



**J N C A S R**  
JNC/AO/Advt.

## जवाहरलाल नेहरू उन्नत वैज्ञानिक अनुसंधान केंद्र

जाक्कूर, बैंगलुरु - 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

March 28, 2022

Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR) is a premier research institution categorized as Deemed to be University under the Department of Science and Technology (DST), Government of India. The institution has drawn the worldwide attention for its achievements in the advanced areas of science & technology.

Applications are invited from well-qualified, experienced and motivated candidates for the position of “Personal Assistant/Office Secretary” to provide personalized secretarial and administrative support in the President’s secretariat at the Centre on contract basis for a period of one year (renewable). The details regarding the qualification, remuneration, etc. along with the application and selection procedure is given below:

- Qualification:** Must be a Graduate from any recognized university. Should be well versed in modern secretarial practices.
- Age:** Less than 50 years as on March 28, 2022.
- Experience:** Proven work experience of at least 5 years as a Personal Assistant/Office Secretary.
- Tenure:** It is on contract basis, initially for one year and may be extendable further on satisfactory performance/evaluation.
- Remuneration:** Consolidated remuneration of Rs.32,000/- per month.

#### **Responsibilities:**

- Act as the point of contact between the assigned officer and internal/external clients
- Screen and direct phone calls and distribute correspondence
- Handle requests and queries appropriately
- Manage diary and schedule meetings and appointments
- Organising travel and itineraries
- Taking notes and writing minutes during meetings
- Source office supplies
- Produce reports, presentations, and briefs
- Devise and maintain office filing system

## **Requirements and skills:**

- Discretion and confidentiality
- Proven interpersonal & organizational skills
- Knowledge of office management systems/gadgets and procedures
- Outstanding multitasking ability
- Excellent verbal and written communications skills
- Should have Flexibility and adaptability.
- Proactive, detail-oriented, and organized

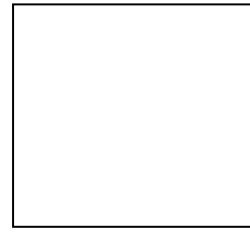
## **How to Apply:**

Filled application, CV and attested copies of documents pertaining to educational qualification and previous experience should be sent through email with the subject line stating “Application for the position of Personal Assistant/Office Secretary” to [ao\\_office@jncasr.ac.in](mailto:ao_office@jncasr.ac.in) on or before April 11, 2022. Originals will be verified on joining the Centre.

## **General Conditions:**

1. Mere submission of application will not entail right for claiming appointment.
2. All qualification should be from Indian Universities or Institutes recognized by appropriate statutory authorities.
3. Applicants having work experience in Private Sector Organizations are required to submit an experience certificate on the letter head of the Company having details of the company.
4. If the information furnished by the candidate in any part is found to be false or incomplete or is not found to be in conformity with the eligibility criteria mentioned in the advertisement, candidature/appointment will be considered as revoked/terminated at any stage of recruitment process or after recruitment, without any reference given to the candidate.
5. All correspondence to the candidates will be made via e-mail id provided by the candidate in the application form. No other mode of communication will be adopted.
6. All candidates are requested to go through the detailed advertisement carefully to clear all doubts/queries.
7. Any corrigendum/Addendum/errata in respect of the above advertisement shall be made available only on our official website [www.jncasr.ac.in](http://www.jncasr.ac.in). No press advertisement will be given. Hence, prospective applicants are advised to visit JNCASR website regularly for the above purpose.
8. Canvassing in any form will disqualify the candidature.

**Annexure – A**



**APPLICATION FOR THE POST OF PERSONAL ASSISTANT/OFFICE SECRETARY  
ON CONTRACT BASIS**

1. Name of the Candidate (in Block letters) : \_\_\_\_\_
2. Father's/Spouse Name : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Permanent Address : \_\_\_\_\_
5. Correspondence Address : \_\_\_\_\_
6. E-mail & Mobile Number : \_\_\_\_\_
7. Details of Education Qualification from matriculation onwards (Enclose a separate sheet duly authenticated by your signature if the space below is insufficient)

<b>Sl. No.</b>	<b>Examination Passed</b>	<b>Year of Passing</b>	<b>Name of College/Institute</b>	<b>University/Board</b>	<b>% of Marks/Division</b>

8. Details of experience (in chronological order). Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Sl. No.	Organization	Designation	Period of service	Scale of Pay	Last pay drawn basic pay & Gross emoluments	Nature of duties.

9. Details of Computer knowledge

10. Languages known (Speak, Read & Write)

11. Additional information if any which you would like to mention in support of your suitability for the post.

#### DECLARATION:

I have carefully gone through the advertisement, and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the selection committee at the time of selection for the post.

I also hereby solemnly declare and undertake that all information furnished by me is true and complete to the best of my knowledge and belief. I undertake that if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect, or misleading than my candidature/appointment/services will stand cancelled /terminated without assigning any reasons thereof.

Signature of Candidate

Place.....

.....

Date.....