



ICGEB

International Centre for Genetic Engineering and Biotechnology

DRAFT

ICGEB - DBT PROJECT VACANCY NOTICE

The following vacancies are available in the DBT Apex Biotechnology Information Center Project at ICGEB, New Delhi, India. Salary will be offered as per DBT norms, educational qualification, and experience. Shortlisted candidates will be invited for in-person interviews. Only the selected candidates will be informed individually.

No.	Vacancy position	Number of vacancies
1.	Sr. Project Assistant	3
2	Project Assistant	1

Minimum Educational Qualification, desirable experience, and expected duties:

- Position No 1-** Graduate degree in Arts/Science/Commerce or Business Management. At least five years' experience in the actual conduct of meetings/examinations and/or adequate experience of supervisory work at the Jr. Superintendent level in a Govt office or an educational Institution or in a business organization of repute. Desirable: Knowledge of office procedures, rules & regulations generally operative in Govt. of the office or in Educational Institutions, including experience in handling work in connection with meetings & conferences. Working knowledge of computers.
- Position No 2-** Graduate degree with two years of work experience as Sr. Assistant or equivalent post/scale. **In case of Account/Audit/cash:** Graduate degree, preferably commerce, with two years of work experience as UDC or equivalent post/scale. **In case of Stores/Stock verification:** Graduate degree with two years relevant work experience in Stores/Stock verification at the level of Sr. Assistant or equivalent post/scale.

Interested candidates can apply here: <https://forms.gle/7G26y5c3GVgU7bC4A> by December 9th, 2022.

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