Advertisement No. 03/TRPVB-DBT Sex Sorting/2024 Dated:28/10/2024

A walk-in interview will be conducted for the following <u>TEMPORARY POSITIONS</u> in a DBT-funded research project titled **"APPLICATION OF APTAMER, MICROFLUIDICS AND PROTEIN-TARGETED APPROACHES FOR SEX-SPECIFIC SPERMATOZOA ENRICHMENT IN BOVINES AND TECHNOLOGY DEVELOPMENT THEREOF"** at TRPVB, 2nd Floor, CUL building, TANUVAS, MMC, Chennai – 51.

S.No.	Post	No. of Post	Qualifications & Job Responsibilities	Consolidated Pay
1	**Computer Specialist ****	**1 (ONE)**	***Essential Qualifications:*** (i) Computer degree from a recognized university (ii) At least > 5 years of experience in assisting with project management and coordination (iii) Experience with network configuration, web design, maintenance of C Panel control, and mobile app development (iv) Knowledge of PFMS and Operation of EAT in PFMS, GST filing, e-tendering, and government accounting knowledge is mandatory ***Additional desirable qualifications:*** • Assisting in the coordination, and financial implementation of central/ state-funded projects *Job responsibilities: Assist in project coordination, budget management, preparation of SOE/UC, assistance in performance monitoring and reporting, and documentation compilation of reports and financial documents from consortia partners,* Upper age limit – 40 years	**Rs. 39,500/-** and **3% increment after ONE year**
2.	**Office Assistant ****	1 **(ONE)**	***Essential Qualifications:*** (i) Bachelor's degree from a Recognized University (ii) Basic computer knowledge (iii) Typewriting certificate in English and Tamil (Senior Grade) (iv) At least TWO years of experience in assisting with project management and coordination	**Rs. 27,000/-** and **3% increment after ONE Year**

				Additional desirable qualifications:	
				• Proficiency in MS Office and Excel and accounting • Previous work experience in projects/ office set-up • Any additional qualification/ experience suitable to project management and coordination Upper age limit – 35 years	

** The post is purely temporary and co-terminus with the project

Instructions:

- Candidates with duly filled-in application forms are requested to walk into **TRPVB, 2nd Floor, Central University Laboratory (CUL) Building, TANVUAS, Madhavaram Milk Colony, Chennai-600 051,** for the **Written test** and **interview on 18/11/2024 at 10.00 AM** with original certificates in support of age, qualifications, Photo ID card, and experience certificate (if any)

- *The filled-in application along with a copy of the supported documents to be submitted in person on the day of the written test and interview*

- *Working personnel are requested to attend the interview with **No Objection letter** from the present Employer*

- No TA and DA will be provided to attend the interview.

- The written exam will be one hour long with multiple-choice questions followed by a personal interview.

For further details contact:
The Project Director i/c,
Translational Research Platform for Veterinary Biologicals (TRPVB),
2nd Floor, Central University Laboratory Building,
TANUVAS, Chennai – 600 051. Ph: 044-25556275.

For information email: dirtrpvb@tanuvas.org,.in; Website : www.tanuvas.ac.in

Sd/-
Project Director i/c, TRPVB

APPLICATION FORM

(Application for the Post of Computer Specialist/ Office Assistant)

1	Name (In block letters)	:	
2.	Date of Birth & Age as on_____	:	
3.	Address for communication	:	
4.	Phone No.	:	
5.	Email	:	
6.	Sex	:	
7.	Marital Status	:	
8.	Details of educational qualifications	:	
9.	Other additional qualifications if any	:	
10.	Experience in Project co-ordination	:	
11.	Proficiency in Typing & Accounting	:	
12.	Previous work experience and nature of work	:	
13.	No objection certificate from the present employer (if currently employed)	:	
14.	Other related experience/proficiency	:	

Enclose copies of supporting documents for rows 2,8,9,10,11,12,13 & 14

DECLARATION:

I _____ hereby declare that all the information provided by me in this application form is true and accurate. I understand that if any of the information given by me is found to be incorrect, my candidature for the above position is liable to be canceled

Signature:

Date: