

NATIONAL BRAIN RESEARCH CENTRE (NBRC), Manesar-122052, Gurugram, requires an Administration cum Finance Manager (Project)

Interested candidates fulfilling the following requirement can submit their bio-data along with self-attested copies of certificates in support of their qualifications and experience mentioned in the bio-data latest by **30th June, 2020** to “**The Administrative Officer, National Brain Research Centre, Nainwal Mode, Manesar-122 052, Distt- Gurugram (Haryana)**”.

Essential qualification	<ul style="list-style-type: none">• Graduate in any discipline along with 01-year relevant experience preferably in Govt. / Semi Govt. Organization / Public Sector Undertaking / Autonomous Organization, Educational Institutions, Universities etc.
Desirable qualifications and experience	<ul style="list-style-type: none">• Drafting skills service rules and regulations of Central Govt. / Autonomous Bodies would be preferred.• Well versed with ERP -Tally, MS-Office etc.
Mode of appointment	<ul style="list-style-type: none">• In a project on contract & co-terminus with the project
Fixed Emoluments	<ul style="list-style-type: none">• ₹ 30,000/- per month (consolidated) with 10% increase every year
Tenure	<ul style="list-style-type: none">• Initially for a period upto 17th December, 2020 which may be extended on the basis of performance review and requirement or till the project lasts, whichever is earlier.
Age Limit	<ul style="list-style-type: none">• Not exceeding 30 years as on <u>(30th June, 2020)</u>
Accommodation	<ul style="list-style-type: none">• Accommodation may be provided as per rules of NBRC, subject to availability

Note:

1. No TA / DA will be payable to the candidates for attending the interview