



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



JNCASR/AO/Advt. No.01/2023

Date: 18.04.2023

Advertisement for the Position of Office Executive

The Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR) invites applications for Office Executive (outsourced) position in the Establishment Section.

No. of positions: Two

Age Limit: Preferably below 30 years, as on the last date of receipt of application.

Essential Qualifications:

- Bachelor's degree in any stream from a recognised University or 3 year Diploma in Commercial practice from a recognised Technical Board. The candidate should have secured a minimum of 50% 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

Experience

- Minimum 3 years experience in the relevant field in respect of Graduates and 4 years experience in respect of Diploma Holder and in handling secretarial duties in a reputed organizations.

Desirable:

- Experience in a Research Institute/University with knowledge of GoI norms

Wages:

- Minimum of Rs.24,440/- p.m. in respect of Graduate Candidates and Rs.22,516/- p.m., iro Diploma Candidates plus applicable Satutory benefits as per Minimum Wages Act of Government of India. Prior experience as announced above will be compensated suitably.

How to Apply: Interested candidates may send their bio-data (preferably in PDF) with the subject and the above Advertisement No.01/2023 by email to estab@jncasr.ac.in.

Last date of receipt of application: 28.04.2023