

NATIONAL BRAIN RESEARCH CENTRE (NBRC) invites application for the position of “Administrative Assistant (Project)” in **DBT Well-Come Trust India Alliance funded project entitled “Study of Neuronal regeneration using C. elegans”**.

Interested candidates fulfilling the following requirement can submit duly filled in application as per attached format and bio-data along with self-attested copies of certificates in support of their qualifications and experience latest by **26<sup>th</sup> March, 2025** to “**The Administrative Officer (Academics), National Brain Research Centre, Nainwal Mode, Gurugram-122 052 (Haryana)**”:

<b>Name of the post</b>	<ul style="list-style-type: none"> <li>• <b>Administrative Assistant (Project)</b></li> </ul>
<b>No. of Position</b>	<ul style="list-style-type: none"> <li>• One (1)</li> </ul>
<b>Essential Qualification</b>	<ul style="list-style-type: none"> <li>• <b>Graduate in any discipline, from a recognized university/Institute, with Computer proficiency. Software skill needed: Proficient in Microsoft office, excel, Typing skills, Adobe Photoshop, illustrator,</b></li> </ul>
<b>Desirable qualification and experiences</b>	<ul style="list-style-type: none"> <li>• Candidates with experiences in working in research team will be preferred</li> <li>• Preference will be given to the candidates with one-year experience, Noting and drafting, file processing and proper maintain of project related matter, from any government/private university or institute.</li> <li>• Knowledge of Computer proficiency in MS Office, MS excel is must, with good communication skills on English and Hindi.</li> <li>• Website designing skill, Experience in twitter account handling, scientific writing.</li> </ul>
<b>Pay</b>	<ul style="list-style-type: none"> <li>• <b>25,000/- pm</b> (consolidated) No other allowances are applicable)</li> </ul>
<b>Age Limit</b>	<ul style="list-style-type: none"> <li>• Maximum <b>30 years</b> (as on the last date of receipt of applications)</li> </ul>
<b>Project Investigator</b>	<ul style="list-style-type: none"> <li>• <b>Dr. Anindya Ghosh Roy</b></li> </ul>
<b>Tenure</b>	<ul style="list-style-type: none"> <li>• The tenure will be a period of one year initially and may be extended on performance review. The post is co-terminus with the project. Selected candidates should abide by the rules and regulations of NBRC.</li> </ul>
<b>Accommodation</b>	<ul style="list-style-type: none"> <li>• Accommodation may be provided as per rules of NBRC, subject to availability.</li> </ul>
<b>Application fee</b>	<ul style="list-style-type: none"> <li>• Demand Draft of Rs <b>100/-</b> only in favour of <b>National Brain Research Centre</b></li> </ul>

**Note:**

1. No TA/DA will be payable to the candidates for attending the interview
2. Only candidates who are shortlisted will be called for an interview.
3. Candidate are required to attach copies of their self-attested certificates of qualification & experience in support of the claims made by them in their application, failing which their application shall summarily stand rejected without any intimation.



**National Brain Research Centre  
(Deemed University)**

**Manesar, Gurugram-122052, Haryana**  
**Application form to the post of “Administrative Assistant”**  
**(Project) (Advertisement No. Acad./01/ 2025)**

Please attach a recent, signed passport size photograph.

Please go through the instructions before filling up the application form)  
 (Email ID: [projectt@nbrc.ac.in](mailto:projectt@nbrc.ac.in))

1	Titled of the project	:	
2	Name of the PI	:	
3	Position applied for	:	
4	<b>Name of the candidate</b>	:	
5.	Father's Name		
6.	Mother's Name	:	
7.	Postal address	:	
			PIN CODE _____
8.	Permanent address	:	
			PIN CODE _____
9	Phone No (with STD Code)	:	
10.	Mobile No.	:	
11.	E-mail Address	:	
12.	Date of Birth (DD / MM/YYYY)	:	
13.	Category	:	SC / ST / OBC / PH* / General (attached attested copy of the certificate)
14.	Nationality	:	
15.	Educational Qualification	:	(please attach detailed curriculum vitae along with self-attested copies of educational qualification)

Qualification	Institution / college	Board / university	Month and year of start of the course	Month and year of passing	Marks obtained (%)	Class / Division	Details of proof of certificate attached

13. Any other relevant information (attach separate sheet, if required).

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**14. Details of work experience:**

Name of Organization / Institute	Designation	Total Emoluments	Length of Service		Nature of work	Details of proof of experience attached
			From	To		

**Declaration:** I understand that in the event of any information provided above being found incorrect or misleading, my candidature shall be liable to cancellation by NBRC at any time.

Place \_\_\_\_\_

Signature of the candidate

Dated \_\_\_\_\_

**Instructions for filling the form**

- Item No 1-4 should be filled in capital letters.
- Please attach the following with the application form.
  - Self-attested copies of certificates in support of your educational qualifications.
  - Category certificate for SC / ST / Physically challenged candidates.
- In-complete application would be summarily rejected without giving any reason to the candidate or entertaining any correspondence the candidate.
- Merely fulfilling the minimum prescribed qualification and experience will not vest any right on a candidate for being called for interview. Since it may not be possible to call all the candidates for interview, the applications will be short listed and the decision of the duly constituted Screening Committee will be final. The Centre will not entertain any correspondence in this regard and interim enquiries will not be attended to.
- The job contract will be regulated as per the terms of the project and the prevailing rules and procedure followed at NBRC time to time.

Completely filled in application form along with the requisite documents should be sent to **“The Administrative Officer (Academics), National Brain Research Centre, NH-8, Manesar-122052, Distt Gurugram, Haryana”**. The envelope containing the application form should be marked **“Application for Administrative Assistant (Project)”**.