



**Institute of Advanced Virology**  
**Bio 360 Life Sciences Park**  
Thiruvananthapuram – 695317

**Advt. No: IAV/322/HR/2023-2**

**dt:20.09.2023**

**RECRUITMENT NOTIFICATION:TEMPORARY POSITIONS**

Institute of Advanced Virology (IAV) is an autonomous research institution under Science & Technology Department of Government of Kerala with a focus on cutting-edge research initiatives in virology. The research programs of the Institute address 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 below-mentioned temporary positions on daily wages basis.

Name of post	<b>Office Assistant</b> (on daily wages basis)
No. of vacancies	One
<b>Eligibility criteria</b>	
Educational & other essential qualifications	<ul style="list-style-type: none"><li>• A Bachelor's degree with minimum 50% marks in aggregate or equivalent grade.</li><li>• One year Diploma in Computer application or equivalent from a recognized Board/ University/Institute</li><li>• One-year documented work experience in clerical jobs / data entry under State/Central Government institutions.</li></ul>
<b>Link to submit the online application:-</b>	<a href="https://forms.gle/GBtn5Q23dCJ2rdqz5">https://forms.gle/GBtn5Q23dCJ2rdqz5</a>
<b>Last date of Submission of Application:-</b>	09 <sup>th</sup> October 2023; 05:00 P.M

**Selection Procedure:**

- Applications will be initially screened and short-listed based on the eligibility criteria; as applicable for the positions, and recommendations of a screening committee.

- Having the mere qualification will not entail a candidate to be shortlisted. The Institute reserves the right to modify the qualification criteria during short listing.
- The selection will be through written test and/or interview of the shortlisted candidates (those who meet the prescribed qualifications and experience as per notification)

**Notes:**

- 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.
- The CGPA/Grade to % conversion formula (issued by competent authority) applicable for the degree awarding institution (wherever grading other than % is used) has to be submitted along with the application, if the formula is not already provided in the certificate/mark sheet.
- Canvassing in any form is not permitted and any interim enquiry will not be entertained.
- The position is purely temporary and on daily wages basis; and selection to the position will not entitle the candidate any claim for future positions at IAV (permanent or otherwise).
- The Director, IAV reserves the right to decide on any matter related to the selection procedure, including cancellation of the selection process, if circumstances demand so.
- The selected candidates are required to join within one month from date of issue of appointment order.

S/d  
Director