



INSTITUTE OF LIFE SCIENCES

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

WALK – IN – INTERVIEW

Advt. No. 37/2017

Date: 06.03.2018

The Institute requires the services of young professionals with appropriate qualification and experience in the areas of Accounts, Establishment, Academic, and Stores & Purchase.

A Walk-in-interview will be conducted to select candidates to be engaged on Project mode (for 11 months extendable on project tenure/requirement basis). The interested candidates may appear before the Selection Committee with all their original certificates, mark sheets, experience certificate with a photo copy of each of it and a recent passport size photograph along with the updated Bio-data as per the date and time given below. No TA/DA would be provided for attending interview. The candidates not fulfilling eligibility criteria will not be considered for selection process.

No. of vacancies: 04 (Four)

Category: Open

Eligibility Criteria:

a) Minimum qualification & experience:

Bachelor degree in Science/Arts/Commerce with working knowledge in computer and minimum 05 years working experience in the field of Accounts/Establishment/Academic affairs/Stores & Purchase.

b) Desirable experience:

(a) Tally accounting package, OR (b) Import-Export matters, OR (c) UC & EAT module of PFMS of Government of India, OR (d) Handling academic & establishment matters in Govt. of India organization.

Salary: As per experience and qualifications.

Interview Date: 17.03.2018; Reporting time 9.00 AM to 10.00 AM

If required, the Institute reserves the right to conduct a written test and based on the performance, selected candidates will be interviewed.

Venue: Institute of Life Sciences, Bhubaneswar.

Administrative Officer