



## 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.02/2026

Date: 19.01.2026

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 the well-qualified, experienced and motivated candidates for the position of '**Personal Secretary**' to provide personalized secretarial and administrative support in the President's secretariat at the Centre on a contractual basis, initially for a period of six months, which may be extended, based on the requirement and 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 [estab@incasr.ac.in](mailto:estab@incasr.ac.in) before 02.02.2026 till 5:00 pm.
2. Applications received after due date/time or without supporting documents will not be considered.

**Name of the Position and No. of Posts:**

Personal Secretary (On Contract) - 01

**Age:**

Below 50 years on the last date of application.

**Essential Educational Qualification:**

Must be post-graduate in any discipline from any recognized university. Should be well versed in modern secretarial practices.

**Experience:**

Proven work experience of at least 05 years as a Personal Secretary/Office Secretary.

**Monthly Emoluments:**

Upto 60,000/- p.m. (Consolidated). The salary will be commensurate with experience.

**Responsibilities:**

- Act as the point of contact between the assigned officer and internal/external clients.
- Screen and direct phone calls and distribute correspondence.
- Handle requests and queries appropriately.
- Manage diary and schedule meetings and appointments.
- Organising travel and itineraries.
- Taking notes and writing minutes during meetings.
- Source office supplies.
- Produce reports, presentations and briefs.
- Devise and maintain office filing system.
- Any other duties and responsibilities assigned from time to time by the Competent Authority.

**Requirements and skills:**

- Discretion and confidentiality.
- Proven interpersonal & organizational skills.
- Knowledge of office management systems/gadgets and procedures.
- Outstanding multitasking ability.
- Excellent verbal and written communications skills.
- Should have Flexibility and adaptability.
- Proactive, detail-oriented, and organized.

**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 FOR THE POST OF PERSONAL SECRETARY ON  
CONTRACT BASIS**

Passport size  
photograph

1. Name in full (in block letters) :
2. Father's/Spouse Name :
3. Date of Birth :
4. Correspondence Address :
5. Permanent Address :
6. E-mail address :
7. Phone Number (Mobile/ Landline) :
8. Educational/ Technical Qualifications:  
(In chronological order of the examinations passed from Master's onwards. Please enclosed a copy of the certificates)
9. Experience :  
(A separate sheet may be annexed)
10. Additional relevant information, if any :
11. *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.

Signature of the candidate

Place:

Date: