

## Advertisement (CRG/2022/003383)

Applications are invited for a “**Scientific Administrative Assistant**” position in SERB funded project in the Dept. of Biological Sciences (DBS), IISER Kolkata, Mohanpur, Nadia, West Bengal 741246. This position is purely temporary and co-terminus with the project mentioned above.

**Project title:** Bioengineering Bacterial Extracellular Vesicles (BEVs) as a multifunctional oral delivery platform for biomedical applications

**Principal Investigator:** Dr. Amirul Islam Mallick

**Name of the Position:** Scientific Administrative Assistant

**Duration:** Initial appointment for 1 year, extendable for a maximum of 2 years based on the performance and funds availability.

**Essential qualification:** Graduate degree in any discipline

**Desirable criteria:** Minimum one-year experience in working in a biology lab, monitoring experimental animal records, and animal handling. Knowledge of basic computing (MS Office related).

**Upper age limit:** 50 (fifty) years

**Work assignment:** Project staff will assist the PI and project student in running the project. Manpower involvement for this project will be utilized for documentation of project-related purchases, record keeping, animal procurement, animal maintenance, arrangement of feed, etc.

**Pay scale:** INR 18,000 per month plus HRA as per the rule.

**How to apply:** Eligible candidates should send a soft copy of their application (Cover letter, detailed CV, work experience, if any, in **SINGLE PDF**) to **dbs.hpilab@gmail.com**

**The last date for receipt of the application:** October 31, 2023

**Date of Interview:** The first week of November 2023 (Only shortlisted candidates will be contacted for the interview).

**Start date of the position:** November 25, 2023

For more information about our research, please visit our website:  
<https://www.iiserkol.ac.in/~amallick/>