



VACANCY NOTICE ND/Admin/05-25

The International Centre for Genetic Engineering and Biotechnology (ICGEB), established in 1983, is an international, intergovernmental organisation conceived as a Centre of excellence for research, training and technology transfer to industry in the field of biotechnology to promote sustainable global development. The Centre conducts innovative research in life sciences and strengthens the research capability of its over 65 Member States through training, funding programs and advisory services. Located in Trieste (Italy), New Delhi (India) and Cape Town (South Africa), and in collaboration with over 40 Affiliated Centres worldwide, the three ICGEB Components provide a scientific and educational environment of the highest international standards. Further information available at <http://www.icgeb.org/home.html>

The ICGEB invites applications for the position of Administrative Assistant (Engineering - Electronics/Electrical)

POST TITLE:	Administrative Assistant (Engineering - Electronics/Electrical)
Area of Work:	Electronic Instrumentation/Electrical
DUTY STATION:	New Delhi
DATE REQUIRED:	At the earliest
DURATION:	Twelve-months Special Service Agreement (SSA); renewable based on requirement and satisfactory performance.
RENUMERATION:	Salary will be up to Rs 45,000/- p.m. to Rs 50,000/- p.m. depending upon experience and competence.
DUTIES:	Under the direct supervision of the concerned unit Head and overall supervision of the Administrative Officer, the incumbent will assist in the following functional areas: • Coordinating the maintenance and upkeep of all the laboratory equipment, ensuring the period preventive maintenance are undertaken in a time manner. • Ascertain the site preparedness of scientific equipment at the time of project proposals, so as to aid the management in taking an informed information about the infrastructural requirement beforehand. • Ensuring that the electrical installations supporting the equipment facilities are in proper working conditions so that the facilities function without any interruption. • Assist the Equipment and Safety Manager in undertaking all the safety related protocols and ensure that they are well in place. • Keeping himself updated about the state-of-art technologies in the market to assist the scientific & research community in procuring the latest technology. • Participate in the technical evaluation process of scientific equipment by preparing & comparing the technical bids of tenders. • Proper recordkeeping of all AMC/CMC contracts, service visits as per contracts, spares replacements, verification of log books for usage of equipment facilities. • Assist in monitoring and maintaining adequate environment in specialized facilities like the BSL 2 & 3, ensuring that the staff are following the safety protocols for these facilities. • Maintain records for disposal of equipment and prepare the documentation for the property survey committee.

QUALIFICATIONS:

- ITI/Diploma/Degree (Electronics/Electrical) for the function of Electronics/Electrical Instrumentation Support.

EXPERIENCE:

One to three years of experience in handling relevant field/office responsibilities.

Previous experience in an International Organization/National Institutes/Universities is an asset

DESIRED SKILLS:

- Proficiency in MS Office.
- Proficiency in verbal and written English communication and drafting skills.
- Ability to handle multiple tasks simultaneously.
- Prioritising incoming correspondence, including letters, E-mails.
- Knowledge and skills of office management systems and procedures.

LANGUAGES: English essential

APPLICATION DEADLINE: 8th December 2025

Candidates should submit their full CV by completing the ICgeb's Personal History Form available online at: <https://www.icgeb.org/about-us/work-with-us/>, together with a cover letter outlining motivation for application and full contact details of three referees.

Applications should be addressed to Personnel Unit, ICgeb, New Delhi, India E-mail.: icgeb.ndpersonnel@gmail.com, quoting reference ND/Admin/05-25 "Administrative Assistant (Engineering - Electronics/Electrical)" no later than 8th December 2025.