



# 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. 03/2020**

**Date: 18.06.2020**

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.

**Project:** DBT Project Entitled “Setting up of North East Region Biotechnology Programme Management Cell (NERBPMC) at joint IBSD-ILS centre at ILS, Bhubaneswar”

**Name of position:** Consultant (Administration/ Finance)

**Remuneration:** Rs. 60,000/- (Consolidated)

**Eligibility Criteria:**

1. Retired Govt. Employees with Bachelor degree in any discipline drawing pay in the pay band 9300-34800 + Grade pay 5400 and above at time of retirement and having 10 years of work experience in the administration, finance and accounts matters.

**Or**

2. Masters’ degree in any branch of Science/ MBA from a recognized University / Institute with at least five years of experience in working in Administration/ monitoring research scientific projects.

**Duties and responsibilities:**

- Coordinate internal resources and third parties/vendors for the flawless execution of projects with consultation with PI
- Assist PI to ensure that all projects are delivered on-time, within scope and within budget.
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques.
- Manage the relationship with the all stakeholders
- Perform risk management to minimize project risks and Establish and maintain relationships with third parties/vendors
- Involve in ordering process and monitor the payment process of different vendor.
- Develop spreadsheets, diagrams and process maps to document needs and prepare SE & UC.

**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](http://www.ils.res.in)) and apply along with self-attested copies of mark sheets and certificates to “**The Director, Institute of Life Sciences, Nalco Square, Bhubaneswar-751023. Super-scribe the envelope with Advt. No., the project title and the position name.**” Incomplete applications and applications without the above mentioned documents will be rejected.

Selected consultant will not have any right to claim explicit or implicit for any post in Institute of Life Sciences. The initial appointment will be for one year and will be extended further subject to satisfactory performance. Only names of short listed candidates will be published in the Institute website and separate call letter will not be issued. No TA/DA will be given for attending the interview. The decision of the Director regarding selection of the candidates will be final and no correspondence will be entertained in this regard.

1. **Last date for receiving application: 30.06.2020**
2. **Date of display of shortlisted candidates in ILS website: 03.07.2020**
3. **Date & time of interview: Will be notified in the website**

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

**Administrative Officer**