



**NATIONAL INSTITUTE OF IMMUNOLOGY**  
**ARUNA ASAF ALI MARG**  
**NEW DELHI-110067**

Applications are invited for the posts of **Junior Project Assistant** for the following time-bound sponsored project as per the details given below.

Sl. No	Name of the project & Duration of the Project	Post details & No of Posts	Name of the Project Investigator and Email ID
1	<p>“Establishment of Data and Impact Analysis Unit for projects in the area of Theoretical and Computational Biology” funded by DBT</p> <p>Tenable till – 16.09.2026</p>	Junior Project Assistant (One Posts only )	<p>Dr. Debasisa Mohanty Director <a href="mailto:mompcoe@nii.ac.in">mompcoe@nii.ac.in</a></p> <p>Applicants must write “<b>Application for DTCB Project</b>” and name of the post applied for in the <b>subject</b> line of the e-mail</p> <p>In addition to the application in the required format, the candidates must send a copy of the CV clearly highlighting the experience relevant to the job descriptions and desirable qualifications.</p>

**1. Junior Project Assistant**

**Job Description:**

The candidate will assist in collection/compilation of data relating to objectives, deliverables, sanction/release/utilization of funds, progress reports and resulting publications/patents/software/databases for projects funded by DBT in the area of Theoretical and Computational Biology. The candidate will coordinate with IT team for development of dashboards and portals.

**Qualifications :**

**Essential:**

- i) Graduate Degree OR Diploma (three years)
- ii) Knowledge of Office Procedures, noting, drafting etc. and dealing with correspondence.
- iii) Should have one year experience in one or more of the following:
  - A) Knowledge of computers.
  - B) Work connected with meetings, conference, Co-ordination.
  - C) Maintenance of accounts, priced stores ledgers, processing of bills
  - D)

Stores & Purchase/Accounting Procedure. E) Admissions & conduct of examinations F) Est. & Admin. Matters

**Desirable:** Should have good skills in MS-excel, word and Power Point etc. Relevant work experience in accounting, etc., is highly desirable and will be a major criterion.

### **Emoluments**

**Junior Project Assistant:** Rs 21,700/- consolidated p.m. plus 24% HRA.

### **General Terms & Conditions:**

1. The candidates selected for the above posts will be on contract for one year or the duration of the project whichever is shorter, at a time.
2. No hostel/ housing facility will be provided.
3. Applicants may clearly mention the category they belong to i.e. SC/ST/OBC/PH and attach documentary proof of the same.
4. No TA/DA will be paid for attending the interview, if called for.
5. Apart from sending application in the prescribed format given below, candidates should send complete *Curriculum Vitae* along with the names of three referees. *Curriculum Vitae* should contain details of the experimental expertise.
6. Canvassing in any form will be a disqualification.

### **HOW TO APPLY :**

Interested candidates may apply directly, **STRICTLY IN THE PRESCRIBED FORMAT GIVEN BELOW**, through e-mail, to the Investigator of the project, clearly indicating the name of the project along with their complete C.V., e-mail id, fax numbers, telephone numbers. **Only Short listed candidates** will be called for interview and they required to submit attested copies of all their certificates and a Demand Draft of Rs 100/- drawn on Canara Bank or Indian Bank payable at Delhi/New Delhi in favour of the Director, NII (SC/ST/PH and Women candidates are exempted subject to submission of documentary proof), at the time of interview.

**LAST DATE OF RECEIPT OF APPLICATIONS: 24<sup>th</sup> June, 2024**

**PRESCRIBED FORMAT**

1.	Full Name				
2.	Father's Name				
3.	Mother's Name				
4.	Date of Birth & Age				
5.	Gender				
6.	Category (SC/ ST/ OBC / PH)				
7 (a)	Full Correspondence Address				
(b)	Permanent Address				
8.	E. mail-ID, Fax, Telephone No. and Mobile No. (if any)				
9.	Details of Past Experience & Present Employment , If any				
10.	Please State, whether holding Overseas Citizenship of India Card (OCI), (YES/NO)				
11.	Whether qualified any ' <b>National Level Examination</b> ' e.g. (NET/GATE), (if any)				
12.	Details of the Academic Qualifications:				
	Name of examination passed	Year of passing	Board/Institution/University	Percentage and division	Remarks

**Please Note:**

1. Applications containing incomplete information shall not be entertained.
2. Date of passing the examinations must be indicated clearly.