



जवाहरलाल नेहरू उन्नत वैज्ञानिक अनुसंधान केंद्र

जक्कूर, बेंगलुरु - 560064 कर्नाटक, भारत

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

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



वसुधैव कुटुम्बकम्  
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## 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 **Neuroscience Unit**.

**No. of positions: One**

**Age Limit:** Preferably below 35 years, as on the last date of application

**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

**Salary:** As per the norms of the centre.

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

**Last date for application:** July 05, 2023