

DEPARTMENT OF GENETICS
University of Delhi South Campus
First Floor, Biotech Centre, Benito Juarez Road
New Delhi – 110 021

Notification

Applications are invited for the post of **Scientific Administrative Assistant** (Office assistant) (without any rights for absorption in UDSC or in the funding agency) in the SERB funded research project entitled "Investigating the role of hypoxia in regulating differentiation and development of leukemia".

Details of the minimum essential qualification with experience, and remuneration for the position is given below:

S. No.	Name of the post (Nos)	Minimum essential qualification with experience	Emoluments
1.	Scientific Administrative Assistant (1)	Minimum eligibility is graduation, under 50yrs of age. Desirable: oversee clerical tasks and records, upkeep, and maintenance of accounts, good inter-personal communication skills to deal with visitors, willing to upgrade skills, data entry of patients records.	Rs. 18,000/- + 24%HRA

Candidates fulfilling the above criterion may send the application along with an updated CV and supporting documents only by email to tslabgenetics@gmail.com. **Applications should reach within 15 days of the day of publishing the advertisement.** No other form of communication will be accepted.

Candidates shortlisted for interview will be informed by email only regarding details of scheduled interview. No TA/DA will be provided for attending the interview.

Incomplete and late applications will not be considered.



Tapasya Srivastava

तपस्या श्रीवास्तव / TAPASYA SRIVASTAVA
प्राध्यापिका / Professor
आनुवंशिकी विभाग / Department of Genetics
दिल्ली विश्वविद्यालय दक्षिणी परिसर
University of Delhi South Campus
नई दिल्ली-110021 / New Delhi-110021