



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



Advt. No. ICMS/03/24-25

August 09, 2024

Advertisement for the Position of Office Executive

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

No. of positions: One

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

Minimum Educational Qualifications: Graduate degree preferably in Science/Commerce with 60% marks

Essential Qualifications/ Skills and Experience:

- Proven experience as a Secretary/Office Executive, or in a similar role.
- Demonstrated experience in drafting letters, emails, and other formal documents.
- Proficiency in MS Office (MS Word, Excel and PowerPoint, in particular)
- Excellent written and verbal communication skills
- Minimum 2-3 years' experience preferably in a research institution/University in handling administration related matters or handling similar responsibilities in comparable organizations.

Salary/Wages: As per the norms of the Centre

How to Apply: Application should be submitted as single PDF file consisting of the application form, recent CV, supporting documents of educational qualification and experience, by e-mail to icms@jncasr.ac.in

Applications received on-line will be scrutinized and shortlisted candidates will be called for the interview.

Last date to submit the application: 18.08.2024

(M Eswaramoorthy)
Associate Director, ICMS



जवाहरलाल नेहरु उन्नत वैज्ञानिक अनुसंधान केंद्र

(विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार की स्वायत्त संस्थान - मान्यता प्राप्त विश्वविद्यालय)

Jawaharlal Nehru Centre for Advanced Scientific Research

(An Autonomous Institute under Dept. of Science & Technology, Govt. of India - A Deemed University)

जक्कूर परिसर, बेंगलूर - 560 064, भारत/Jakkur Post, Bengaluru - 560 064, INDIA

APPLICATION FORM

Paste your recent
passport size
photo here

1. Advertisement No. and Date

2. Name

3. Date of Birth

Day

Month

Year

4. Address for Correspondence:

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| Phone <input type="text"/> | Fax <input type="text"/> |
| Email: <input type="text"/> | |

5. Residential Address, if different from 4:

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6. Category (please tick): General /SC / ST/ OBC (NCL)

Sub Category: EWS / PWD

7. Gender

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| M | | F | | Other | |
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8. Mobile No.

9. Email ID

10. Skype ID

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11. Educational background (SSLC/10th Standard or equivalent onwards) (Attach attested copies of statement of marks)

| Examination / Degree | Institution | Year | Elective Subjects | % of marks or GPA out of..... | Rank out of out of students |
|-------------------------|-------------|------|-------------------|---|--|
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12. Academic Awards/Scholarships/Distinctions received : (Attach copies of certificates)

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13. Names and addresses of the two referees providing letters of recommendation

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| *Email _____ | | | | | | | |

14. Additional information if any, which you would like to mention in support of your suitability for the position.
Enclose a separate sheet, if need be.

Date:

Signature of the candidate

Note: Sl. Nos.1 to 11 and 13 are mandatory fields.