

**NATIONAL INSTITUTE OF BIOMEDICAL GENOMICS**  
(An Autonomous Institution of the Government of India)



P.O.: Netaji Subhas Sanatorium, Kalyani 741251, West Bengal, INDIA  
www.nibmg.ac.in

Advertisement No. 401

Date: 24/01/2018

Positions available

NIBMG is looking for motivated and bright individuals interested to explore career opportunities in exciting research projects of the Institute in positions as below. These positions are contractual and appointments will be initially given for one year, which are extendable depending upon performance and requirements of the project. Interested candidates are invited to appear in a **Walk-In Interview, on 31<sup>st</sup> January, 10:00 am at NIBMG**. No TA/DA will be paid for appearing in the interview.

Name of Position (No. of position required)	Consolidated Retainer Fee [INR] Per Month (Commensurate with qualifications and experience) Essential	Essential Qualifications	Desirable Qualifications	Nature of Duty
Financial Coordinator (1)	30,000/- to 40,000/-	(1) M.Com with 3 years' work experience/B.Com with 5 years' work experience (2) Age not more than 40 years as on 31 <sup>st</sup> January, 2018 (3) Experience in using financial packages e.g. Tally	(1) Masters in Business Administration or equivalent (2) Thorough knowledge of GFR (3) Good written and oral communications skills	(1) Financial management of large projects, (2) Coordination with Finance Personnel of collaborating organizations (3) Documentation support

Documents required:

1. Govt. issued photo identity card.
2. Printed recent and updated CV.
3. Self-attested photocopies of all relevant degrees and certificates.
4. Documentary evidence of all employment stated in CV.
5. Recent Passport size coloured Photograph.

Please note that the application will be rejected in case any of the above documents cannot be produced during interview.