



KHALLIKOTE UNIVERSITY

Transit Campus- G-Max Building, Konishi, Berhampur-761008, Dist- Ganjam, Odisha, India
Web: www.kub.ac.in

No. KUB/PGC/BSBI/CoE/2020/193(C)

Date. 07.11.2020

WALK-IN INTERVIEW for the position of OFFICE ASSISTANT

Applications are invited for **one** position of **Office Assistant** in the Centre of Excellence (CoE) on “**Bioprospecting of Ethno-pharmaceuticals of southern Odisha to explore their potential against cancer, infectious and autoimmune diseases**”, Khallikote University, Berhampur (Sponsored by OHEPEE, Department of Higher Education, Govt of Odisha).

Position	Number	Qualifications and Experience	Consolidated Monthly Emoluments
Office Assistant	01 (One)	Minimum Qualification: 12 th Pass with the age not exceeding 25 years. The candidate should have elementary knowledge of computers and office work.	Rs. 8,000/- pm (Fixed)

Age limit: Must be less than 25 years of age on the last date of advertisement

Duration: Initially for one year (Extendable up to five years on satisfactory performance).

Mode of Application: Candidates having requisite qualifications may send their updated CV [mentioning about Personal particulars, Details of academic record (10th onwards), Professional Experience] along with self-attested copies of all certificates, marksheets, Experience certificates as a single PDF file to The Coordinator, Centre of Excellence on “Bioprospecting of Ethno-pharmaceuticals of Southern Odisha to explore their potential against cancer, infectious and autoimmune diseases”, Khallikote University, Konisi, Berhampur- 761008, Odisha by **email to recruitcoe1@khallikoteuniversity.ac.in** on or before **15th November, 2020**, and will appear the Walk-in interview on **19th November 2020**.

No TA/DA will be paid for interview.

Note: *The above positions are purely temporary and co-terminus with the tenure of CoE. The services of the selected candidate will be governed by the rules/regulations of Khallikote University as well as guidelines of OHEPEE, Department of Higher Education, Govt. of Odisha. But S/he will not be an employee of the University and shall have no claim for any benefit whatsoever on that account.*

Coordinator, CoE