



INTERNATIONAL CENTRE FOR GENETIC ENGINEERING AND BIOTECHNOLOGY (ICGEB)

ICGEB is an international organization dedicated to advanced research and training in molecular biology and biotechnology, with special regard to the need of the developing world, and it has been given privileges and immunities as for other UN Organizations in India vide Government of India's gazette notification no. 216, SO 403(E) dated 12 April 1988.

The ICGEB operates under the Common System of the United Nations, and applies the UN standards to salaries, allowances and benefits for its staff.

The ICGEB's New Delhi Component is seeking to appoint **Research cum Administrative Assistant**.

JOB RESPONSIBILITIES:

Under the direct supervision of Programme Coordinator and overall supervision of the Director, the incumbent will assist in the following:

Analyse and write project proposals, prepare progress/annual reports for funding bodies as required, assist in drafting of research proposals and overall activities, work on assigned tasks and maintenance of files/statistics/documentation. Assist in coordinating of inter-institutional programmes.

Qualifications:

- Master's degree in science/technology from an approved institution.

Experience and Essential Skills:

- Preparation of technical proposals and reports.
- Ability to record and present complex information effectively.
- Familiarity and willingness to remain contemporaneous with the subject matter.
- Training in intellectual property matters and research ethics.
- Knowledge and experience with various research methodologies and relevant software.
- Minimum two years of experience of working in a research environment.

TERMS OF EMPLOYMENT:

The successful candidate shall initially be offered a twelve-month Special Service Agreement (SSA), renewable based on satisfactory performance.

RENUMERATION:

Annual gross salary will be Rs. 480,000/- depending upon experience and competence.

LOCATION:

New Delhi

This is a re-advertisement, those who have already applied for the post in response to the previous advertisement/vacancy circular dated 17th February 2017 need not apply again.

Applicants should submit their full CV by completing the ICGEB's Personal History Form available online at: <http://www.icgeb.org/vacancies.html>

Applications should be addressed to Personnel Unit, ICGEB, New Delhi, India E-mail: rakhi@icgeb.res.in, quoting reference **ND/Admin/04-17 "Research cum Administrative Assistant"** no later than **25th July 2017.**