



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.04/2026

Date: 03.02.2026

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 '**Office Executive**' (**On Contract**) to provide secretarial and administrative support in the **International Centre for Materials Science (ICMS)** and **Sheikh Saqr Laboratory (SSL), Co-ordination Office**, to assist in academic, administrative, and coordination activities. This contract is 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 icms@incasr.ac.in before 15.02.2026 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:

Office Executive (On Contract) - 01

Age:

Below 35 years as on the last date of application (relaxable as per Govt. norms)

Essential Qualifications & Skills

- Bachelor's degree from a recognized university
- Proven experience in academic/administrative coordination in a research or educational institution
- Routine clerical work, Provision of logistic support in organizing meetings, seminars, etc, File maintenance, Data entry, processing invoices/claims etc
- Strong organizational, communication, and documentation skills
- Proficiency in MS Office and office correspondence.
- Ability to handle multiple tasks and work independently
- Any other work assigned from time to time by the Competent Authority

Experience:

Proven work experience of at least 03 years as an Office Assistant/Admin Assistant

Monthly Emoluments:

Rs.30,000-35,000/- p.m. The salary will be commensurate with experience.

Key Responsibilities

The selected candidate will **assist in the day-to-day administrative and coordination activities** of ICMS, SSL, International House (I-House), and the School of Advanced Materials (SAMat), including:

- Coordination of academic and statutory meetings, preparation of notices, agendas, minutes, and follow-up actions.
- Administrative and logistical support for visiting faculty, students, seminars, lectures, conferences, and academic programs including PGDMS and the Annual International Winter School.
- Assistance in recruitment-related documentation, academic reporting, procurement processing, and billing coordination.
- Maintenance of project documentation, reports, and records related to SSL and sponsored research activities.
- Support in guesthouse (I-House) operations, including bookings, billing, and coordination of services.
- Providing secretarial and administrative assistance for SAMat activities, lectures, publications, and conferences.

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 OFFICE EXECUTIVE (ICMS)
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 Bachelor'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: