

**DEPARTMENT OF GENETICS
UNIVERSITY OF DELHI SOUTH CAMPUS
BENITO JUAREZ ROAD, NEW DELHI – 110021**

Ref: GEN/TS/2022/SERB/883/Recruitment/1

WALK IN INTERVIEW

Interested applicants may appear for a walk-in interview for the position of Scientific Administrative Assistant in SERB grant to Prof Tapasya Srivastava. The position is temporary and currently offered only for 3 months.

Date: 28th November 2022

Time: 10:00 AM onwards

Venue: Room 313, 2nd floor, Department of Genetics, Bachhawat Block, University of Delhi South Campus, Benito Juarez Road , New Delhi – 110021

Eligibility: Graduation from a recognized University/Institution

Age limit: upto 50 years

Desirable: Prior experience of handling accounts in a government institution/office; good communication skill; knowledge of MS office; based in Delhi

Kindly bring the following documents at the time of interview

- 1. Proof of completed graduation**
- 2. Proof of Age**
- 3. Experience certificate, if any**
- 4. Biodata in the format enclosed below, neatly typed and not handwritten**

No TA will be provided to candidates.

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Name of applicant:

Age:

Gender:

Nationality:

Parent name:

Academic qualification (10th onwards):

Degree/certificate	Board/institute	Year of passing	Division / %

Job experience:

Post	Experience in years	Job requirement	Reference (name)

Corresponding address:

Phone and Email:

Any other information:

Undertaking: I, hereby, declare that all the information and documents provided by me are true and correct, to my knowledge.

Place

Date

Signature