



**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY
BIOMEDICAL TECHNOLOGY WING, POOJAPPURA, TRIVANDRUM – 12**

(An Institute of National Importance under Govt.of India)

Phone—(91)0471—2340801, 2520213, 2520206 Email-bmtadm@sctimst.ac.in Web site—www.sctimst.ac.in

REQUIRES

Scientific Administrative Assitant (P.8192 & P.8193)

Qualification (Essential)	:	Graduate degree with first class in science, preferably life sciences, from a recognized university/institution.
Qualification (Desirable)	:	For one position Graduate with BCA/BSc in Computer Science/ Computer Application/ IT is preferred.
Experience (Desirable)	:	2 years experience in research/project administration; computer skills to work with Microsoft word, Excel and Powerpoint; knowledge of computer PHP programming; reasonably good command on English, Good communication skills.
Monthly emoluments	:	Rs.18,000+16% HRA
Age limit as on 31.08.2020	:	35 years
No. of vacancies	:	Three (UR) , One (OBC)
Duration	:	Initially for a period of one year and likely to be extended upto three years or till the completion of the project depending on the performance of the candidate, project duration and progress of the project

Interested candidates may submit their application along with bio-data and self attested copies of certificates to prove age, qualifications, experience and non-creamy layer certificate (for OBC candidates) issued by a Revenue Officer not below the rank of a Tahsildhar, in the prescribed format enclosed so as to reach 'The Administrative Officer, Sree Chitra Tirunal Institute for Medical Sciences and Technology, BMT Wing, Poojappura, Thiruvananthapuram-695012 on or before **21.09.2020**. The envelope should be superscribed as "**Application for the post of Scientific Administrative Assistant**".

Sd/-
HEAD, BMT Wing

Advt. No.:P&A.II/28/DST/SAA/P.8192 & 8193/BMT-SCTIMST/2020 dated 21.08.2020
To: Notice Board: BMT Wing / Hospital Wing / AMC / Website



**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY
BIOMEDICAL TECHNOLOGY WING, POOJAPPURA, THIRUVANANTHAPURAM – 12**

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Phone—(91)0471—2340801 Fax—(91)0471—2340819,

Email-sct@sctimst.ac.in, Website-www.sctimst.ac.in

APPLICATION FORM

- 1) Name (in capitals) :
- 2) Post applied for :
- 3) Age and Date of Birth :
- 4) Sex :
- 5) Marital Status :
- 6) Community/Religion :
- 7) Nationality :
- 8) Address for correspondence with mobile :
number and e-mail ID :
- 9) Permanent Address for correspondence with :
mobile number and e-mail ID :
- 10) (a) Are you a member of the Schedule caste / :
Scheduled Tribe / OBC (Non creamy layer)? If
so, specify your caste. :
- 11) Physical characteristics (i) Height :
(ii) Weight :
- 12) Identification marks
(i)
(ii)



13. Academic record (including course attended)

<i>Sl. No.</i>	<i>Name of Examination</i>	<i>Name of Board / University</i>	<i>Date of entry</i>	<i>Date of leaving</i>	<i>Year of passing</i>	<i>Rank / Class</i>

14. Previous employment history

<i>Sl. No.</i>	<i>Name & Address of employer</i>	<i>Designation & Salary Nature of work with grade</i>	<i>Period</i>		<i>Reason for leaving</i>
			<i>From</i>	<i>To</i>	

15. If selected, approximate time required to join duty:

16. Name & address of two references

(1)

(2)

DECLARATION

I declare that the above furnished details are true and correct to the best of my knowledge and belief. I am aware that in the event of my furnishing any false information, the Institute reserves its right to terminate my service without notice.

Thiruvananthapuram

Date:

Signature of the candidate