



NOTICE

Ref: TFR:NCB:298:25-26

Dated: 7th November 2025

Subject: Skill Test for the post of Administrative Assistant 'B' (Unreserved)

Reference: Advt. No.19/2025: Appointment for the post of Administrative Assistant 'B' (Unreserved) on permanent basis

The written examination for the post of Administrative Assistant 'B' (Unreserved) was conducted on 10th October 2025. The answer keys for the written examination was announced vide Notice No.TFR:NCB:298:25-26 dated 14th October 2025 and the revised answer keys was announced vide Notice No.TFR:NCB:298:25-26 dated 31st October 2025.

The following list of candidates (not in the order of merit) are provisionally shortlisted for the next round of selection process, i.e., Skill test, which is scheduled to be held on

Date & Time: 22nd November 2025 (Saturday) at 10.00 am

Venue: NCBS, GKVK Campus, Bangalore

Sl. No.	Applicant ID
1.	PMT192025AAB12
2.	PMT192025AAB38
3.	PMT192025AAB41
4.	PMT192025AAB49
5.	PMT192025AAB55
6.	PMT192025AAB98
7.	PMT192025AAB103
8.	PMT192025AAB142
9.	PMT192025AAB163
10.	PMT192025AAB317
11.	PMT192025AAB427
12.	PMT192025AAB435

The provisionally shortlisted candidates are required to produce certificates/documents supporting their educational qualifications, experience, and category as prescribed in the advertisement (same is reproduced below), during the document verification process, on the day of the Skill Test.

- Graduate from a recognised University/Institute with aggregate of 55% marks.
- Proficiency in word processing/database/accounting procedures.
- 5 years' post-qualification relevant experience in Accounts/ Purchase/Stores/General Admin/Establishment in a large and reputed organization.
- If working in a Govt./ Semi Govt. /Public Sector undertaking, you are required to bring a No Objection Certificate from your present employer during the time of the Skill Test.



If at any stage, it is found that the candidate is not eligible for selection process, then his/her candidature shall be cancelled forthwith.

The call letter with detailed instructions will be sent to the provisionally eligible candidates. Candidates are required to check their registered email frequently (including spam folder).

Sd/-
Head, Administration & Finance
NCBS - TIFR