



**CSIR-INDIAN INSTITUTE OF INTEGRATIVE MEDICINE**  
**CANAL ROAD, JAMMU-180001 (J&K)**  
**ONLINE INTERVIEW**

(Through Video Conferencing on MS Team/Google Meet)  
**ADVERTISEMENT NO.14/2020**

Eligible & interested candidates are invited for **ONLINE INTERVIEW ( Through Video Conferencing on MS Team/Google Meet)** for the following purely temporary position of **OFFICE ASSISTANT (PROJECT)** 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 and No. of Position	Essential Qualification	Desirable Qualification/ Experience	Emoluments Per Month	Age as on date of online interview
01	Office Assistant (Project Assistant)  01 (ONE)	B.Sc. in Biological Sciences	(i) 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.	Rs.20,000/- (fixed)	50 years

**Tenure of the Position : Up to the tenure of the project GAP-2160.**

Date of Online Interview	Time	Mode of Online Interview
01.10.2020 (Thursday)	10.00 A.M onwards	Video Conferencing on MS Team/Google Meet

**IMPORTANT INSTRUCTIONS**

1. Age relaxation for SC/ST/OBC/PWD candidates as per GOI/CSIR Instructions.
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 Form for Office Assistant (Project) can be filled online in the “Google Forms” which is tagged herein under with this Advt. No.14/2020. Filled Forms should be submitted by or before 28.09.2020(Monday) up to 5:00 pm.**
4. Application Form (Google Forms) submitted after the scheduled date and time i.e. **28.09.2020(Monday) up to 5.00 P.M.** 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/shortlisted candidates will be displayed on CSIR-IIIM Website [www.iiim.res.in](http://www.iiim.res.in) on **29.09.2020(Tuesday) by 4:30 p.m.**
6. The eligible/shortlisted candidates have to be available on the date of 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).

7. Eligible/shortlisted candidates shall attend the **Online Interview through Video Conferencing on MS Team/Google Meet**. Besides, eligible/shortlisted candidates are also advised to get these Apps (MS Team/Google Meet) downloaded on their Mobiles/Laptops etc. well in time.
8. **The viva-voce in respect of eligible/shortlisted candidates shall be conducted online through Video Conferencing on MS Team/Google Meet**. However, if a large number of candidates apply, the Screening Committee may re-visit the criteria and shortlist the candidates for Online Interview in proportionate to the available vacancies. Candidate has the option to interact in English/Hindi before the Selection Committee.
9. The position is purely temporary on contract basis and co-terminus with the respective sponsored Project.
10. 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 Application Form and a copy of such conversion formula must be attached along with the Application Form.
11. 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.
12. Upon selection/empanelment, the original documents including eligibility qualification, age and relaxation will be verified, if any discrepancy is found, the selection/empanelment shall stand cancelled.

**Sd/-  
CONTROLLER OF ADMINISTRATION**

**Apply here**  
<https://forms.gle/hRCqPBBcCjunZyEN8>