



INSTITUTE OF LIFE SCIENCES
(An Autonomous Institute under the Dept. of Biotechnology,
Ministry of Science & Technology, Government of India)
NALCO SQUARE, BHUBANESWAR-751 023, ODISHA

Advt. No.06/2013

Dated: 26.02.2013

Institute of Life Sciences (ILS), Bhubaneswar, an autonomous Institute of the Department of Biotechnology, Ministry of Science & Technology, Government of India invites applications from Indian Citizens for the following positions.

01) Name of the Post: Store Keeper

**No. of post: 01 (One) Reserved for Physically Handicapped (OH)*
On direct recruitment**

Pay Band: PB-2 Rs.9300-34800/- + Grade Pay: Rs.4,200/- plus other allowances as admissible at ILS.

Essential Qualification: Graduate with Diploma in Store Management and minimum seven years experience in the grade pay of Rs.2,400/- or equivalent having the knowledge of Store Management. Post-Graduate with PGDCA.

Desirable Qualification: Holding the responsibility of Store/Purchase, Inventory Management and Physical Stock verification.

* Orthopaedically Handicapped (OH) are those who have a physical defect or deformity causing interference with normal functioning of the bones, muscles & joints (40% and above). A Medical Certificate issued by the authorized Medical Authority as per the GoI norms should be attached with the application.

Upper age limit: 30 years (Relaxation of age is as per Govt. of India Rules).

02) Name of the Post: Senior Stenographer

No. of post: 01 (One) Reserved for OBC category on direct recruitment

Pay Band: PB-2 Rs.9300 – 34800/- + Grade Pay: Rs.4,200/- plus other allowances as admissible at ILS.

Essential Qualification: Graduate with proficiency with speed of 100 w.p.m. in Shorthand and 45 w.p.m. in Typing. Candidates should be able to handle word processor, conversant with secretarial practice and passed Stenographers' examination.

Desirable Qualification: Good communication skill. DCA with 03 years experience or PGDCA with 02 years experience as Stenographer or equivalent in Government/Public Sector/Autonomous Institution.

Upper age limit: 30 years (Relaxation of age is as per Govt. of India Rules).

Interested and eligible candidates may send their application on plain paper with detailed bio-data, qualification and experience along with attested copies of all relevant certificates **by Registered Post** to the **Director, Institute of Life Sciences, Nalco Square, Bhubaneswar-751 023 within one month from the date of publication of the advertisement. Persons already employed in Govt./Semi-Govt./PSUs/Autonomous Bodies must apply through proper channel.** Only short-listed candidates will be called for interview. Mere eligibility will not vest any right on any candidate for being called for interview. Director's decision in this matter will be final. No other correspondence will be entertained from the candidates in connection with the process of selection/interview. Visit us at www.ils.res.in

Administrative Officer