



BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES

(An Autonomous Institution Under Department Of Science & Technology, Govt. of India)

53, University Road, Lucknow -226 007

Phone No. 0522-2742902, 903 [Website: www.bsip.res.in](http://www.bsip.res.in)

WALK-IN-INTERVIEW

Candidates fulfilling the following eligibility criteria are invited to attend Walk-in-Interview for the posts of '*Office Assistant on contract basis (purely temporary)*' to work in the Institute.

The eligibility criteria and other terms and conditions for the position are as under :

Name of the Post	:	Office Assistant
Number of Post	:	04 (Four)
Emoluments	:	Rs. 19,900/- Per Month
Duration	:	06 months, may be revised subject to satisfactory performance.
Upper Age limit	:	35 years as on date of walk-in-Interview (The upper age limit will be relaxable for SC / ST/ OBC/ Divyang / PH / Ex-Servicemen as per Govt.of India rules)
Qualification	:	A) i) Essential Qualifications: Bachelor's or Master's in Science or Commerce. ii) Computer Diploma. iii) Tally ERP 9 iv) Proficiency in English (Written and Verbal). Desirable qualifications: Experience in working on Public Finance Management System, EAT module in government sector and knowledge of noting and drafting.
Mode of Engagement	:	Purely on Contract (Temporary)

*Age: Relaxation is admissible for candidates who belong to SC/ST/OBC category; as per Government of India rules.

Interested candidates may appear before the Selection Committee on **03rd October 2019 at 09:30AM** in the Committee Room of the Institute for Interview along with application/bio-data on plain paper with original and attested copies of mark sheets/certificates. The incumbent shall have no implicit or explicit claim of regular absorption in any post in the Institute or in Department of Science & Technology, Government of India. No TA/DA will be admissible for attending the Interview. The Institute reserve the right to amend or cancel the above said recruitment process.


12/09/19

REGISTRAR