



**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH BHOPAL
BHOPAL BY-PASS ROAD, BHAURI, BHOPAL 462 066**

DEPARTMENT OF EARTH AND ENVIRONMENTAL SCIENCES

ADVT #:

Date:

Applications are invited from Indian nationals for the post of “**Project Office Assistant**” for a research project entitled “Clean Air Catalyst” funded by the World Resources Institute (WRI).

Name of the post: Project Office Assistant

Number of posts: 01

Nature and Duration: Temporary post co-terminus with the project (current end of project date is 31, March, 2025).

Salary: Rs. 20,000 pm + 18% HRA

Age: Preferably no more than 32 years

Minimum qualifications: This position requires a graduate or equivalent degree preferably from Science background. The candidate should also have a sound knowledge of computer applications, MS office and Office management.

Desirable qualifications: Prior experience working as office assistant or equivalent on large multi-institutional R&D projects

Job profile:

- Compiling and formatting reports using MS Office.
- Coordination with other institutes, including but not limited to email communication, preparation of minutes of meetings, synthesis of discussions in connection with the project.
- Assistance in organizing workshops, symposia and conferences.
- Logistics: Consignments, VC support (meetings/workshops/virtual trainings); Lab inventory/book-keeping and maintenance.
- General administrative work including booking rooms and halls, using the Institute automation facility for generating guest/visitor pass, vendor creation, gate passes and others.
- Preparing indents, payment advice, purchasing equipment and laboratory consumables. Assistance in preparing and floating tenders for project related purchases.

- Assistance in joining formalities of staff/postdocs.
- Assistance in lab work.

Procedure to submit applications: Applications are to be made (electronic copy or hard copy) by submitting curriculum vitae (CV) (in accordance with the appended format) along with a statement of purpose. The application should include a passport-sized photograph and at least two letters of recommendation.

Completed applications should preferably reach the undersigned by **June 26, 2024 by e-mail (preferably) or post**. However, application deadline may be extended for exceptionally qualified candidates and positions will remain open until filled. Further, the selection committee may offer lower or higher designation and lower or higher salary depending upon the experience and performance of the candidate in the interview.

Only shortlisted applicants will be intimated and called for an interview. No interim correspondence will be entertained. For any questions regarding the post, the nature of the project, or the suitability of your candidature for the advertised post please contact the undersigned.

Mail applications to:

Prof. Ramya Sunder Raman
Professor, Earth and Environmental Sciences
Room#29, Academic Building- 2
Indian Institute of Science Education and Research (IISER) Bhopal
Bhopal by-pass road, Bhauri
Bhopal- 462 066, Madhya Pradesh, INDIA

Phone: + 91-755-2692 564

Email : ramyasr@iiserb.ac.in

Web : <https://home.iiserb.ac.in/~ramyasr>



Indian Institute of Science Education and Research Bhopal

Application Proforma

Date	Post applied for	Advertisement no.

I. Have you applied for a position (temporary or permanent) in the Institute before? (If yes, please fill the below mentioned details)

Date of application	Post applied for	Advertisement no.

II. Personal Profile:

First name	Middle name	Surname	Affix latest passport size Photograph
Date of birth	Gender	Marital Status (single/married)	
Nationality	Religion	Category (ST/SC/OBC/PD/General)	

III. Family Details (full names):

Father's Name	
Mother's Name	

IV. Contact Details:

Address for correspondence	Permanent address	Contact details (Address where we can reach you)	
		Country Code:	
		Area Code:	
		Off:	
		Res:	
		Mobile:	
		Email:	
		Skype Address:	

V. Academic qualifications (in chronological order from class X onwards) :
(add additional rows if required)

Qualification	Name of the Institution / School /University	Date of passing (MM - YYYY)	Grade/ Div./ %	Subjects
Class X				
Class XII				
Bachelors				
Masters				

VI. Professional experience:

A: Teaching / Industrial / Office:

Position	Name of the organization	Period	No. of Yrs.	Pay Scale & Basic Pay

B: Research Projects (Sponsored & Consultancy):

Position	Name of the organization	Period	No. of Yrs.	Value of the project

C: Research Profile:

Papers Published & Conference proceedings

D: Awards & Distinctions:

Name of the Award / Fellowship	Name of the organization	Year

VII. Antecedents:

a) Details of any judicial proceedings in the past or present	
b) Any health problems	
c) Any other noteworthy items	

VIII. References with Name, Designation, Address, Phone & Email:

Reference I	Reference II
Email:	Email:

Declaration: The above furnished information is true to the best of my knowledge.

Place:
Date:

Signature:
Name: