

**राष्ट्रीय कोशिका विज्ञान केन्द्र, पुणे**  
**NATIONAL CENTRE FOR CELL SCIENCE**

NCCS Complex, Pune University Campus, Ganeshkhind, Pune - 411007, Maharashtra, India.

Website : [www.nccs.res.in](http://www.nccs.res.in) Email: [admindept@nccs.res.in](mailto:admindept@nccs.res.in) Ph: 020 25708000 Fax: 91(020)25692259

Advt.No.: Admn-03-2014

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National Centre for Cell Science, Pune is a premier Autonomous Institution established by the Department of Biotechnology, Ministry of Science & Technology, Government of India, for Research, Development & Training.

The Institute invites applications from Indian nationals for the following positions possessing excellent academic records and relevant work experience.

**Office Assistant 'A' :** Three Posts – (UR), Pay Band No. 1 of Rs. 5200-20200 with Grade Pay of Rs. 2400/- (TME Rs. 25002/-) Age limit : 30 years.

**Qualification & Experience:- Essential:-** Graduate in commerce with computer knowledge and minimum one year's working experience. **Desirable:-** Candidates having Post Graduation Degree & having working experience preferably in Government offices, autonomous bodies, in Administration, Accounts, Stores & Purchase and qualified in Computers will be preferred.

**Download Application Format**

**INSTRUCTIONS**

1. Application in the \* prescribed format duly filled in along with D.D.& attested copies of all certificates showing date of birth, qualifications, experience, details of the exam passed, recent passport size photograph & other relevant documents should reach the Director, National Centre for Cell Science, NCCS Complex, Pune University Campus, Ganeshkhind, Pune 411 007, Maharashtra, India on or before **05.09.2014**. The Name of the post applied for should be superscribed on the envelope.
2. Total Monthly Emoluments (TME) includes Transport Allowance and HRA as per rules.
3. Age relaxation will be available to SC/ST/OBC/PH candidates as per Government of India rules. SC/ST candidates should produce proof of their caste certificate from appropriate authority & OBC candidates should produce their latest Non-Creamy Layer certificate.
4. Applications received after the due date and incomplete applications without required documents will not be considered.
5. A demand draft of Rs. 100/- (excluding SC/ST/PH candidates) towards application fee, drawn in favour of Director, National Centre for Cell Science, should be attached with the application form.
6. Experience mentioned should have gathered after acquisition of the essential qualifications.
7. Higher start in basic pay may be considered in case of meritorious and outstanding candidates.
8. Candidates working in Government Departments / Public Sector Undertakings / Autonomous Bodies should forward their applications through proper channel.
9. Outstation SC/ST candidates called for interview will be paid to and fro second class railway fare for attending the interview as admissible under Govt. of India rules, on production of the proof of the same.
10. Experience will be relaxed in exceptional cases by the Competent Authority.
11. The appointments for all the posts will be made initially on contract for a period of 5 years with a probation period of one year, which may be extended. The performance will be reviewed on completion of 4 years and further continuation of appointment will depend on the performance during this period.
12. The posts advertised shall be need based without any commitment for its filling.
13. Mere fulfilling the minimum prescribed qualifications and experience will not vest any right to a candidate to be called for interview. The Centre reserves the right to call for interview only those candidates who in its opinion are likely to be suitable. No correspondence will be entertained in this regard.
14. The Director, NCCS reserves the right to enhance / reduce the number of posts and also to cancel the recruitment process.
15. Candidates may be considered and waitlisted for future vacancies either for permanent /temporary positions as per requirement.
16. Canvassing in any form and / or bringing in any influence will be treated as disqualification for the post.
17. No interim inquiries will be entertained.
18. List of shortlisted candidates, Date & Time of Interview & all other relevant information will be published on our website. The candidates should check the website periodically for updates.
19. Applicants will be informed by email only and no separate communication will be sent. All the candidates must mention their valid email id & mobile No. in the application.

Director

