Birla Institute of Technology & Science, Pilani
Pilani Campus
Sponsored Research and Consultancy Division (SRCD)

CALL FOR SCIENTIFIC ADMINISTRATIVE ASSISTANT IN DST FUNDED PROJECT

Date: 12-07-2022

About: Applications are invited from interested and motivated candidates for the post of Project Associate-I/II (JRF/SRF) in a time bound research project for a temporary period purely on contractual basis as per the following details:	
Position:	**Scientific Administrative Assistant**
Number of Vacancy:	01
Project Title:	"Development of 2D materials based sensor systems for rapid diagnosis of human diseases through analysis of exhaled breath" under Promotion of University Research and Scientific Excellence (PURSE) scheme of DST.
Investigators:	Dr. Arnab Hazra, Dept. of Electrical & Electronics Engineering Prof. Subhashis Gangopadhyay, Dept. of Physics Prof. Syamantak Majumder, Dept. of Biology Dr. Parikshit Sahatiya, Dept. of Electrical & Electronics Engineering
Project Tenure:	**4 years**
Job Description:	Scientific administrative assistant will carry out the work like document preparation, file maintain, data entry, commination with in-house and external personals, stock maintain, status update etc. related to the above mentioned project.
Essential Qualification and specializations:	Graduate degree in any discipline with English spoken and writing ability. Previous experience in document preparation, file maintain and data entry will be preferable.
Fellowship:	Monthly Emoluments of Rs. 18,000 + 8% HRA

How to Apply:

Applications along with updated CV should be sent through mail to arnab.hazra@pilani.bits-pilani.ac.in. Shortlisted candidates will be informed for the interview. Mere possession of minimum qualification does not guarantee an invitation to the interview. Candidates will be shortlisted based on their merit and as per the requirement of the project. All candidates should make their own arrangements for their stay at Pilani, if required. No TA/DA will be paid for attending the interview.

Application Deadline: 15-08-2022

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