



## जवाहरलाल नेहरू उन्नत वैज्ञानिक अनुसंधान केंद्र

जक्कूर पोस्ट, बैंगलूरु - 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

Advertisement No: JNC/AO/01/2026

Dated: 23.01.2026

JNCASR invites applications for the following position:

**Name of the post:** ASSISTANT ADMINISTRATIVE OFFICER

**Number of posts:** 01

**Category:** UR

**Age Limit:** Not exceeding 35 years as on the last date of receipt of applications.

**Pay Level:** Level 10 plus admissible allowances

**Minimum Essential Educational Qualification:**

- (i) Master's Degree in any discipline with at least 55% of the marks or an equivalent grade from a recognized institute/University
- (ii) Certified course in Computer Applications

**Desirable Educational Qualification:**

- (i) Professional qualification in the area of Management/Law
- (ii) Experience in handling Administrative/Legal/Finance/Stores and Purchase/  
Establishments/Public Relations
- (iii) Experience in an ERP-enabled work environment

**Experience:**

Minimum 5 years of experience in Pay level 8 or equivalent, or 3 years of experience in Pay level 9 or equivalent, in general administration in a Central/State Government/Autonomous or Statutory organization/PSU/University or recognized Research or educational institution of higher learning.

**Job responsibilities:**

1. Handling the service matters such as recruitment, maintenance of Service Registers, APAR for non-teaching staff, and training of the staff members
2. Ensure timely processing of R&D personnel hiring, maintenance of project files, submission of UCs and SoEs to the funding agencies
3. Submission of reports to Government agencies
4. Timely disposal of letters, including claims, reports, returns, etc.
5. Provide the data required by the Competent Authority
6. Assist the Administrative Officer in all establishment/administrative matters
7. Work in an ERP environment
8. Any other work assigned from time to time by the Competent Authority

### **Method of Selection:**

The online test comprises two parts: Part A (General Aptitude Test) and Part B (Skill Test). Part B will be qualifying in nature and will be evaluated only for those candidates who are successful in Part A, followed by a formal interview. The date and other details related to the interview will be informed later.

**Recruitment test:** The online Test will be conducted in **Bengaluru, and the question papers will be in English only.**

#### **Fees:**

**Application fee:** - Rs. 500/-

SC/ST/Women/Divyang/Ex-servicemen and transgender candidates - Rs. Nil

#### **Processing fee:**

For all the candidates: - Rs. 450/-

**Mode of payment:** Through online Payment Gateway by the usage of Credit/ Debit/Net Banking and UPI modes of payment. Payment Gateway charges must be borne by the candidates, wherever applicable.

**For a refund of any excess payment, email [pgsupport@billdesk.com](mailto:pgsupport@billdesk.com)**

#### **Note:**

1. Only those candidates who register themselves and pay the necessary fees as notified above and meet all the requirements with respect to age, educational qualification, and experience in the relevant field, etc, shall be conferred with the right to attempt the Computer-Based Online Test for the post the candidate has applied for. Mere registration by the candidate does not entitle the candidate to any right or claim to attempt the online Test.
2. Women candidates and applicants from other underrepresented categories are encouraged to apply.

### **Reservations, Relaxation, and Concessions:**

The staff members serving regularly at the Centre shall be eligible for age relaxation as per the Government of India norms.

### **Terms and conditions:**

- i) The candidate must be a citizen of India.
- ii) Uploading and submission of Marks Cards & Certificates in support of qualification (starting from Class 10<sup>th</sup> onwards), marks obtained by them in the essential qualification degree, caste, experience, etc., are mandatory along with the application form. The experience certificate should necessarily contain details of the duration of the assignment in each organization/company/institution, etc Applications will be rejected without these attachments. No correspondence will be entertained in this regard.

- iii) Candidates who are awarded gradations under the CGPA/GPA system in respect of class XII are advised to submit the correct percentage of marks obtained as per the Board guidelines for conversion of CGPA/GPA to the appropriate percentage. The onus is on the candidate to provide documentary evidence for the conversion formula at the time of certificate verification.
- iv) The prescribed qualifications are the minimum required, and the mere fact that a candidate possesses the same will not entitle them to be shortlisted for further procedure.
- v) Candidates should submit applications well in advance, without waiting until the last date.
- vi) Candidates applying for any or all of the positions advertised have an option in the online portal.
- vii) Fees once paid are non-refundable.
- viii) Candidates are required to check their email frequently for any communication from JNCASR. No correspondence will be made with applicants who are not shortlisted.
- ix) Candidates will have to appear for the written test at their own cost.
- x) The joining formalities will be intimated only to the selected candidates.
- xi) JNCASR reserves the right to reject any application without assigning any reason. The Centre also reserves the right to cancel the advertisement/recruitment at any stage for administrative reasons. No correspondence will be entertained in this regard.
- xii) The decision of the President, JNCASR in all matters relating to eligibility, acceptance or rejection of the applications, the penalty for false information, mode of selection, allotment of the post to the selected candidate, etc., will be final and binding on the candidates and no inquiry or correspondence will be entertained in this matter and grievance is subject to the Bengaluru jurisdiction only.
- xiii) Any canvassing by or on behalf of the candidates or trying to exert political or other outside influence regarding selection/recruitment shall lead to the disqualification of the candidates, and no enquiry regarding the same shall be entertained in this regard. JNCASR retains the unequivocal right to opt for rejection of any candidate who resorts to such kind of undue influence.
- xiv) The details filled in the online form and the supporting documents uploaded by the applicants in the application form stage **shall be duly counterverified with the originals**. If the candidates fail to provide authentic proof of the details they have filled in or uploaded, they will not be qualified for further selection procedures.

In the event of the fact that JNCASR has adequate material evidence and finds that the candidate has manipulated the documentation for his/her candidature later, post the candidate is offered a job and having been employed in JNCASR, the disciplinary/criminal proceedings will be initiated against such candidates and the Competent Authority of JNCASR shall have absolute right to terminate the Employment, offering a written notice to the candidate.

- xv) Candidates are advised to regularly visit the JNCASR web portal for any updates, including the declaration of results. Any corrigendum/addendum/modifications in respect of the advertisement shall be made available only on the JNCASR website.

**Resolution of the tie cases:** Tie cases will be resolved by applying one after another, as applicable  
 (i) Date of birth, with older candidates placed higher (ii) by draw in case the merit and date of birth are the same.

**Computer-Based Online Test Pattern:**

1. The Computer-Based Online Test shall comprise multiple-choice questions of 100 marks.
2. Negative marks will be applicable, and a deduction of 0.25 marks will be made for each MCQ question that is wrongly answered for the computer-based online test.
3. The Computer-Based Online Test shall be sequential with subtopics as mentioned below. The Online Test shall be for 120 minutes.

**Test pattern**

Sl. No.	Subtopics	Marks per question	No. of questions
<b>PART – A (General Aptitude Test)</b>			
1	Logical Reasoning	1	15
2	Numerical Reasoning	1	05
3	Verbal Reasoning	1	15
4	General Awareness	1	05
<b>Total</b>			<b>40</b>
<b>PART – B (Skill Test)</b>			
1	ERP proficiency	1	10
2	Proficiency test in GoI Rules	1	50
<b>Total</b>			<b>60</b>

**Candidates are required to upload the following documents along with their application**

- i) Photocopy of age proof of date of birth (Matriculation Certificate).
- ii) Photocopies of all educational qualification marksheets (Matriculation and onwards), including experience certificate.
- iii) Internal (temporary/project/outsourced staff) candidates seeking age relaxation should submit an experience certificate issued by the Competent Authority of JNCASR.
- iv) Candidates working in Government/PSU/Autonomous Bodies should obtain NOC from the present employer and submit it along with the application. However, an application without NOC will also be considered, provided the candidate submits a duly signed undertaking that the NOC will be submitted at the time of verification of certificates.
- v) Certificate from Ex-servicemen seeking age relaxation in the prescribed format along with the discharge certificate, if applicable.
- vi) Passport-size color photograph showing the frontal view of the candidate, not older than 3 months.

**How to apply: Please refer to the “Important Notification” published along with the advertisement.**

- a) The link to apply shall be made live from ..... (Date), ..... (Time) onwards.**
- b) The last date for receipt of online applications with all necessary documentation and payment will be .....**
- c) The candidates willing to apply shall click on the following link:**

.....

**Disclaimer:**

- 1. JNCASR absolves itself of any responsibility and vicarious liability in case a candidate is unable to apply due to extraneous factors like natural calamities, power outage, internet connectivity, etc.**
- 2. The candidates assume complete responsibility for ascertaining the application status and the status of remittance of fees supported by the online application, with validated acknowledgements for having registered and remittance of the requisite fee. No interactions shall be made by the candidates applying for the aforesaid position with any personnel of JNCASR related to the application process.**

**For any queries from prospective candidates regarding the clarity of the advertisement/payment status, please write to the help desk email: [recruitment@jncasr.ac.in](mailto:recruitment@jncasr.ac.in). No other means of communication shall be entertained in this regard.**

Sd/-  
Administrative Officer

Date: 23.01.2026

## **SYLLABUS FOR ASSISTANT ADMINISTRATIVE OFFICER RECRUITMENT EXAM**

### **Logical Reasoning**

It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, Symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern - folding & un-folding, Figural Pattern-folding and completion, Indexing, Address matching, Date & City matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence & Other sub-topics, if any

### **Numerical Reasoning**

The questions will be designed to test the candidate's ability to use numbers appropriately and to demonstrate number sense. The scope of the test will be percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit & Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & work, Basic algebraic identities of School Algebra, Elementary surds, Graphs of Linear Equations, Triangle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Square, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency Polygon, Bar diagram, Pie chart and any other question of Matriculation level.

### **Verbal Reasoning**

Questions in this component will be designed to test the candidate's understanding and knowledge of English language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/detecting mis-spelt words, idioms & phrases, one word substitution, Improvement of sentences, active/passive voice of verbs, conversion Into direct/indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, comprehension passage and any other English language questions at the level of Matriculation/Higher Secondary.

### **General awareness**

Questions in this component will test the candidate's general awareness of the environment around them and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring Countries, especially pertaining to History, Culture, Geography, the Economic Scene, General Policy on higher education, the Indian Constitution, & Scientific Research.

### **Proficiency test in Government Rules**

Questions in this component will be aimed at testing the candidate's understanding of the various Government of India rules concerning FR/SR, GFR, Pension rules, Procurement/Materials management and store management, Income tax, GST, RTI, CCS CCA rules, CCS conduct rules etc.

### **ERP Proficiency**

Questions in this component will test the candidate's ability to handle various ERP software functions, including the Human Resources Module, Finance Module, Purchase Module, etc.