

**Institute of Advanced Virology**

**Bio 360 Life Sciences Park**

Thonnakkal, Thiruvananthapuram 695 317, Kerala

(An autonomous research institute under the

Department of Science & Technology, Government of Kerala)

**Recruitment Re-notification – Temporary Project Positions**

**No. IAV/403/R & D/2022**

**04.05.2022**

The research programs of Institute of Advanced Virology (IAV) in Kerala, which started functioning from October, 2020, addresses the pressing need to enhance indigenous capacity in the key areas of molecular diagnosis, therapy and prevention to combat emerging viral diseases. Institute seeks support from highly motivated and enthusiastic candidates for the following position for its flagship research programs focusing on development of Monoclonal/Therapeutic antibodies, Advanced Diagnostics and Antivirals against medically important viruses.

Name of the post	<b>Office Assistant (Project Finance)</b>
Age limit	35 years as on 01/04/2022.
Educational Qualification	1. Bachelor's degree in Commerce 2. Certificate course in Tally
Essential experience	Three years' experience as clerk/assistant dealing with financial matters in department/institution under Central/State government.
Desirable experience	Working experience in dealing financial matters pertaining to projects in scientific/research institutions under Central/State government.

**Selection Procedure:** Through written test and or interview of the candidates those who meet the prescribed qualifications and experience.

**Duration of appointment:** The duration of appointment will be for a period of one year. The positions are purely temporary and coterminous with the project.

**Emoluments :** Rs. 22,500/- per month (consolidated)

**Last date of submission of online application:** May 11, 2022; 5 PM

**Other terms and conditions:**

1. The applications are to be submitted only through the online link provided in the website.
2. Only those candidates fulfilling all the essential qualifications and qualifying the screening by a duly constituted screening committee will be short-listed for further selection process

3. Candidates should have obtained the qualifying degree as on the date of application.
4. Canvassing in any form is not permitted and interim enquiry will not be entertained.
5. The position is purely temporary; and selection to the position will not entitle the candidate any claim for future positions at IAV (permanent or otherwise).
6. The selected candidates are required to join within one month from date of appointment order.
7. The Director, IAV reserves the right to decide on the number of positions to be filled; and on any matter related to the selection procedure, including cancellation of the selection process, if circumstances demand so.

**N.B: Those who have applied against the previous advertisement need not to apply again.**

**Sd/-  
Director**