

Advertisement for Scientific Administrative Assistant (SERB Project)

Applications are invited for the "Scientific Administrative Assistant" position in a SERB-funded project at the Department of Biological Sciences (DBS), IISER Kolkata, Mohanpur, Nadia, West Bengal, 741246.

Interested and eligible candidates are encouraged to apply on or before **14th January 2025**.

Project Name: Understanding the regulation of gap junction protein Connexin 43 in Murine- β -coronavirus, MHV-induced acute and chronic phase inflammation by combining TNF- α , IL10, and TGF- β signaling triad.

Position: Scientific Administrative Assistant

No. of Vacancy: 1

Essential Qualification: Graduate degree in biological sciences.

Desirable Qualifications: Basic knowledge of animal science, mouse anatomy, cell culture, and basic physiology is required, as well as basic computer skills for record keeping and data analysis.

Job Responsibilities:

He/she will be responsible for taking care of the mouse colony and maintaining the mouse colony, as well as assisting the research fellow in performing mouse experiments, harvesting tissues, and preparing tissues for histopathology and immunohistochemistry. He must also perform administrative work like ordering lab reagents, indenting, bill processing, and stock entry.

The person should not be allergic to animals.

Salary: 18,000/- per month + admissible HRA (consolidated)

Upper age limit: 50(fifty) years

The last Date for the receipt of the application is 14th January 2025. Applications enclosing attested copies of all testimonials/certificates and curriculum vitae should be sent to jdslab@iiserkol.ac.in within the application deadline.

Based on the first evaluation of applications received, only selected applicants will be notified by email to appear for an interview. No TA/DA is admissible for appearing in the interview.

Date of Interview: You will be notified in the email sent to the short-listed candidates.

Project start date: The selected candidates will be notified via email.

The tenure of the post will initially be for one year but is likely to be extendable for two more years, subject to the performance of the candidate and the availability of funds.