



J N C A S R

## जवाहरलाल नेहरू उन्नत वैज्ञानिक अनुसंधान केंद्र

जक्कूर, बेंगलुरु - 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, Bengaluru - 560064 Karnataka, INDIA

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

An Institution Deemed-to- be-University

JNC/AO/No.02/2022

Date: 23.03.2022

Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR) is an autonomous research institution under the Department of Science and Technology, Government of India and a Deemed to be University.

Applications are invited from the eligible candidates for the position of Office Executive, on a temporary basis, initially for a period of six months, which may be extended based on a performance review. The details regarding eligibility, qualification, remuneration and job description etc., are enclosed (**Annexure – 1**).

Note: 1. Application as per the prescribed format (**Annexure-II**) may be sent to **acoord@jncasr.ac.in** on or before 06.04.2022 till 5:00 pm.

2. Applications received after due date/time or without supporting documents will not be considered.

Sd/-  
(Joydeep Deb)  
Administrative Officer

**Minimum Educational Qualification:**

Graduate degree in Science/Commerce stream or B.C.A., with a minimum 60% in non-language subjects.

**Desirable:**

The candidates having 2–3-years of experience in Academic/Administration/Accounts field in Academic/Government Institutions. The candidates having excellent command in spoken and written English and adept at handling academic matters, will be preferred.

**Monthly Emoluments:**

Rs. 22000-25000/- p.m. depending on experience and additional qualification.

**Age:**

The upper age limit is 27 years as on the last date of application.

**Job Description:**

The selected candidate will have to support academic administrative work in the Academic Office. The candidate must be versatile enough to handle multiple portfolios. Selected candidate is expected to perform data entry, communicate with other scientific/administrative staff, draft letters, emails for the smooth functioning of the Academic Office and carry out any other work assigned from time to time by the Competent Authority.

**Note:**

Application package should be a single PDF file consisting of application form, recent CV, certificates supporting educational qualifications and experience. Applications received by email will be scrutinized and shortlisted candidates will be communicated appropriately. The details of the interview will be communicated to shortlisted candidates by email only.

**APPLICATION FORMAT**

Passport size  
photograph

1. Name in full (in block letters) :
2. Postal Address :
3. E-mail address :
4. Phone Number (Mobile & Landline) :
5. Date of Birth :
6. Permanent Address :
7. Educational Qualifications indicating chronologically the examinations passed from Bachelor's onwards :
8. Experience :
9. Additional relevant information, if any :
10. *Declaration:*

I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statements. In case, I have given wrong information or suppressed any material fact or factual information, then my assignment is liable to be terminated without giving any notice or reasons thereof.

Dated:

Signature of the candidate