



## 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 [icms@jncasr.ac.in](mailto:icms@jncasr.ac.in)

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

**Last date to submit the application:** 23.08.2024

(M Eswaramoorthy)  
Associate Director, ICMS