



बीआरआईसी
बायोटेक्नोलॉजी विभाग का संगठन
BRIC
a DBT Organization



एन.एच.-8 / NH-8, नैनवाल मोड़ / Nainwal Mode, मानेसर / Manesar – 122 052,
जिला गुरुग्राम, हरियाणा / Distt. Gurgaon, Haryana
दूरभाष / Tel.: 0124 – 2845 200, ई-मेल / E-mail: admin.nbrc@nbrc.ac.in

NBRC would like to recruit a suitable person for the following manpower contract position:

1.	Name of Position	Account Assistant
2.	Number of Position	One (01)
3.	Basis of recruitment	Through an open interview process
4.	Place of posting	BRIC-NBRC, Manesar, Gurgaon
5.	Age Limit	Maximum age limit 30 years as on the date of Advertisement
5.	Period of contract	Initially for 6 months can be extended on mutual satisfaction
6.	Remuneration (per month)	₹. 30,000 per month (Consolidated).
7.	Qualification	Bachelor's degree in Accounting, Finance, or Commerce (B.Com).
8.	Experience	1 to 3 years of proven experience in accounting support.
9.	Nature of work	Account Assistant will assist in routine office and finance-related work, including processing and maintenance of financial records, maintenance of registers and records, assist in calculating statutory deductions like TDS and GST, bank reconciliation, ledger reconciliation, taxation, audit or related work and reconciliation of various receipts and payments and any other work assigned by the Competent Authority.

Interested candidates may please send their CV at admin.nbrc@nbrc.ac.in latest by 07.09.2026