



**NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH,
BHUBANESWAR**

(An autonomous Institution under Department of Atomic Energy, Govt. of India)
At/ P.O.- Jatni, Dist- Khurda, Pin-752050, Odisha

Advertisement No.: NISER/EMBO/2020

Indian nationals are invited for a **Walk-In-Interview** on **3rd April 2020** at about **10.00 am** for **Two temporary positions** as **Secretarial Assistant** for upcoming **“An EMBO Workshop on An integrated view of early land plant evolution”** in the School of Biological Sciences, NISER, Bhubaneswar funded by **EMBO**.

Secretarial Assistant :

Basic Qualification : +2 and +3 or Equivalent

Desirable :

1. Computer proficiency, web knowledge and office work.
2. Prior work experience in any Govt. projects and in any National or International conference organization will be preferred.

Nature of the work : The candidate is expected to be instrumented in conference management work and need to work even on off times as per the demand of the Job.

Remuneration : ₹15,000 /- pm for +2 candidate and ₹20,000 /- pm for +3 candidate (Consolidated)

AGE : Not more than 28 years as on date of walk-in-interview, age relaxation to entitled categories as per NISER rules.

The above positions are purely temporary for a period Eight Months (08 Months) Starting from 1st May 2020 to 31st December 2020 or completion of project whichever is earlier. Therefore, not confer any right/ claim, implicit, or explicit for consideration/absorption against any NISER post.

Interested candidates should appear for a **walk in interview** scheduled to be held on **3rd April 2020 at about 10.00 am** at **Conference Room**, School of Biological Sciences (SBS), NISER along with their resume duly filled in all respect in the prescribed proforma (given in page 2-3 of this document) along with copies of all certificates at the time of interview with recent passport size photograph pasted on it. Original documents should be produced at the time of interview for verification. The selection will be made on the basis of Interview of the candidates. All candidates are requested to reach **one hour before** the scheduled time.

No TA/DA will be paid to the candidate, if called for interview or joining the position.

Convenor
(EMBO-2020)



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(Research & Development Section)

विज्ञापनसंख्या: NISER/EMBO/2019-20

Paste your
recent coloured
photograph

भर्ती के लिए आवेदन पत्र: _____

Application for recruitment to the post of "**SECRETARIAL ASSISTANT**"

1. पूरा नाम (स्पष्ट अक्षरों में) Full Name (In Capital Letters) : _____

2. पिता / पति का नाम / Father's / Husband's Name : _____

3. जन्मतिथि/ Date of Birth : _____

4. उम्र/ Age as on (दिनांक 01.04.2020) : _____

5. पत्राचार के लिए डाक का पता : _____

Postal Address for Correspondence : _____

6. स्थाई पता /Permanent Address : _____

7 (a) कॉन्टैक्ट नं / Contact No. : _____

(b) ई-मेल / e-mail : _____

8. क्या अ.जा./अ.ज.जा./अ.पि.व./ शा. वि. में आते हैं?: _____

Whether belongs to SC/ST/OBC/PH category (If yes, please attach latest certificate.

(जाति प्रमाण-पत्र संलग्न किया जावे / Copy of Caste Certificate to be enclosed)

10. शैक्षणिक योग्यताएँ / Educational Qualifications (Chronological Order):

परीक्षा का नाम Name of the examination	बोर्ड / विश्वविद्यालय / संस्थान Board / Univ. / Institute	उत्तीर्ण करने का वर्ष Year of Passing	विषय Subjects	अंको का प्रतिशत % age of Marks

11. अनुभव, यदि कोई हो/ Experience, if any:

संगठन/नियोक्ताका नाम Name of Organisation /Employer	सेवा अवधि वर्ष तथा माह Period of Service in Year & Months	पदनाम Designation	वेतनमान तथा मूल/सकल वेतन Scale of Pay & Basic / Gross emoluments	कार्य की प्रकृति Nature of duties

मैं सत्यनिष्ठा से पुष्ट करता / करती हूँ कि उपर्युक्त जानकारी मेरी अधिकतम जानकारी और विश्वास के अनुसार सही है। यदि मेरे द्वारा दी गयी कोई जानकारी किसी भी चरण पर गलत पायी जाती है, तो मेरा आवेदन रद्द किया जा सकता है।/ I do solemnly affirm that the above information given by me is true to the best of my knowledge and belief. If any information given by me is found to be incorrect at any stage, my candidature may be cancelled.

दिनांक/ Date :

स्थान/ Place :

(आवेदक का हस्ताक्षर/ Signature of Applicant)

The application with all enclosures must be submitted to the following on the date of interview.

The Convenor
EMBO-2020
National Institute of Science Education and Research
At/ P.o.- Jatni,
Dist- Khurda
Pin- 752050
Odisha