



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



JNCASR/AO/Advt. No.02/2024

Date: 05.03.2024

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 Theoretical Sciences Unit.

No. of positions: One

Age Limit: Preferably below 35 years, as on the last date of application

Essential Qualifications/ Experience:

- Bachelor's degree (from a recognized University)/ 3-year Diploma in Commercial practice (from a recognized technical board). The candidate should have secured a minimum of 55% marks in Degree/Diploma
- Familiarity with Microsoft Windows and Office products or equivalent
- Familiarity with hands-on skills in handling standard internet and web-based resources
- Good communication skills (English) and willingness to work in a team environment
- Preferably 2-3 years' experience in the relevant field in respect of Graduates and 3-4 years' experience in respect of Diploma Holder in handling secretarial duties in a reputed organization

Desirable:

- Experience in a Research Institute/University

Salary/Wages: Rs. 25,000/- p.m. (highly skilled category)

How to Apply: Interested candidates may send their bio-data (preferably in PDF format) with the subject Advertisement no. TSU-Centre-01 by email to tsusearch@jncasr.ac.in

Last date for application: 20 March, 2024