



# NATIONAL BRAIN RESEARCH CENTRE

(Deemed University)

Nainwal Mode, Manesar-122 052, Haryana

Applications are invited for the following position “associate to the Director” at NBRC, Manesar through Manpower Contract:

S. No.	Name of the Position	No. of Position	Essential Qualifications	Emoluments
1.	Associate to the Director	01	<p>(i) Percent of marks 60% starting from 10<sup>th</sup> standard.</p> <p>(ii) Master in Science/Economics/Public Health science/Mass Communication.</p> <p><b><u>Desirable expertise:</u></b> Person must be comfortable using Excel/MS word/power point etc. Good communicator and well organized.</p> <p><b><u>Responsibilities:</u></b></p> <ol style="list-style-type: none"><li>1. Official report preparation/management</li><li>2. Meeting scheduling</li><li>3. Assisting for grant management system</li><li>4. Minutes of the meeting preparation</li></ol> <p><b><u>Age:</u></b> 40 years or below as on last date 05-06-2021</p>	Rs. 40,000/- P.M. to 45,000/- P.M.

Candidate must send all this information along with supporting documents to [admin@nbrc.ac.in](mailto:admin@nbrc.ac.in) plus statement of purpose (SOP) (300 words). CV should have recent photo embedded. Application without SOP, application will not be screened.