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

विज्ञापन संख्या: एनसीयू-ईएमआर-175 **अगस्त/August 13, 2026**

Advt. No.: NCU-EMR-175

Applications are invited for temporary position of **Project Secretary** (On Contract) in the DST sponsored project titled "**Indian Beamline at Photon Factory, KEK – Japan Phase - III**" under the Principal Investigator Prof. Sebastian C. Peter, New Chemistry Unit, JNCASR, Jakkur, Bengaluru, 560 064.

क्रम सं Sl.No.	पद और पात्रता Position and Eligibility	अधिकतम आयु सीमा Max. Age limit	पदों की संख्या No. of positions
1	**Project Secretary (On Contract)** **Remuneration: Rs.25,000/- p.m. (Consolidated)**		
	Essential Qualification: Bachelor's degree from a recognized university. **Desirable Qualification and 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 02 years as an Office Assistant/Admin Assistant. **Key Responsibilities** The selected candidate will assist in the day-to-day administrative and coordination activities of the international project, including:	35 years	01

	• Issue of the financial support Letters to the Indian Researchers and follow-up actions. • Process the Travel Claims of the researchers, Project Coordinators and the Steering committee members interacting with the Administration • Administrative and logistical support for Post-docs and project staff • Assistance in correspondence with the Department of Science & Technology and the Indian Beamline for project related activities including funding and accounting matters • Maintenance of project documentation, reports, and records related to the project. • Providing secretarial and administrative assistance for the project • Arrange for the Steering Committee meetings and preparation of minutes		

This contract is initially for a period of six months, which may be extended, based on the requirement and performance review.

Interested candidates are required to send duly filled in application as per the prescribed format along copies of original testimonials in support of educational qualification, age, experience, publication, etc**.** with brief resume **as single PDF file** to **india-japan@jncasr.ac.in** before **August 25, 2026, 5:00 PM**. Applications received after due date/time or without supporting documents will not be considered.

दिनांक / Date: 13.08.2026 मुख्य शोधकर्ता के हस्ताक्षर / Signature of the Principal Investigator

<u>उम्मीदवारों को निर्देश / Instructions to candidates</u>:

1. शॉर्टलिस्ट किए गए उम्मीदवारों को ऑनलाइन साक्षात्कार के लिए आमंत्रित किया जाएगा।
   Shortlisted candidates will be invited for an online interview.

2. रोजगार में रहने वालों को नियोक्ता से 'अनापत्ति प्रमाण पत्र' प्रस्तुत करना होगा (केवल बाहरी उम्मीदवारों पर लागू होता है)
   Those in employment must submit 'No Objection Certificate' from the employer (applies to only outside candidates)

3. उम्मीदवारों का चयन, चयन समिति द्वारा साक्षात्कार में उनके प्रदर्शन के आधार पर किया जाएगा।
   Candidates will be selected based on his/her performance in the interview by a selection committee.

Annexure - II

Passport size photograph

APPLICATION

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: