



BRIC-NATIONAL INSTITUTE OF IMMUNOLOGY  
ARUNA ASAF ALI MARG, NEW DELHI

Applications are invited for the one position of Scientific Administrative Assistant (Project) for the following time-bound sponsored project as per the details given below:

S. No	Name of the project & Duration of the Project	Post details & No. of Posts	Name of the Project Investigator and Email ID
1.	"Establishment of Bioinformatics and Computational Biology Center at NII, New Delhi with the theme of Structural Bioinformatics & Genome Mining (Applications in Biomedical Sciences)" funded by DBT  Tenable till – 25.11.2025	Scientific Administrative Assistant (Project)  (One position only)	Dr. Debasisa Mohanty Director <a href="mailto:mompcoe@nii.ac.in">mompcoe@nii.ac.in</a>

**Educational Qualifications:** Graduate degree in any discipline.

**Desirable Qualifications & Experience:** MS Office well conversant with excel etc. Any diploma in computer course will be advantageous.

**Job description:** To provide support for project related official communication. Keeping record of stock of equipments, reagents and accounts related to project.

**Emoluments:** The selected candidates will draw consolidated emoluments as per Institute Rules, depending upon qualifications & experience

Rs. 18,000/- per month plus 27% HRA (As per DST OM dated 10.07.2020)

**Age Limit: Should not be more than 30 Years as on the date of applying for the post.**

**General Terms & Conditions:**

1. The candidates selected for the above posts will be on contract for one year or 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 and list of publications.
6. Canvassing in any form will be a disqualification.
7. The Interviews will be held in offline/online mode.

**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) or can make the payment through UPI/Paytm/Phone Pe etc. in **the Bank A/c Beneficiary Name: Director, NII/Account No. 1484101001636/IFSC: CNRB0001484/)** and women candidates are exempted from payment of fees) subject to submission of documentary proof), at the time of interview.

**LAST DATE OF RECEIPT OF APPLICATIONS: 06<sup>th</sup> December, 2024**

**PRESCRIBED FORMAT**

1.	Full Name				
2.	Father's Name				
3.	Mother's Name				
4.	Date of Birth & Age				
5.	Gender				
6.	Category (UR/SC/ST/OBC/PH)				
7 (a)	Full Current 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.	Whether qualified any 'National Level Examination' (Please State)				
11.	Please State, whether holding Overseas Citizenship Card of India, (Yes/No)				
12.	Details of the Academic/Professional 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.**