

# IIM-Technology Business Incubator

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## ABOUT IIM-TBI

Indian Institute of Integrative Medicine- Technology Business Incubator (IIM-TBI) at CSIR-IIM, Jammu is sanctioned by National S&T Entrepreneurship Development Board (NSTEDB), DST (Govt. of India). The incubator is started to cater the demand of new entrepreneurs and starts-ups and to support innovations and development of technology & prototype/ product development. The trust area of IIM-TBI is Medicinal, Herbal, phytopharmaceuticals and nutraceuticals based products.

## Advertisement for “Office Assistant Position” at IIM-TBI, Jammu

Applications are invited for the position of “Office Assistant” at IIM- Technology Business Incubator, Jammu.

### POSITION DETAILS:

**Position:** Office Assistant, IIM-TBI

**Qualification:** Graduation and above

**Age limit:** The maximum age limit for applying for the above posts is 30 years as on July 15, 2018.

**Experience:** Minimum one year

**Salary:** 20,000 /- PM (Consolidated)

**Mode of Selection:** Through Interview

### ELIGIBILITY CRITERIA / RESPONSIBILITIES:

- Applicant should be an Indian national.
- Applicant should have at least one years of office experience, good knowledge of computers, skilled in using Microsoft office, power point, Corel draw and with good writing and communication skills.

### TERMS & CONDITIONS:

- a) Eligible candidates may send the duly completed application form accompanied by self-attested copies of the certificates, mark sheets, testimonials in support of age, educational qualifications, experience along with one recent passport size photograph in an envelope super scribed “APPLICATION FOR THE POST OF \_\_\_\_\_)” by post to **The Chairman, Technology Business Incubator, CSIR-Indian Institute of Integrative Medicine, Canal Road, Jammu-180001**, so as to reach on or before the closing date **15.07.2018**. This date will be the same for candidates belonging to far flung areas also. Candidates are also requested to send the soft copy of the complete application form at **Email: tbi@iiim.ac.in**.
- b) The position is purely temporary on contract basis renewable yearly.
- c) No TA will be paid for attending the Interview.

**CHAIRMAN, TBI**

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