



JNCASR

जवाहरलाल नेहरू उन्नत वैज्ञानिक अनुसंधान केंद्र

जकूर 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.06/2024

Date: 28.06.2024

Advertisement for the Position of Office Executive

The Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR) invites applications for the Office Executive (outsourced) position for the Academic Section.

No. of positions: Two

Age Limit: Preferably below 30 years, as on the last date of application.

1) Essential Qualifications/ Skills and Experience for Post 1:

Graduate degree preferably in Commerce with 60% marks and knowledge of MS Excel and excellent communication skills in English with a minimum of 3 years' experience preferably in a research institution/University in handling students-related matters or handling similar responsibilities in comparable organizations.

2) Educational Qualification and skills for Post 2:

Post-graduate degree in any discipline with 55% marks and advanced knowledge of MS Excel, excellent communication skills in English and local language with experience of 2-3 years, preferably in a University system, handling students fellowships, grants etc.

Salary/Wages: Rs. 26,700/- p.m. (highly skilled category)

How to Apply: Interested candidates may send their recent CV, with copies of UG/PG certificates, mark sheets, letter of recommendation from the previous or present employer and copy of the salary slip (preferably in PDF format) by email to acoord@jncasr.ac.in

Last date for application: 13.07.2024

Administrative Officer (I/c)