

Indian Institute of Science Education and Research Bhopal  
Department of Earth and Environmental Sciences  
Bhopal By-pass Road, Bhauri, Bhopal 462066

**Advertisement for the post of Scientific Admin. Astt. /Field Worker**

Date: 28/05/2024

Applications are invited for the post of “**Scientific Admin. Astt. /Field Worker**” in a consultancy project on “Geomorphological study along the Narmada River”.

Name and number of the Post: Scientific Admin. Astt. /Field Worker, 01 (one)

Duration: initially for 6 months (extendable maximum upto another 6 months based on the satisfactory performance)

**Qualification:** Graduate degree in any discipline from any reputed organization. The candidate must have working knowledge with MS Office, MS power point, excel, knowledge of data entry in any format.

**Job Description:** The selected candidates will have to support in field work, administrative work or as suggested and deputed by the principal Investigator (PI) of the project. The candidate has to be versatile to move frequently from on office/premises to another while handling documents. Selected candidates are expected to perform data entry, stock data entry and management, Asset management, field work or any other works as suggested by the project PI.

**Salary:** R.S. 18,000 p.m + HRA (16%)

**Age limit:** 50 years

**How to Apply:**

- Detailed CV, including address, contact numbers, email address, academic qualifications with percentage of marks obtained in each examination starting from 10<sup>th</sup> class, date of birth, and work experience (if any).
- Scanned vopy of transcripts/final marksheets of all qualifications starting from 10<sup>th</sup> class in a single PDF file.

Complete application should be sent to [kgaurav@iiserb.ac.in](mailto:kgaurav@iiserb.ac.in). with subject: “**Scientific Admin. Astt. /Field Worker**”. No correspondence will be entertained with regard to application status. Only shortlisted candidates will be asked to appear for an interview. **No TA/DA will be paid to attend the interview.**

Last date for submission of application: 05-06-2024.

For any questions regarding the post, the nature of the project, or the suitability of your candidature for the advertised post, please email to [kgaurav@iiserb.ac.in](mailto:kgaurav@iiserb.ac.in).

