



Position of Secretarial Assistant
NIAS Consciousness Studies Programme
National Institute of Advanced Studies, Bangalore
Last date: 5 February 2019

The National Institute of Advanced Studies (NIAS), a visionary initiative of J R D Tata, has a mandate to create leaders of substance and credibility in a variety of domains in India, and to carry out in-depth, policy relevant research from a multi-disciplinary perspective, drawing on a wide spectrum of disciplines in the humanities, social sciences, and natural sciences. NIAS provides a congenial atmosphere and institutional support for faculty and scholars to pursue their research and career goals, and expects them to produce significant outcomes in line with the institution's mandate. Please visit our website (www.nias.res.in) for a comprehensive perspective.

NIAS invites applications for the post of Secretarial Assistant for the NIAS Consciousness Studies Programme.

Duties include:

- Organising of project meetings.
- File keeping and Database management.
- Preparing meeting papers.
- General assistance to project office work management.

Qualifications and Experience required:

- Graduate in any discipline.
- Shorthand and Typing skills
- Excellent computer literacy with capacity to prepare good quality presentations, reports etc.
- Good English communication skills – both verbal and written

Application: Applicants should submit their curriculum vitae electronically to the following address: niasconsciousnessprogramme@gmail.com The last date for receipt of application is **5 February 2019**. Shortlisted candidates will be invited to NIAS for an interview.

Salary will commensurate with qualification and experience and comparable to other premier institutions in the country.
