



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



JNC/AO/No.03/2024

Date: 05.06.2024

Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR), an autonomous research institution under the Department of Science and Technology, Government of India and a Deemed to be University invites applications from eligible candidates for a temporary position of Section Officer on contractual basis, 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 etc., are enclosed at **Annexure – 1**.

Sd/-
(Joydeep Deb)
Administrative Officer

- Note: 1. Application as per the prescribed format (**Annexure-II**) may be sent to **aco@jncasr.ac.in** before 20.06.2024 till 5:00 pm.
2. Applications received after due date/time or without supporting documents will not be considered.

Name of the Post:

Section Officer (On Contract)

Age:

Preferably not below 35 years on the last date of application.

Minimum Educational Qualification:

B.Com/M.Com or equivalent

Experience:

The candidate should have at least 10 years of experience in Finance/Accounts Department/Section in any Centrally Funded Educational Institution.

Desirable:

The candidates having work experience in accounting software will be preferred.

Monthly Emoluments:

Rs. 35,000/- to 50,000/- p.m. (Consolidated). The salary will be commensurate with experience.

Job Description:

- Checking all the vouchers including transfer entries in accounting software.
- Preparation of bank reconciliation statements on monthly basis.
- Furnish the financial data as and when required.
- Prepare the utilization certificates.
- Assist for finalization of annual accounts.
- Maintenance and filing of GST & IT.
- Any other duties and responsibilities assigned from time to time by the Accounts Officer.

Note:

Application should be submitted as single PDF file consisting of application form, recent CV, certificates supporting documents of educational qualification and experience. Applications received on-line will be scrutinized and shortlisted candidates will be called for interview.

APPLICATION FORMAT

Passport size
photograph

1. Name in full (in block letters) :
2. Current Address :
3. E-mail address :
4. Phone Number (Mobile & Landline) :
5. Date of Birth :
6. Permanent Address :
7. Educational Qualifications :
(in chronological order of 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 factual information in the above statements. In case, I have given wrong information or suppressed any material fact or factual information, then my assignment is liable to be terminated without giving any notice or reasons thereof.

Date:

Signature of the candidate