



BRIC-INSTITUTE OF LIFE SCIENCES
(An Autonomous Institute under the Dept. of Biotechnology,
Ministry of Science & Technology, Government of India)
NALCO SQUARE, BHUBANESWAR-751 023, ODISHA

Advt. No. 13/2025

Dated: 28.04.2025

BRIC-Institute of Life Sciences (ILS), Bhubaneswar, an autonomous Institute of the Department of Biotechnology, Ministry of Science & Technology, Government of India invites applications from Indian Citizens for the following position.

01) Name of the Post: Multi Tasking Staff

No. of post: 02 (two) on direct recruitment

Category : UR

Pay Level (7 CPC) : Level 1 of Pay Matrix of Rs.18,000/- - Rs.56,900/- plus other allowances as admissible at ILS.

Essential Qualification: Matriculate or equivalent with 03 years experience in Office clerical works and other routine works i.e. diary, dispatch, record keeping, computer data entry, photocopying, scanning, etc.

Desirable Qualification: +3 Science/Commerce/Arts with working knowledge in computer. Candidates having work experience in up keeping of Plants/Laboratories/Animals (mice, rabbit etc.) in R&D Laboratories/reputed Lab/Industrial Establishment will be preferred.

Upper age limit: 30 years (Relaxation of age is as per Govt. of India Rules).

Interested and eligible candidates may send their application along with the requisite certificates and relevant documents through **ONLINE MODE ONLY** in the prescribed format available at the ILS website link : <https://www.ils.res.in/advertisements/>. Application received through any other way would not be accepted and summarily rejected.

An application fee of **Rs.200/-** (non-refundable) for general candidates and **Rs.100/-** (non-refundable) for OBC candidates is to be sent only through Net Banking/Debit Card/Credit Card/UPI as per bank details mentioned below. **Women candidates and candidates belonging to the SC/ST category are exempted from paying the application fee.**

Beneficiary name: Director, Institute of Life Sciences, Bhubaneswar, **Account No.:** 450502010006285, **Bank:** Union Bank of India, Chandrasekharapur, **IFS Code:** UBIN0545058, **UPI Link:** <https://smartpay.easebuzz.in/137473/ilsonline>.

General Conditions/Instructions:

Relaxations and concessions will be in accordance with the ILS Rules and Regulations. Relaxation in age, educational qualifications and/or experience will be considered in case of persons already holding analogous positions in Government Scientific Organization/Research Institutions.

Merely fulfilling the requirements in the advertisement will not automatically entitle any candidate to be called for Skill Test. Only short-listed candidates will be called for Skill Test. The decision of the institute in all these matters will be final. **No interim enquires/correspondence/ communication of any sort will be entertained in the matter.**

Persons working under the Central Government/Central Government Autonomous Bodies shall submit their applications through proper channel. They may, however, send an advance copy of the application along with enclosures as required. Those who are unable to forward their application through proper channel may submit NOC from their employer at the time of selection Skill Test, if shortlisted. Without this NOC, the applicant will not be allowed to attend the selection Skill Test.

Canvassing in any matter would entail disqualification of the candidature.

Incomplete applications or applications without copies of certificates or applications received after the last date will be rejected.

The Institute reserves the right to withdraw the advertised post at any time without assigning any reason. Director's decision in all matter will be final. **The last date of receiving a complete ONLINE application is 30 days from the date of publication of the advertisement in Employment News.** Applications received after due date will not be considered. For specific queries, please contact ao@ils.res.in. Visit us at www.ils.res.in

Administrative Officer