



NATIONAL INSTITUTE OF IMMUNOLOGY  
NEW DELHI

Applications are invited for the position of Project Assistant (Data Entry) for the following time-bound sponsored project, as per the details given below:

S. No	Name of the project & Duration of the Project	Post details and No of Posts	Name of the Project Investigator and Email ID
1.	“Centre for Excellence in vaccine delivery using biodegradable polymeric particles” funded by DBT  Tenable till-17.12.2020	Project Assistant (Data Entry)  (One position only)	Dr. Amulya K. Panda Director/PI <a href="mailto:amulya@nii.ac.in">amulya@nii.ac.in</a>

**Educational Qualifications:**

**Project Assistant (Data Entry):** Graduate from a recognised university with certificate course in computer application.

**Emoluments:** The selected candidates will draw consolidated emoluments as per Institute Rules, depending upon qualifications & experience

Rs. 25,000/- per month consolidated

**Job description & Desired Knowledge:**

The candidate should have good typing speed along with working knowledge of computers. Experience at governmental/semi-governmental set-up on project coordination and handling is essential.

**General Terms & Conditions:**

1. The candidates selected for the above posts will be on contract for one year or duration of the project whichever is shorter, at a time.
2. No hostel/ housing facility will be provided.
3. Applicants may clearly mention the category they belong to i.e. SC/ST/OBC/PH and attach documentary proof of the same.
4. No TA/DA will be paid for attending the interview, if called for.
5. Apart from sending application in the prescribed format given below, candidates should send complete *Curriculum Vitae* along with the names of three referees. *Curriculum Vitae* should contain details of the experimental expertise and list of publications.
6. Canvassing in any form will be a disqualification.

**How to apply:**

Interested candidates may apply directly, **STRICTLY IN THE PRESCRIBED FORMAT GIVEN BELOW**, through e-mail, to the Investigator of the project, clearly indicating the name of the project along with their complete C.V., e-mail id, fax numbers, telephone numbers. **Only Short listed candidates** will be called for interview and they required to submit attested copies of all their certificates and a Demand Draft of Rs 100/- drawn on Canara Bank or Indian Bank payable at Delhi/New Delhi in favour of the Director, NII (SC/ST/PH and Women candidates are exempted from payment of fees) subject to submission of documentary proof), at the time of interview.

**LAST DATE OF RECEIPT OF APPLICATIONS: 12<sup>th</sup> December, 2017**

**PRESCRIBED FORMAT**

1.	Full Name				
2.	Father's Name				
3.	Mother's Name				
4.	Date of Birth & Age				
5.	Gender				
6.	Category (SC/ ST/ OBC / PH)				
7 (a)	Full Correspondence Address				
(b)	Permanent Address				
8.	E. mail-ID, Fax, Telephone No. and Mobile No. (if any)				
9.	Details of Past Experience & Present Employment , If any				
10.	Details of the Academic/Professional Qualifications:				
	Name of examination passed	Year of passing	Board/Institution/University	Percentage and division	Remarks

**Please Note:**

- 1. Applications containing incomplete information shall not be entertained.**
- 2. Date of passing the examinations must be indicated clearly.**