



**INSTITUTE OF ADVANCED VIROLOGY (IAV)**  
**An Autonomous Institution under Science and Technology Department,**  
**Government of Kerala**

IAV/403/R &D /2022

Date: 30.08.2024

**RECRUITMENT NOTIFICATION-TEMPORARY PROJECT POSITION**

The flagship 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 and for development of Monoclonal/Theraupctic antibodies, Advanced Diagnostics and antivirals against medically important viruses. Institute seeks support from highly motivated and enthusiastic candidates in the below mentioned project position.

Name of the position	<b>Office Assistant (Projects)</b>
Age	35 years as on 18.09.2024.
No. of Vacancies	<b>One</b>
Educational& other qualifications	<ul style="list-style-type: none"><li>• Post Graduation in any subject.</li><li>• One year diploma in Computer Applications.</li><li>• Three years experience as clerk/assistant in dealing with administrative/ purchase matters related to research projects in Scientific/Research Institutions under State/ Central Government.</li></ul>
Emoluments (consolidated)	Rs. 22,500/-
Link to submit the online application	<a href="https://forms.gle/oYdDXe7eQ1nQe6pQ6">https://forms.gle/oYdDXe7eQ1nQe6pQ6</a>

**Selection Procedure:**

**Duration: The duration of appointment will be for a period of one year.** The position is purely temporary and coterminous with the project. Extension beyond the initial period of appointment of one year will be based on the progress evaluation and project requirement.



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**Last date of Submission of Application :18<sup>th</sup> September 2024; 10 AM**

**Notes:**

1. Applications will be initially screened and short-listed based on the eligibility criteria
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 which may consist of a written test and/or interview.
3. Canvassing in any form is not permitted and any interim enquiry will not be entertained.
4. 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).
5. The Director IAV reserves the right to decide on any matter related to the recruitment, including cancellation, if circumstances demands so.
6. The selected candidates are required to join within one month from the date of issue of appointment order.
7. Fees for application: Rs. 200+GST
8. The payment of fees has to be made through SBI SB collect as per following procedure:

**Steps to make payment**

SBI Collect

Login in to:	<a href="https://www.onlinesbi.sbi/sbicollect/icollecthome.htm">https://www.onlinesbi.sbi/sbicollect/icollecthome.htm</a>
Select	Educational Institutions
Select	Institute of Advanced Virology
Select	Fees Recruitment
Make payment for	Rs.236/-

**Sd/-**  
**Director**