



**CSIR-INDIAN INSTITUTE OF INTEGRATIVE MEDICINE, CANAL ROAD, JAMMU-180001 (J&K)**  
**ADVERTISEMENT NO. 23/2023**

Eligible & interested candidates are invited for **IN PERSON INTERVIEW** for the following purely temporary position of **PROJECT ASSISTANT-II** and **PROJECT ASSISTANT-I** under the Project, “**IIIM- Technology Business Incubator (TBI)**” under “**BioNEST Project of BIRAC, DBT**” tenable at CSIR-IIIM, Jammu. Responsibility includes supporting office work related to Start-ups & Entrepreneurship at CSIR-IIIM, Jammu.

Position Code	Name & No. of Position	Essential Qualification	Desirable	Upper age limit	Monthly Emoluments (₹)
BN-01	<b>Project Assistant -I</b> (One Position)	Graduate with 1 year of Post Graduate Diploma in Business Management / Post Graduate with 55 % Marks	i) Handling of Scientific documentation, Data entry operations, Maintenance of Records, Skill Development Training Programs.  ii) Sufficient Knowledge of Computer Operations particularly in MS Office & PowerPoint.  iii) Minimum 2 years of proven experience in office administration from any Govt./ Private/ R &D Organization	35 yrs.	<b>Rs.20,000/-</b> (consolidated)
BN-02	<b>Project Assistant-II</b> (One Position)	M.Sc. / B.Tech in Botany / Zoology/ Biotechnology / Life Sciences/ Biological Sciences from a recognized University or equivalent with at least 60% marks.	i) Good hand in conducting biotechnology experiments. Experience of conducting training, handling and maintenance of scientific equipments,  ii) Sufficient Knowledge of Computer Operations particularly in MS Office & PowerPoint.	40 yrs.	<b>Rs.25,000/-</b> (consolidated)

The positions are co-terminus with the project [TBI] Duration of the project is up to **31.07.2025**.

## **IMPORTANT INSTRUCTIONS**

1. Age relaxation for SC/ST/OBC/PWD candidates as per GOI/CSIR Instructions. Candidates belonging to SC/ST/OBC/PWD etc. should send their copies of certificates in the proper format issued by the appropriate authority as per the latest instructions issued on the subject.
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 (Google form) for this position can be filled online in the Google Form using following link.

**Google Link for Position Code BN-01 (PA-I):- <https://forms.gle/imcsNENfzCYH1UjS9>**

**Google Link for Position Code BN-02 (PA-II):- <https://forms.gle/Nr8GvyxgJVMZK5Gn8>**

4. Filled in Google Form should be submitted by or before **24.10.2023 (Tuesday) up to 5:00 pm.**
5. Google Form submitted after the scheduled date and time i.e. **24.10.2023 (Tuesday) up to 5:00 pm.** shall not be entertained for Interview.
6. The list of shortlisted candidates and date for interview will be uploaded on **IIIM-TBI Website [www.iiimtbi.com](http://www.iiimtbi.com)** by evening on **25.10.2023 (Wednesday) up to 5:00 pm.**
7. The shortlisted candidates are requested to be present at **BOARD ROOM, CSIR-IIIM JAMMU (VENUE)** on the **date of Interview ONE HOUR BEFORE the scheduled time of Interview [i.e. Candidates are supposed to arrive at the venue of interview ON OR BEFORE 9:00AM.]** for necessary verification of documents. Candidates will not be entertained after 10.00 AM under any circumstance. (if any change is there, they will be accordingly intimated).

8. The shortlisted candidates are required to attend the **IN PERSON INTERVIEW** along with Original Certificates in support of Date of birth, Educational Qualification, Experience Certificate, Category Certificate (if applicable) etc. Tentative Mark Sheets/Certificates and '**RESULT AWAITED**' will not be considered.
9. To avoid any inconvenience, only those candidates who strictly fulfil the eligibility criteria and possess the degrees/mark sheets in the aforesaid subjects should apply for online application through Google Form.
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 Google Form and a copy of such conversion formula must be attached along with the Google Form.
11. Upon selection/empanelment, the original documents including essential qualification, DOB, Caste and age relaxation certificates will be verified, if any discrepancy is found, the selection/empanelment stands cancelled.
12. **It is clarified that the engagement of all project staff in different projects either in the same Lab/Instt. or different Lab/Instt. of CSIR taken together shall not exceed 5 years in any case. If at later stage any fudging/fraud, in this regard, is found, legal action warranted under rules shall be taken against the wrongdoer. Candidates are required to submit a duly signed undertaking (attached with Google Form) in this regard.**

**NO TA WILL BE PAID FOR ATTENDING THE INTERVIEW. INTERIM ENQUIRIES WILL NOT BE ENTERTAINED.**

**Sd/-**  
**Sr. Controller of Administration**