



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



JNC/AO/No.13/2022

Date: 21.12.2022

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 eligible candidates for the position of Office Executive, on a temporary basis through HR Contractor, 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 are enclosed at **Annexure – 1**.

Note: 1. Application as per the prescribed format at **Annexure-II** may be sent to acoord@jncasr.ac.in on or before 04.01.2023 till 5:00 p.m.

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

(Joydeep Deb)
Administrative Officer

Essential Qualification:

- Bachelor's degree with a minimum 55% marks in the highest qualification.
- Familiarity with Microsoft Windows and Office products or equivalent
- Hands on experience in handling standard internet and web-based resources
- Good communication skills (English) and willingness to work in a team environment

Desirable:

- Candidates having minimum 3 years' experience in Academic administrative work in a Research Institution/University.
- Excellent command in spoken and written English and adept at handling academic matters.

Monthly Emoluments:

Rs. 30,000/- p.m. depending on experience and additional qualifications.

Age:

The upper age limit is 35 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. The selected candidate is expected to perform data entry, communicate with other scientific/administrative staff, capable of drafting letters and emails independently and carry out any other work assigned from time to time by the Dean/Academic Coordinator.

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 written test and interview will be communicated to the 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 information in the above statements. In case, I have given wrong information or suppressed any material fact or information, then my assignment is liable to be terminated without giving any notice or reasons thereof.

Dated:

Signature of the candidate