



जवाहरलाल नेहरू
उन्नत वैज्ञानिक
अनुसंधान केंद्र

Jawaharlal Nehru
Centre For Advanced
Scientific Research

Advertisement for the Position of Office Executive

The Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR) invites applications for the position of Office Executive (outsourced) for the New Chemistry Unit.

No. of positions: One

Age Limit: Below 35 years, as on the last date of application

Essential Qualifications/ Experience:

- Bachelor's degree (from a recognised University)/ 3-year Diploma in Commercial practice (from a recognised technical board). The candidate should have secured a minimum of 55% marks in Degree/Diploma
- Familiarity with Microsoft Windows and Office products or equivalent
- Familiarity with hands-on skills in handling standard internet and web-based resources
- Good communication skills (English) and willingness to work in a team environment
- Preferably 2-3 years' experience in relevant field in respect of Graduates and 3-4 years' experience in respect of Diploma Holder in handling secretarial duties in a reputed organisation



जक्कूर पोस्ट, बेंगलूरु - 560064
कर्नाटक, भारत

Jakkur P.O., Bengaluru - 560064
Karnataka, INDIA



+91 80 2208 2749 / 2755 / 2750



www.jncasr.ac.in

Desirable:

- Experience in a Research Institute/University

Salary: Up to Rs. 30,000/- PM (consolidated) based on qualifications/experience

How to Apply: Interested candidates may send their bio-data (preferably in PDF format) with the subject Advertisement no. NCU-Centre-79 by email to the Chair, ncu@jncasr.ac.in

Last Date for application: December 25, 2022

विज्ञान एवं प्रौद्योगिकी विभाग,
भारत सरकार के अधीन
एक स्वायत्त संस्था
सम विश्वविद्यालय संस्था

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

An Institution
Deemed-to- be-University