

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



P.O.: N.S.S., Kalyani 741251, West Bengal, INDIA
www.nibmg.ac.in

NIBMG/ADMIN/ESTB/2022-23/077

DATE: 15-07-2022

ADVERTISEMENT

Name of the Position	No. of Position	Essential Qualifications	Desirable Qualifications	Nature of Duty
Office Assistant	1	Graduate in any discipline with good academic score	<ul style="list-style-type: none">• Graduate in Science or English are preferred• Experience of working in the Microsoft Office (Word, Excel, Power-Point), Desk top publishing etc.• Proficient in English communication (both written and verbal)• Candidates having administrative working experience in any Central Govt. or allied research organization are preferred	<ul style="list-style-type: none">• Establish, maintain, process, and/or update files, records, and/or other documents.• Update paperwork, maintain, noting, drafting of documents and word processing and/or data entry skills.• Performing general/routine office duties and errands as appropriate to the position.

This position is purely contractual, the appointment will be given for **one year** through outsourced agency, which is extendable depending upon performance, requirement of the institute and availability of funds.

Please send your updated Curriculum Vitae along with testimonials to:

career.officeassistant@gmail.com (no other form of application will be accepted).

The last date of application is **25-07-2022 (upto 5 PM)**. Only shortlisted candidates will be called for Interview/Test. No TA/DA will be provided for attending the Interview/Test.

Manager (Administration)