

**Advertisement 3 (Scientific Administrative Assistant, SAA)**

Applications are invited from Indian nationals for the post of Scientific Administrative Assistant at SERB Precision Antibodies Engineering Centre under the SERB Project No SERB/CHM/2021056 (SERB-PACE).

**Job Description:** The selected candidate will be expected to manage

- (a) Project management: Non-technical requirements related to the project/lab
- (b) Record keeping: Income and expenditure, AMCs, UC-SE, HR for project positions, etc
- (c) Lab-related purchase: Indent generation, procurement, invoice settlement
- (d) Any other assigned responsibility by the project coordinator

**No. of Position:** ONE (Scientific Administrative Assistant, SAA)

**Duration:** 5 years (annual performance review)

The extension will be based on the annual evaluation of the research progress.

**Eligibility:**

- Graduation (B.Sc., B.A., B.Com. or equivalent) in any discipline
- Computer proficiency (MS office, excel)

**Desirable:** Two years' work experience in any Govt. organization / R&D Labs / Industry with job profile matching with the description given above.

**How to Apply:** Applications containing a detailed CV (including name, photograph, date of birth, address for communication, phone number, email id, details of educational qualifications and name of two referees) can be submitted through:

[Online Application Google Form: Click here](#)

Last date of receiving applications is **April 24, 2022, 5:00 PM (IST)**.

Shortlisted candidates will be called for an online interview. Photocopies of certificates/mark sheets and other testimonials will be required at the time of interview. The selected candidate will be expected to join at the earliest possibility.

**Contact SERB-PACE @ IISER Bhopal:**

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