



# VEER BAHADUR SINGH PURVANCHAL UNIVERSITY JAUNPUR 222003 (U.P.)

(A State University - Government of Uttar Pradesh; Accredited A+ by NAAC)



## DST-PURSE Project

Ref. No.: PURSE/Nano-SHE/2025/03

Date: 21/07/2025

**Advertisement for the Position of Scientific Administrative Assistant  
in the Research Project sponsored by DST under the Scheme  
“Promotion of University Research and Scientific Excellence” (DST-PURSE)  
(Last Date of application: 10.08.2025)**

Applications are invited for one (01) Scientific Administrative Assistant (purely temporary) position from highly motivated and eligible Indian Nationals to work at the Veer Bahadur Singh (VBS) Purvanchal University, Jaunpur in a time-bound research project, sponsored by the Department of Science and Technology (Ministry of Science and Technology, Government of India) under the scheme “*Promotion of University Research and Scientific Excellence*” (DST-PURSE).

**Title of the project:** Realization of functional nanomaterials for harvesting solar energy & green hydrogen, and fabricating energy storage devices

**Qualifications and other details are as follows -**

<b>Name of post</b>	Scientific Administrative Assistant
<b>Number of posts</b>	1 (one)
<b>Qualification</b>	<b>Essential:</b> <ul style="list-style-type: none"><li>• Graduate degree in any discipline from a recognized University.</li></ul> <b>Desirable:</b> <ul style="list-style-type: none"><li>• Minimum 50% in the qualifying degree</li><li>• Experience with handling finance/administration/purchase in recognized body/institute</li><li>• Well-versed with Microsoft Office packages/similar software packages</li><li>• Good command in speaking and writing of Hindi and English.</li></ul>
<b>Monthly Emoluments</b>	Rs. 18,000/- + HRA (9%)
<b>Max. Age</b>	50 Years
<b>Tenure</b>	Initially for 01 (one) year, Renewable up to 4 (four) years based on the performance, requirement, and fund availability at the end of each FY year.
<b>Job description</b>	The selected candidate will be required to assist with scientific and administrative tasks related to the project, including coordination with various divisions of the University. The role demands versatility and the ability to move frequently between offices and premises while handling official documents. Responsibilities will include data entry, drafting reports, managing laboratory operations, and other related activities assigned by project coordinators, maintaining communication with the lead investigators for smooth execution, and carrying out additional duties as assigned by the competent authority.

<b>Other information</b>	<ul style="list-style-type: none"> <li>• The appointment is purely temporary and will be co-terminus with the duration of the project, without any provision for notice or compensation upon its termination.</li> <li>• The selected candidate shall have no claim for regular appointment or absorption in the Funding Agency or in VBSPU, Jaunpur.</li> <li>• If the performance of the appointed candidate is found to be unsatisfactory, the appointment is liable to be terminated at any time.</li> <li>• The engagement will be subject to the terms and conditions laid down by the funding agency (DST, Government of India, SR/S9/Z-05/2019).</li> <li>• No TA/DA will be provided for attending the interview. Selected candidates are expected to join their duties immediately, preferably within one week of receiving the offer letter.</li> </ul>
<b>How to apply</b>	<p>Applicants can submit their application on Google Form: <a href="https://forms.gle/x5eiphoDmG2d41Vo8">https://forms.gle/x5eiphoDmG2d41Vo8</a>. Only Shortlisted candidates will be called for a personal interview. Hence, please provide your active email address and mobile phone number.</p>
<b>Last Date of Application</b>	10 <sup>th</sup> August 2025 (10.08.2025)

**Contact Information:**

Any query related to the above must be raised at [pursevbspu@gmail.com](mailto:pursevbspu@gmail.com).

In addition, the applicants may also send their related queries to –

**Dr. Dhirendra Chaudhary**, VBSPU PURSE Co-ordinator ([phydhiren@gmail.com](mailto:phydhiren@gmail.com), [phydhiru005@gmail.com](mailto:phydhiru005@gmail.com))

And/or

**Dr. Kajal Kumar Dey**, VBSPU PURSE deputy Co-ordinator ([kdprojectsid@gmail.com](mailto:kdprojectsid@gmail.com))