



जवाहरलाल नेहरू उन्नत वैज्ञानिक अनुसंधान केंद्र
जक्कूर पोस्ट, बेंगलुरु-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

Advertisement No: JNC/AO/No.05/24

August 31, 2024

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 for the following positions:

1) Technical Assistant

2) Personal Assistant

1) Name of the post: TECHNICAL ASSISTANT

Number of positions: 01

Category: OBC

Age Limit: Below 35 years of age as on the last date of receipt of applications.

Pay Level: Level 6 plus admissible allowances

Minimum Educational Qualifications: Pass in Degree in any branch of Engineering/Postgraduation in Science with 50% marks from a recognized University or Institute or equivalent grade.

Experience: A minimum experience of 4 years in relevant fields mentioned in the job description.

Job Description:

1. Lab assignments including tours and demonstrations
2. Handling and maintenance of scientific instruments/equipment and associated software
3. Basic troubleshooting of the defective equipment
4. Maintaining Records on the usage of the equipment
5. Monitoring Lab Inventory
6. General Safety Matters
7. Web Development and related matters
8. Developing Laboratory kits and audio-visual contents for information dissemination
9. Technical coordination in Outreach activities
10. Any other work assigned from to time by the Competent Authority

2) Name of the post: PERSONAL ASSISTANT

Number of posts: 01

Category: UR

Age Limit: Below 35 years of age as on the last date of receipt of applications.

Pay Level: Level 6 plus admissible allowances

Minimum Educational Qualification:

- 1) Master's Degree in any discipline from a recognized University
- 2) Stenography in English with a minimum speed of 100 WPM
- 3) English Typing with minimum speed of 35 WPM
- 4) Knowledge of computer applications
- 5) Working knowledge in the Hindi language

Experience: A minimum of 4 years of experience in the relevant field, as mentioned in the job description, in a Central Government Establishment, preferably a research institution.

OR

A three-year Diploma in Secretarial/Commercial Practice from a Government recognized institution with 6-8 years of experience in the relevant field, as mentioned in the job description, in a Central Government Establishment, preferably a research institution.

Refer to the Centre's website for detailed advertisement and to download the application format.

<https://www.jncasr.ac.in/openings/administrative-staff>

**Administrative Officer
JNCASR**

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