



# ICGEB

International Centre for Genetic  
Engineering and Biotechnology

## ICGEB - DBT PROJECT VACANCY NOTICE

The following vacancies are available in the DBT Apex Biotechnology Information Centre Project at ICGEB, New Delhi, India. Salaries will be offered per DBT norms, educational qualifications, and experience. Shortlisted candidates will be invited for an in-person interview at ICGEB. Only the selected candidates will be informed individually. No TA/DA or accommodation will be offered to the candidates attending the interview.

No.	Vacancy position	Number of vacancies
1.	Jr. Project Assistant	2

### Minimum Educational Qualifications:

**Position No 1-** Graduate Degree/Diploma (three years).

**Experience-** Knowledge of Office Procedures, noting, drafting etc., and dealing with correspondence. Should have one year of experience in one or more of the following:

- Establishment and administrative matters
- Maintenance of accounts, ledgers, processing of bills
- Stores and Purchase Procedures
- Work related to organizing meetings, conferences, and Coordination
- Computer knowledge.

**Consolidated Salary: INR 26,908/ pm (inclusive of HRA).**

Interested candidates can apply here: <https://forms.gle/nHL2swCA1ftBTYuS6> by **May 26th, 2023.**

ICGEB | *New Delhi*

Tel: +91-11-26741358  
Fax: +91-11-26742316  
E-mail: [icgeb@icgeb.res.in](mailto:icgeb@icgeb.res.in)

Trieste, ITALY - New Delhi, INDIA - Cape Town, SOUTH AFRICA

ICGEB Campus Aruna Asaf Ali Marg | 110 067 New Delhi INDIA - [www.icgeb.org](http://www.icgeb.org)

