



**JNCASR**

## 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



## **Advertisement for the Position of Office Executive**

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

**No. of positions:** One

**Age Limit:** Preferably below 30 years, as on the last date of receipt of applications

### **Essential Qualifications/ Experience:**

- Bachelor's degree (from a recognized University)/ 3-year Diploma in Commercial practice (from a recognized 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 the relevant field in respect of Graduates and 3-4 years' experience in respect of Diploma Holder in handling secretarial duties in a reputed organization

### **Desirable:**

- Experience in a Research Institute/University

**Wages:** Rs.22,516/- p.m. (Skilled category level) plus applicable Statutory benefits as per Minimum Wages Act of Government of India.

**How to Apply:** Interested candidates may send their bio-data (preferably in PDF format) with the subject Advertisement no. TSU-Centre-01 by email to [tsusearch@incasr.ac.in](mailto:tsusearch@incasr.ac.in)

**Last date for receipt of application:** 19 February, 2023