



KHALLIKOTE UNIVERSITY

Transit Campus- G-Max Building, Konishi, Berhampur-761008, Dist- Ganjam, Odisha, India
Web: www.kub.ac.in

No. KUB/PGC/BSBI/CoE/2021/78 (C)

Date. 24-07-2021

Walk-in Interview for the post of OFFICE ASSISTANT

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”, Khallikote University, Berhampur (Sponsored by OHEPEE, Department of Higher Education, Govt of Odisha).

Position	Number	Qualifications and Experience	Consolidated Monthly Emoluments
Office Assistant	01 (One)	Minimum Qualification: 12 th Pass with the age not exceeding 25 years. The candidate should have elementary knowledge of computers and office work.	Rs. 8,000/- pm (Fixed)

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

Duration: Initially for one year (Extendable on annual basis till the end of the project depending on satisfactory performance).

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 The Coordinator, Centre of Excellence on “Bioprospecting of Ethno - pharmaceuticals of Southern Odisha to explore their potential against cancer, infectious and autoimmune diseases”, Khallikote University, Konisi, Berhampur - 761008, Odisha **by email** to recruitcoe1@khallikoteuniversity.ac.in on or before **3rd August 2021**. Walk-in Interview will be held on **13th August 2021**.

No TA/DA will be paid for attending the interview.

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