

Advertisement



DIVISION OF BIOLOGICAL STANDARDIZATION ICAR-INDIAN VETERINARY RESEARCH INSTITUTE



Izatnagar-243122, Bareilly (U.P)

Walk-IN-INTERVIEW

Applications are invited from the eligible candidates for engagement of **01 Office Assistant** under National Animal Disease Control (NADCP) Programme in the Division of Biological Standardization of the Institute as per the details given below:

1. **Name & Number of Position:-** Office Assistant (01 Positions)

Qualification:

Essential: Graduate in any Discipline And certificate course on computer application.

Desirable: Experience in handling computer and Hindi & English Typing. Knowledge of MIS-FMS, E-Office, Ms-Excel, Ms-Word,

Emoluments: 15,000/- per month (Fixed)

Age limit: The minimum age 18 years and maximum 35 years.

NOTE:

1. The eligible candidates may appear for a "walk in Interview" on **22.12.2021 at 10:30 A.M** onwards.
2. Office Assistant in NADCP project will be engaged purely on contract basis for a period initially up to March 2022, or till termination of the post/project, whichever is earlier. The engagement term is extendable to a maximum period of three years subject to requirement and satisfactory performance and conduct of the candidate.
3. Candidates should maintain social distancing during entire process from entry in the institute till the exit. It is mandatory to wear a face mask properly at all times and thermal before entering examination centre. Candidate should also follow all the guidelines in <https://www.mohfw.gov.in/pdf/SOPonpreventivemeasurestobefollowedwhileconductingexaminationstocontainspreadofCOVID19.pdf>.
4. Candidates are required to bring his/her full bio-data duly affixed recent passport- size photograph along with photocopies of testimonials/experience etc. Original documents will be required at the time of interview.
5. No TA/DA will be provided for appearing in the interview.

Contact Persons: Head/Coordinator & Nodal Officer NADCP Project, Division of Biological Standardization, ICAR-Indian Veterinary Research Institute, Izatnagar, Bareilly-243122, UP. **website:** www.ivri.nic.in