



## INSTITUTE OF LIFE SCIENCES

(An Autonomous Institute under the Dept. of Biotechnology, Ministry of  
Science & Technology, Govt. of India)  
NALCO Square, Bhubaneswar 751023, India

**Advt. No. 04/2020**

**Date: 04.07.2020**

Institute of Life Sciences (ILS), Bhubaneswar, an autonomous institute of the Department of Biotechnology, Ministry of Science & Technology, Government of India invites applications from Indian Nationals to join in the following position.

**Name of position: Administrative Professional (01 no.)**

**Remuneration:** 25,000/- (Consolidated). Negotiable based on experience.

**Eligibility:** B.Sc. in any branch of Science with administrative and management expertise. Candidates should have a working knowledge of computer applications. Candidates having experience in the field of Administration/ Academic affairs in Govt. Organizations will be preferred.

**Selection will be carried out through application screening, followed by an interview process.**

Interested/eligible candidates may download application form from the institute website ([www.ils.res.in](http://www.ils.res.in)) and apply along with self-attested copies of mark sheets & certificates and experience certificates “**The Director, Institute of Life Sciences, Nalco Square, Bhubaneswar-751023. Super-scribe the envelope with Advt. No. and the position name.** Incomplete applications and applications without the above-mentioned documents will be rejected.

The selected candidate will not have any right to claim explicit or implicit for any post in the Institute of Life Sciences. The initial appointment will be made for one year which is an extendable year to year basis after satisfactory performance. Only names of shortlisted candidates will be published on the Institute website and a separate call letter will not be issued. No TA/DA will be given for attending the interview. The decision of the Director regarding the selection of the candidates will be final and no correspondence will be entertained in this regard.

- 1. Last date for receiving application: 13.07.2020**
- 2. Date of display of shortlisted candidates on the ILS website: 16.07.2020**
- 3. Date & time of interview: will be notified on the website**

*Note: All communication will be through e-mail. No separate call letter will be issued to the candidates.*

**Administrative Officer**