



**JNCASR**

## जवाहरलाल नेहरू उन्नत वैज्ञानिक अनुसंधान केंद्र

जक्कुर 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



Advertisement No: JNC/AO/03/2025

Dated:05.04.2025

Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR), an autonomous research institution under the Department of Science and Technology, Government of India and a Deemed to be University, invites applications for the position of **Personal Assistant**

**Name of the post:** PERSONAL ASSISTANT

**Number of posts:** 01

**Category:** UR

**Age Limit:** Below 35 years (the crucial date for determining the age shall be the closing date of the application).

**Pay Level:** Level 6 plus admissible allowances

#### **Minimum Educational Qualification:**

1. Master's Degree in any discipline from a recognized University

[Or]

2. Three-year Diploma in Secretarial/Commercial Practice from a Government recognized Board

#### **Essential additional qualifications for candidates with a Master's Degree:**

- 1) Stenography in English with a minimum speed of 100 WPM
- 2) English Typing with a minimum speed of 35 WPM
- 3) Knowledge of computer applications
- 4) Working knowledge of Hindi language

#### **Essential additional qualifications for candidates with a three-year Diploma in Secretarial/Commercial Practice:**

- 1) Knowledge of computer applications
- 2) Working knowledge of Hindi language

#### **Experience:**

1. A minimum of **2 years** of experience as a Secretarial Assistant/Stenographer or equivalent for a candidate with a Master's Degree in a Central/State Government/Autonomous or Statutory organization/PSU/University or recognized research or educational institution.

[Or]

2. A minimum of **4 years** of stenography experience for a Diploma holder in a Central/State Government/ Autonomous or Statutory organization/PSU/University or recognized research or educational institution.

**Job description:**

The Personal Assistant is expected to independently handle correspondence related to the President's Secretariat, organize diaries, deal with appointments, manage telephone calls and inquiries, arrange travel logistics, record minutes of meetings, render secretarial assistance, coordinate VIP visits to the President, and carry out any other assignments given from time to time.

**Method of Selection:** The details regarding the selection method will be communicated only to the shortlisted candidates.

**Fees:**

**Application fee:** - Rs. 500/-

Women/Divyang/Ex-servicemen  
and transgender candidates - Rs. Nil

**Processing fee:**

For all the candidates: - Rs. 450/-

**Note: Fees once paid are non-refundable.**

**Mode of payment:** The payment is to be made to the JNCASR bank account through NEFT. The Service charges, if any, must be borne by the applicant. The beneficiary bank account details are available along with the application form. The candidate should provide the payment transaction details on the application form. Payment of fees in any other form will not be accepted.

**Refund of Fees: Mail to be sent to: [recruitment@jncasr.ac.in](mailto:recruitment@jncasr.ac.in) for excess payment, if any.**

**Note:**

- 1. Only those candidates who pay the necessary fees as notified above and meet all the requirements with respect to age, educational qualification, and experience in the relevant field etc. shall be conferred with the right to be notified for further selection procedures.**
- 2. Women candidates and applicants from other under-represented categories are encouraged to apply.**

**Reservations, Relaxation, and concessions:**

The temporary staff/Project staff/Outsourced staff presently working in JNCASR and who have completed a minimum continuous period of 2 years in JNCASR shall be eligible for a one-time age relaxation. However, the upper age limit of such candidates should not exceed 50 years as of the last date of receipt of application.

### **Terms and conditions:**

- i) The candidate must be a citizen of India.
- ii) The appointment is on a regular basis with a probation period of 2 years, till the end of the last day of the month in which the appointee attains the age of superannuation.
- iii) Submission of Marks Cards & Certificates in support of qualification (starting from Class 10th onwards), marks obtained by them in the essential qualification degree, caste, experience, etc., are mandatory along with the application form. The experience certificate should necessarily contain details of the duration of the assignment in each organization/company/institution etc... Applications will be rejected without these attachments. No correspondence will be entertained in this regard.
- iv) Candidates who are awarded gradations under the CGPA/GPA system in respect of class XII are advised to submit the correct percentage of marks obtained as per the Board guidelines for conversion of CGPA/GPA to the appropriate percentage. The onus is on the candidate to provide documentary evidence for the conversion formula at the time of certificate verification.
- v) The prescribed qualifications are the minimum required and the mere fact that a candidate possesses the same will not entitle them to be shortlisted for further procedure.
- vi) Candidates should submit applications well in advance, without waiting until the last date. Applications received after the last date will not be considered.
- vii) Candidates are required to check their email frequently for any communication from JNCASR. No correspondence will be made with applicants who are not shortlisted.
- viii) The joining formalities will be intimated only to the selected candidates.
- ix) JNCASR reserves the right to reject any application without assigning any reason. The Centre also reserves the right to cancel the advertisement/recruitment at any stage due to any administrative reason. No correspondence will be entertained in this regard.
- x) JNCASR reserves the right to verify the antecedents and documents submitted by the candidate. In case it is found that the documents submitted by the candidate are not genuine, then the services shall be terminated after due process, and disciplinary/criminal proceedings will be initiated against such candidates even after the appointment.
- xi) The decision of the President, JNCASR in all matters relating to eligibility, acceptance or rejection of the applications, the penalty for false information, mode of selection, allotment of the post to the selected candidate, etc., will be final and binding on the candidates and no inquiry or correspondence will be entertained in this matter and grievance is subject to the Bengaluru jurisdiction only.
- xii) Any canvassing by or on behalf of the candidates or trying political or other outside influence regarding selection/recruitment shall lead to disqualification of candidates and no enquiry regarding the same shall be entertained in this regard. JNCASR retains the unequivocal right to opt for rejection of any candidate who resorts to such kind of undue influence.
- xiii) The details filled in the application form and the supporting documents submitted by the applicants **shall be duly counter verified with the originals**. If the candidates fail to provide

authentic proof for the details filled in or the documents submitted by them, they will not be qualified for further selection procedures.

In the event of the fact that JNCASR has adequate material evidence and finds that the candidate has manipulated the documentation for his/her candidature later, post the candidate is offered a job and having been employed in JNCASR, the Competent Authority of JNCASR shall have absolute right to terminate the Employment, offering a written notice to the candidate.

- xiv) Candidates are advised to regularly visit the JNCASR web portal for any updates including the declaration of results. Any corrigendum/addendum/modifications in respect of the advertisement shall be made available only on the JNCASR website.
- xv) **Resolution of the tie cases:** Tie cases will be resolved by applying one after another, as applicable (i) Date of birth, with older candidates placed higher (ii) by draw in case the merit and date of birth are the same.

### **Candidates are required to submit the following documents along with their application**

- i) Photocopy of age proof of date of birth (Matriculation Certificate).
- ii) Photocopies of all educational qualifications including marks sheet (Matriculation and onwards)
- iii) Photocopies of experience certificate
- iv) Internal (temporary/project/outsourced staff) candidates seeking age relaxation should submit an experience certificate issued by the Competent Authority of JNCASR.
- v) Candidates working in Government/PSU/Autonomous Bodies should obtain NOC from the present employer and submit along with the application. However, an application without NOC will also be considered provided the candidate submits a duly signed undertaking that the NOC will be submitted at the time of verification of certificates.
- vi) Certificate from Ex-servicemen seeking age relaxation in the prescribed format along with the discharge certificate, if applicable.
- vii) Photocopy of the disability (Divyang) certificate in the Government prescribed format, for seeking age relaxation, if applicable.
- viii) Passport size color photograph showing the frontal view of the candidate, not older than 3 months.

**How to apply:** The prescribed application form is available along with the advertisement in the JNCASR web portal. The duly filled-in application, passport-size photograph showing the frontal view of the candidate, and self-attested/attested photocopies of certificates in support of date of birth, educational qualification, and experience should be sent in a sealed cover superscribing the name of the post applied for, to the Administrative Officer, Jawaharlal Nehru Centre for Advanced Scientific Research, Jakkur, Bengaluru – 560064 before the last date.

**The last date of receipt of applications** with all the necessary documentation and payment will be **25.04.2025**

**The last date for receipt of filled-in applications in respect of candidates** from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladhak (UT) Lahaul & Spiti, & Pangi Sub-divisions of Chamba Districts of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep shall be **09.05.2025**.

**Disclaimer:**

**The candidates assume complete responsibility for ascertaining the status of the remittance of the requisite fee. No interactions shall be made in this regard by the candidates applying for the aforesaid post with any personnel of JNCASR related to the application process.**

**For any queries from the prospective candidates about the clarity of the advertisement, please write to the help desk email – [recruitment@jncasr.ac.in](mailto:recruitment@jncasr.ac.in). No other means of communication shall be entertained in this regard.**

Sd/-  
Administrative Officer

Date:05.04.2025