CENTRE FOR NANO AND SOFT MATTER SCIENCES
Arkavathi, Shivanapura, Bengaluru North 562 162

ADVERTISEMENT FOR THE POSITION OF ADMINISTRATIVE EXECUTIVE CUM ASSISTANT PUBLIC RELATION OFFICER (ON CONTRACT)

1. The Centre for Nano and Soft Matter Sciences (CeNS), an autonomous research institute under the Department of Science and Technology (DST), Government of India, invites applications from eligible candidates for the following contractual position:

2. Name of the post: **Administrative Executive Cum Assistant Public Relation Officer (On Contract)**

No. of Positions: 1

Max. Age limit: 40 years as on the last date of application submission.

Last Date: November 09, 2026

Position Duration: One Year from the date of appointment. (May extend based on performance)

The position is purely temporary and on a contractual basis, with no claim for regular appointment.

Qualification Type	Details
Essential	Master's Degree in any discipline from a recognized University/Institution
Experience	At least 2 years of relevant experience in Administration/ /Purchase /Office Management/Public Relations - Proficiency in MS Office and computer-aided systems
Desirable	Knowledge in Administration, Personnel, Outreach, and Public Relations Fluency in English, Hindi, and Kannada Experience as an executive/administrative assistant - Office coordination and public communication skills
Renumeration	Rs. 35,000 – 40,000/- (commensurate with experience and expertise

Job Responsibilities

Category	Description
Office Management	Coordinate day-to-day operations, schedules, and meetings, and liaise with manpower agencies, monitor housekeeping, horticulture, security, and other staff as required
Administrative Support	Assist the Administrative Officer and the Assistant Admin Officer
Event Coordination	Organize events and logistics for meetings, conferences, and outreach programs
Media Relations	Draft press releases, manage media inquiries, and build journalist relationships
Any other work assigned by the Authorities from time to time.	

General Information for the Candidates

- Mere fulfilment of required qualifications and experience does not entitle a candidate to selection.
- Candidates must be citizens of India.
- A written examination will be conducted; only those who qualify will be invited for the interview.
- The selection committee may decide to conduct additional skill or trade tests. The decision of the Centre will be final.
- Candidates are solely responsible for the accuracy and authenticity of the information provided in the application form.
- Only certificates issued by the Government/Government-recognized institutions will be accepted.
- Original documents supporting educational qualifications, experience, category, and identity must be presented at the time of verification. Failure to do so will result in disqualification.
- No TA/DA will be provided for attending the selection process.
- Candidates are advised to visit the Centre's website regularly for updates or changes related to the recruitment process.
- No correspondence or interim enquiries will be entertained. Canvassing in any form will lead to disqualification.
- Selected candidates will be informed via e-mail or mobile, and must be prepared to join within 15 days.
- The Centre reserves the right to cancel this advertisement without assigning any reason or selecting any candidate.
- The Centre may terminate the engagement of any personnel at any time with appropriate notice.
- This engagement is purely temporary and contractual to meet the immediate needs of the Centre.

Sd/-

Administrative officer