



Department of Bioscience and Bioinformatics
KHALLIKOTE UNIVERSITY

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No. KUB/PGC/BSBI/CoE/2020/078

Date. 02.06.2020

Advertisement for the position of OFFICE ASSISTANT in the CoE

Applications are invited for **one** position of **Office Assistant** in the Centre of Excellence (CoE) on “**Bioprospecting of Ethno-pharmaceuticals of southern Odisha to explore their potential against cancer, infectious and autoimmune diseases**”, Dept. of Bioscience and Bioinformatics, Khallikote University, Berhampur (**Sponsored by OHEPEE, Department of Higher Education, Govt of Odisha**).

Minimum Qualifications: 12th /+2/ Senior Secondary Pass with 50% in aggregate with elementary knowledge of computers and office work.

Desirable: Graduates with knowledge of computer (MS Office, MS Excel, Powerpoint) and office work (Drafting, File maintenance and Maintenance of Stock and Store) will be given preference.

Age limit: Must be **less than 25 years** of age on the last date of advertisement.

Duration: Initially for one year (Extendable up to five years on satisfactory performance).

Fellowship: 8,000/- pm (Consolidated)

Mode of Application: Candidates having requisite qualifications may send their updated CV [mentioning about Personal particulars, Details of academic record (10th onwards), Professional Experience] along with self-attested copies of all certificates, marksheets, Experience certificates as a single PDF file to Prof. J. Panigrahi, PI & Coordinator, Centre of Excellence on “Bioprospecting of Ethno-pharmaceuticals of Southern Odisha to explore their potential against cancer, infectious and autoimmune diseases”, Dept. of Bioscience and Bioinformatics, Khallikote University, Konisi, Berhampur- 761008, Odisha or by **email to drjpanigrahi@gmail.com**, on or before **25 June, 2020**.

Only short listed candidates will be called for interview. No TA/DA will be paid for interview.

For more information please visit our website www.kub.ac.in.

Note: *The above positions are purely temporary and co-terminus with the tenure of CoE. The services of the selected candidate will be governed by the rules/regulations of Khallikote University as well as guidelines of OHEPEE, Department of Higher Education, Govt. of Odisha. But S/he will not be an employee of the University and shall have no claim for any benefit whatsoever on that account.*

Coordinator, CoE