



**national centre for biological sciences**

**Tata Institute of Fundamental Research  
GKVK, Ballary Road, Bengaluru - 560 065.  
Tel: 080-23666332, 335, Fax: 080-23636662**

**ADVERTISEMENT No. 13 / 2019**

**RECRUITMENT OF ADMINISTRATIVE OFFICER 'E'**

National Centre for Biological Sciences (NCBS) Tata Institute for Fundamental Research (TIFR) a premier research centre under the aegis of Department of Atomic Energy, Government of India, invites application for filling up of the following post on Contract/ Deputation basis:

**1. Administrative Officer (E) - One (1) Post**

Essential Qualification & Experience:

1. Graduate with 60% marks from recognised University.
2. Seven (7) years experience in relevant area in Level 10 or 11 or equivalent.
3. Knowledge of Rules & Guidelines for General Administration & Finance followed in a Central Government/ Central autonomous organisation.
4. Knowledge of use of personal computers and its applications.

**Age limit:** Below 50 years (as on 01.07.2019)

**Pay:** Equivalent to Pay Level 12 as per VII CPC.

The appointment will be on Contract/Deputation basis initially for a period of one (1) year from the date of joining which can be extended for further period of one year depending upon the performance and requirements. For further details please visit our Website: <https://www.ncbs.res.in/jobportal>

**The last date for receipt of ONLINE applications: 21st July 2019.**

**EN 14/38**

**Head, Establishment.**