



श्री चित्रा तिरुनाल आयुर्विज्ञान एवं प्रौद्योगिकी संस्थान, त्रिवेंद्रम
जैव चिकित्सा प्रौद्योगिकी स्कंध, पूजप्पुरा, तिरुवनंतपुरम- 695012, केरल, भारत
SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM
BIO MEDICAL TECHNOLOGY WING,
POOJAPPURA, THIRUVANANTHAPURAM – 695 012, KERALA, INDIA
(एक राष्ट्रीय महत्व का संस्थान, विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार)
(An Institution of National Importance, Department of Science and Technology, Government of India)
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Advt. No.P&A.II/25/SAA/P.8192 & 8193/BMT-SCTIMST/2023

Dated: 19.09.2023

RECRUITMENT

For DST-SEED Project entitled “Extending benefits of Biomedical Science and Technology to SC and ST Communities through All Level Participatory Engagement—SC component & ST component” P.8193 & P.8192

Scientific Administrative Assistant

Qualification (Essential)	: Graduate degree with first class in Science preferably in life Sciences from a recognized University / Institution
Qualification (Desirable)	: Post Graduate degree with first class in Science preferably in life Sciences from a recognized University / Institution
Experience (Desirable)	: 2 years experience in research/project administration; Computer skills to work with Microsoft Word, Excel and Power Point; Knowledge of computer programming; Reasonably good command on English, Good communication skills.
Job description	: Management of the project in terms of accounts / book keeping, purchase, preparation of reports, communication to DST, etc. Coordination of training programs, assist the PI in the overall execution of the project.
Monthly emoluments	: Rs.18,000/- + 16% HRA
Age limit as on 31.08.2023	: 35 years
No. of vacancies	: For P.8192 – Existing 1 (UR) For P.8193 - Existing 1 (SC), (In absence of eligible SC candidates, OBC will be considered, further in the absence of eligible OBC candidates, UR will be considered.)
Duration	: Till 31.12.2023
Date & Time of Interview	: 30.09.2023, 10.30 AM
Time of reporting	: 09.00 AM
Mode of selection	: <u>Walk-In-Interview</u>
Venue	: Biomedical Technology Wing, Satelmond Palace, Poojappura, Thiruvananthapuram—695 012

Those who fulfil the above requirements may report for an interview as per the above schedule along with **bio-data, original certificates and copies to prove age, qualifications, experience and a valid caste certificate (for SC candidates)/ non-creamy layer certificate (for OBC candidates) in the prescribed format applicable for employment in Central Govt. Institutions issued by a Revenue Officer not below the rank of a Tahsildhar.** No TA/DA will be paid for attending the interview. Candidates reporting after **09.15 AM** will **NOT** be considered for selection. Candidates already in service have to produce a No Objection Certificate from the present employer at the time of interview.

Note : *Depending on the number of candidates, a written test of a qualifying nature will be conducted for initial screening and only qualified candidates will be called for interview. Marks obtained in the written test, if conducted, will not be counted for final ranking.*

Sd/-
HEAD,BMT Wing

To
Notice Board (BMT Wing / Hospital Wing / AMC), Website

Administrative Officer Gr.I

[Handwritten Signature]
25/9/2023