

**Temporary Job for Office Assistant/Secretarial Work in
the office of Electron Microscope Society India @Bhubaneswar
(www.emsi.org.in)**

1. **Procedure to Apply:** Send your CV/Resume along with contact addresses (email and phone) before 29th November 2018 by email (as give below address). The start of the job is from 1st December 2018.
2. **Job Scope:** The expected office assistant/secretary to the Electron Microscope Society of India (EMSI) needs to help in communication, documentation, record maintenance and finance management related to the EMSI society related works. The person also would involve extensively in helping the team of the upcoming conference (www.emsi.org.in/emsi2018). The person would play a key role in organizing popular talks in various Schools, Colleges, Universities and Institutes by communicating on behalf of EMSI office bearers.
3. **Educational Qualifications:** Bachelors in Science is preferred
4. **Essential experience:** Expertise in MS Word, Excel, Power Point Presentation, Poster/e-brochure making, web development (using *php*) would be essential. However, a keen interest and passion in working for the benefit of scientific community through the EMSI is desirable.
5. **Tenure:** Temporary; 1 – 2 years (but the job can be terminated by the President, EMSI without assigning any reason, at any time);
6. **Salary:** Rs 6,000 per month (consolidated) and is negotiable as it depends on the type of expertise, involvement in the work, number of hours of work. Mostly part-time (3 – 4 hours a day for initial period)
7. **Work Time:** 10:00 AM to 1:00 PM (if the work is more then the person may need to be present). During the months of June – September 2018, the working hours can be more and the remuneration could increase.
8. **As the work is complete temporary in nature and part-time**, the salary is consolidated and no other benefits whatsoever would be given.
9. **The job is no way connected with the Institute of Physics, Bhubaneswar.** The job is completely for the Electron Microscope Society of India related works.
10. **Contact address:** Prof. P. V. Satyam, Professor
President, Electron Microscope Society of India (EMSI)
Institute of physics
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Odisha
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