDIA An autonomous institution under Department of Science and Technology, Govt. of India. An Institution Deemed-to- be-University

Advt. No. ICMS/03/24-25

August 09, 2024

## Advertisement for the Position of Office Executive

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

No. of positions: One

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

**Minimum Educational Qualifications:** Graduate degree preferably in Science/Commerce with 60% marks

**Essential Qualifications/ Skills and Experience:** 

- Proven experience as a Secretary/Office Executive, or in a similar role.
- Demonstrated experience in drafting letters, emails, and other formal documents.
- Proficiency in MS Office (MS Word, Excel and PowerPoint, in particular)
- Excellent written and verbal communication skills
- Minimum 2-3 years' experience preferably in a research institution/University in handling administration related matters or handling similar responsibilities in comparable organizations.

Salary/Wages: As per the norms of the Centre

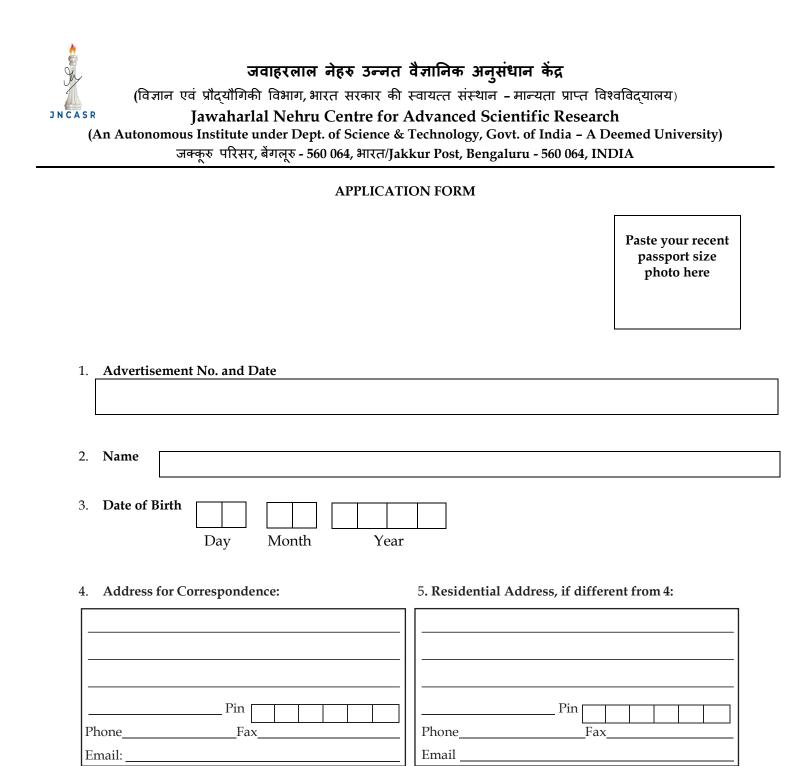
**How to Apply:** Application should be submitted as single PDF file consisting of the application form, recent CV, supporting documents of educational qualification and experience, by e-mail to <u>icms@jncasr.ac.in</u>

Applications received on-line will be scrutinized and shortlisted candidates will be called for the interview.

Last date to submit the application: 18.08.2024

M.Eh

(M Eswaramoorthy) Associate Director, ICMS



6. Category (please tick): General /SC / ST/ OBC (NCL)

Sub Category: EWS / PWD

7. Gender

	Μ	F	Other	
8.	Mobile No.			
9.	Email ID			

10.	Skype ID
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11. Educational background (SSLC/10th Standard or equivalent onwards) (Attach attested copies of statement of marks)

Examination / Degree	Institution	Year	Elective Subjects	% of marks or GPA out of	Rank out of  out of students

12. Academic Awards/Scholarships/Distinctions received : (Attach copies of certificates)

13. Names and addresses of the two referees providing letters of recommendation

	Pin		
*Phone	Fax	I	
*Email:			

	Pin			
*Phone		_Fax		
*Phone <u></u> *Email			 	
*Email				

14. Additional information if any, which you would like to mention in support of your suitability for the position. Enclose a separate sheet, if need be.

Date:

Signature of the candidate

Note: Sl. Nos.1 to 11 and 13 are mandatory fields.