



INSTITUTE OF LIFE SCIENCES

(An Autonomous Institute under the Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)
NALCO Square, Bhubaneswar 751023, India

Advt. No. 26/2018

Date: 14.11.2018

Institute of Life Sciences (ILS), Bhubaneswar, an autonomous institute of the Department of Biotechnology, Ministry of Science & Technology, Government of India invites applications from Indian Nationals to join in the following position.

Project: DBT funded project entitled “Genetic Enhancement of Minor Pulses: Characterization, Evaluation, Genetic Enhancement and Generation of Genomic Resources for Accelerated Utilization and Improvement of Minor Pulses.”

1. Name of position: Web Resources Manager (01 no.)

Term of engagement: For a period of 03 years or till the end of the project.

Remuneration: Based on expertise and experience.

Eligibility: B.Tech (Computer Science/application) / MCA / M.Sc. in Bioinformatics. Experience in similar project/domain is desirable.

Duties and responsibilities: The person will be responsible for maintenance of the computer systems / workstations of the project and database management of the project. She/he will be required to provide services of accessing the database to users of the participating Institutes and maintain a web based interface of online access and knowledge dissemination.

**2. Name of the position: Administrative Professional (01 no.)
Accounts Professional (01 no.)**

Term of engagement: For a period of 03 years or till the end of the project.

Remuneration: Based on expertise and experience.

Eligibility:

- a) **For Administrative professional:** B.Sc. /M.Sc. in any branch of Science or Bioinformatics with administrative and management expertise.
- b) **For Accounts professional:** B.Com/M.Com with exposure in Govt. of India system of accounting. Preference will be given for working knowledge in PFMS -UC & EAT module.

Duties and responsibilities:

- a) For Administrative professional: Supporting the management of the network system, coordinate with technical persons and preparation of reports etc.
- b) For Accounts professional: All accounting and financial works relating to the project. Coordinating with participating Institute for preparing UC/SE and filing with the appropriate authorities. Preparing of financial reports and also coordinating purchase of various equipment/consumables for the project.

Age Limit: The upper age limit of the above candidate(s) should be below 32 years as on last date of application. Age relaxation will be given to the candidates as per Govt. of India guidelines.

Selection will be carried out through application screening, followed by an interview process.

Interested/eligible candidates may download application form from the institute website (www.ils.res.in) and apply along with self-attested copies of mark sheets and certificates to the “**Director, Institute of Life Sciences, Nalco Square, Bhubaneswar-751023**”. Super-scribe the envelope with “**Application for the position of We Resource Manager/ Administrative Professional/ Accounts Professional for DBT Project on Minor Pulses No. BT/Ag/Network/Pulses-I/2017-18.**” No TA/DA will be paid for attending the interview. The decision of the Director, ILS regarding selection of candidates will be final and no further correspondence will be entertained in this regard.

1) Last date for receiving application: 30th November 2018

2) Date of display of shortlisted candidates in ILS website: 3rd December 2018

3) Date & time of interview: 11th December 2018; 10.00 AM

Note: All communication will be through e-mail. No separate call letter will be issued to the candidates.

Administrative Officer