



INSTITUTE OF LIFE SCIENCES

(An Autonomous Institute under the Dept. of Biotechnology, Ministry of
Science & Technology, Govt. of India)
NALCO Square, Bhubaneswar 751023, India

Advt. No. 06/2020

Date: 29.08.2020

Institute of Life Sciences (ILS), Bhubaneswar, an autonomous institute of the Department of Biotechnology, Ministry of Science & Technology, Government of India invites applications from Indian Nationals to join in the following position.

Name of position: Administrative Professional-Bio-Incubation Centre

Emolument: Rs. 30,000/- (Fixed)

Eligibility: Post-Graduate with good communication skills are eligible to apply. Candidates having experience in administrative work will be preferred.

Job Profile:

- Responsible for managing the administrative works of the Bio-Incubation Centre.
- Working with the Chief Operating Officer for the smooth functioning of the Bio-Incubation Centre.
- Tracking of all financial activities under this program including the funding disbursement.
- Conducting different meetings and workshops.

Selection will be carried out through application screening, followed by an interview process.

Interested/eligible candidates may download application form from the institute website (www.ils.res.in) and send us the duly filled application form along with self-attested copies of mark sheets and certificates through e-mail to drdas@ils.res.in. Incomplete applications and applications without the above-mentioned documents will be rejected.

The selected candidate will not have any right to claim explicit or implicit for any post in the Institute of Life Sciences. Only names of shortlisted candidates will be published on the Institute website and a separate call letter will not be issued. No TA/DA will be given for attending the interview. The decision of the Director regarding the selection of the candidates will be final and no correspondence will be entertained in this regard.

- 1. Last date for receiving application: 03.09.2020**
- 2. Date of display of shortlisted candidates on the ILS website: 04.09.2020**
- 3. Date of interview: 07.09.2020**

Note: All communication will be through e-mail. No separate call letter will be issued to the candidates.

Administrative Officer