



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. 23/2020

Date: 18.02.2021

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

Name of the Post: Project Professional-Bio-Incubation Centre (01 position)

Essential Qualifications: M.Sc. or MBA with Science administrative and management expertise. Candidates should have a working knowledge of computer applications (Comfort with MS Office and Google Suite Tools). Strong written and oral communication skills, attention to detail. Will be expected to be a self-starter, who can work with minimum supervision & efficiently deliver content.

Job Description: Responsible for the administrative work and event management coordination of the Bio-Incubation Centre. Working with the Chief Operating Officer for the smooth functioning of the Bio-Incubation Centre. Coordinating events of Bioincubation meetings and workshops. Should be a team player and grasp and adapt to the incubation ecosystem.

Age Limit: The candidate should be below 30 years in age as on 25.02.2021. Age relaxation will be given according to Govt of India rules.

Salary: Rs. 25,000/- to Rs. 30,000/- (consolidated) based on qualification and experience.

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

Interested/eligible candidates are advised to fill in the google form in the link provided here <https://forms.gle/6F3EavoDtkNryUrY7>.

The interview will be conducted in web mode.

The decision of the institute Director regarding selection of candidates will be final and no further correspondence will be entertained in this regard.

- 1. Last date for receiving application: 25.02.2021**
- 2. Date of display of shortlisted candidates: 27.02.2021**
- 3. Date & time of interview: will be notified on the website**

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

Administrative Officer