



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.01/2025

Date: 15.01.2025

Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR) is an autonomous research institution under the Department of Science and Technology, Government of India and a Deemed to be University.

Applications are invited from the eligible candidates for the position of **Office Superintendent** on Contractual basis initially for a period of one year, which may be extended based on a performance review. The details regarding eligibility, qualification, remuneration and job description etc., are enclosed (**Annexure – 1**).

Note: 1. Application as per the prescribed format (**Annexure-II**) may be sent to **acoord@jncasr.ac.in** on or before 22.01.2025 till 5:00 pm.

2. Applications received after due date/time or without supporting documents will not be considered.

Sd/-
(Joydeep Deb)
Administrative Officer

Minimum Educational Qualification:

Graduate degree in Science/Commerce stream or B.C.A., with a minimum 40% in non-language subjects.

Age:

The upper age limit is 60 years as on the last date of application. However, the upper age limit can be considered for relaxation.

Job Description:

Minimum requirements:

The candidates should have a minimum of 10-years of experience in Academic Administration in institutions similar to the functioning of JNCASR. An excellent command in spoken and written English is essential.

Desirable:

The selected candidate will have to independently handle admissions, students travel claims, maintenance of students records, preparation of reports for internal and external Offices and GoI agencies, GeM requirements for the Academic Office, digitization of students records, assignments related to NAD-ABC, NIRF, and any other assignments allotted from time to time by the Competent Authority. The candidate must be versatile enough to handle multiple portfolios.

Monthly Emoluments:

As per GoI norms.

Note:

Application package should be a single PDF file consisting of application form, recent CV, certificates supporting educational qualifications and experience. Applications received by email will be scrutinized and only shortlisted candidates will be communicated appropriately. The details of the interaction will be communicated to shortlisted candidates by email only.

APPLICATION FORMAT

Passport size
photograph

1. Name in full (in block letters) :
2. Postal Address :
3. E-mail address :
4. Phone Number (Mobile & Landline) :
5. Date of Birth :
6. Permanent Address :
7. Educational Qualifications indicating chronologically 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.

Dated:

Signature of the candidate