

Advt. No. 14/2026

Date: -04.05.2026

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 contractual position under the NERBPMC project being implemented at New Delhi, India.

Name of the Post: Project Officer/ Personal Assistant: 01 (One)

Project duration: Up to March, 2027.

Essential Qualifications: Graduate Degree in any discipline with 5 years' experience of administration/ finance and accounts work.

Age: Not exceeding 30 years (as on 13-05-2026). Age relaxation will be given as per the rules of Govt. of India.

Desirable: Administrative and managerial skills. Must be able to motivate and work with a team consisting of people with different skill sets and backgrounds. English writing and presentation skills. Ability to work independently and provide vision to various R&D related activities etc.

Job Profile:

1. Management of various programmes in the NER.
2. Providing accurate and effective grants administrative support to the projects being implemented in NER.
3. Any other task assigned from time to time.
4. Work Location: **New Delhi**

Emoluments: Rs. 32,000/- (Consolidated) per month.

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

Interested/eligible candidates may apply ONLINE through the link provided at institute website (www.ils.res.in)

All the positions are purely temporary and coterminous with the project. The decision of the Director regarding the selection of candidates will be final and no further correspondence will be entertained in this regard.

1. Last date for receiving application: **13-05-2026**
2. Date of display of shortlisted candidates: **18-05-2026**
3. Interview date will be notified on the website, tentatively: **22-05-2026**

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

Administrative Officer