CSIR-INDIAN INSTITUTE OF INTEGRATIVE MEDICINE,CANAL ROAD, JAMMU-180001 (J&K)
ONLINE INTERVIEW
(Through Video Conferencing on Skype/MS Team/ Google Meet/Whatsapp Video Call**)**
ADVERTISEMENT NO.27/2021

Eligible & interested candidates are invited for ONLINE INTERVIEW (**Through Video Conferencing on MS Team/ Google Meet**) for the following purely temporary positions of **OFFICE ASSISTANT** under the Project,"DST funded Technology Business Incubator (TBI)" to manage Incubator and to support Startups & Entrepreneurship (GAP-2160)" tenable at CSIR-IIIM, JAMMU:-

Position Code	Name & No. of Positions	Essential Qualification	Desirable	Upper age limit	Monthly Emoluments (₹)
01	Office Assistant One Position	Graduate	(i) Atleast one year in administrative experience in Scientific Organizations. (ii)Sufficient knowledge of computer operations particularly in MS Office, Power Point and Office Management Software and having sound knowledge of Scientific vocabulary. (iii) Knowledge of Financial Accounting, Ledger Entries and other Financial Works allied thereto.	50 yrs.	Rs. 20,000/- Fixed

The position is co-terminus with the project GAP-2160. Duration of the project is up to **31.03.2023**.

IMPORTANT INSTRUCTIONS

1. Age relaxation for SC/ST/OBC/PWD candidates as per <u>GOI/CSIR Instructions</u>. Candidates belonging to SC/ST/OBC/PWD etc. should send their copies of certificates in the proper format issued by the appropriate authority as per the latest instructions issued on the subject.

2. Age relaxation for Widows, Divorced Women, and Women Judicially separated from Husbands, who are not remarried since, as per GOI/CSIR provisions.

ONLINE SELECTION PROCEDURE:

3. Application (Google form) for these positions can be filled online in the Google Form. Google Form link is available on the CSIR-IIIM website (www.iiim.res.in). Filled in Google Form should be submitted by or before **01-11-2021** up **to 5:00 pm**.

4.   Application Form submitted after the scheduled date and time i.e.**01-11-2021** up **to 5:00 pm**. shall not be entertained for Online Interview.

5.   Only eligible candidates shall be accessed for the online viva-voce on the date of Online Interview. The list of eligible candidates and dates for Online Interview will be displayed on **CSIR-IIIM Website www.iiim.res.in** by evening on 02-11-2021 up to 5:00 PM.

6.   The applicant should fill Google Form for the position at **https://forms.gle/H8SqfpmgPDxL9hcw9**

7.   The shortlisted candidates have to be available on the date of the Online Interview from **10.00 A.M.** onwards and will be called anytime during the allotted time period (if any change is there, they will be accordingly intimated).

8.   Eligible/shortlisted candidates shall attend the Online Interview through Video Conferencing on Google Meet/ Microsoft Team.

9.   The viva-voce in respect of eligible/shortlisted candidates shall be conducted online through Video Conferencing on Microsoft Teams. However, if a large number of candidates apply, the Screening Committee may re-visit the criteria and shortlist the candidates for Online Interviews in proportionate to the available vacancies. The candidate has the option to interact in English/Hindi before the Selection Committee.

10.   The positions are purely temporary on a contract basis and co-terminus with the TBI (Project GAP-2160).

11.   In case the final certificates reflect CGPA/SGPA/OGPA Grades etc., in that case, the candidate should convert the same into equivalent percentage as per the approved formula of the University in the Google Form and a copy of such conversion formula must be attached along with the Google Form.

12.   To avoid any inconvenience, only those candidates who strictly fulfill the eligibility criteria and possess the degrees/mark sheets in the aforesaid subjects should apply for the Online Interview.

13.   Upon selection/empanelment, the original documents including eligibility qualification, age, and relaxation will be verified, if any discrepancy is found, the selection/empanelment stands cancelled.

Sd/-
SR. CONTROLLER OF ADMINISTRATION