

F.No. 1(1)/2026-INST

Dated: 07.07.2026

## WALK-IN-INTERVIEW

Institute of Nano Science and Technology, Mohali invites applications from motivated, qualified and experienced individuals for Walk-in-Interview for the following assignments purely on contractual basis:

1	<b>Position</b>	<b>Management Associate (Finance)</b>
	Consolidated remuneration	Rs. 45,000/- per month
	No. of positions	01 No.
	Qualifications	<p><b><u>Essential</u></b> Bachelor's degree in commerce / finance with at least 5 years' experience in the relevant field in a reputed organization.</p> <p>Experience of working on software systems for office work and platforms such as Tally / PFMS etc. Basic understanding of finance and accounts.</p> <p><b><u>Desirable</u></b> Working experience in a centrally funded autonomous research institute.</p>
2	<b>Position</b>	<b>Management Associate (Purchase)</b>
	Consolidated remuneration	Rs. 45,000/- per month
	No. of positions	01 No.
	Qualifications	<p><b><u>Essential</u></b> Bachelor's degree in commerce with at least 5 years' experience in the relevant field of purchase in a reputed organization.</p> <p>Experience of working on software systems for office work and related public procurement such as GeM / CPPP Portal etc. Basic understanding of purchase procedures, as applicable.</p> <p><b><u>Desirable</u></b> Working experience in a centrally funded autonomous research institute.</p>

## GENERAL INSTRUCTIONS

1. The upper age limit as on date of Walk- in-Interview should not exceed 45 years.
2. The tenure of this engagement shall be for a period of eleven months.
3. The Walk-in-Interview is scheduled on 29.07.2026 at INST, Knowledge City, Sector-81, SAS Nagar, Mohali-140306, Punjab between 10.00 AM to 01:00 PM. The candidates are required to reach at least 30 minutes before the start of interview.
4. The candidates are also required to send a scanned copy of the duly filled in Application Form available on institute website at the email id cfao@inst.ac.in by 27.07.2026 (5:00 PM).
5. As the said engagement is purely temporary in nature and on contractual basis, the candidate selected will not have any right to claim for a regular position in the Institute, on the basis of this engagement.
6. No TA/DA will be paid for attending the interview.
7. Original documents of age proof/certificates/Degrees/mark sheets and other testimonials must be presented at the time of interview.
8. Incomplete applications will be summarily rejected.
9. The positions require working from Monday to Saturday.
10. The candidate should have working knowledge of computer programmes such as MS-Office, Internet and email etc. as s/he would be required to work independently.
11. The eligibility of the candidate will be determined as on the date of interview.
12. The Institute reserves the right not to fill any or all the above positions, without assigning any reason at any stage.
13. The contract can be terminated without any notice by INST, Mohali, if at any time the conduct, performance and activities of the individual are found detrimental to the interests of the Institute.
14. The candidates may also in their own interest ensure that they fulfil the eligibility conditions. Ineligible candidate will not be allowed to appear for interview. Verification of documents / certificates will be done before the interview.
15. Canvassing, in any form, will lead to disqualification of the candidate.

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**Chief Finance & Administrative Officer**

***Encl:***

1. Application Form