



INDIAN ACADEMY OF SCIENCES BANGALORE 560 080

The Academy, an autonomous institution under Department of Science and Technology, Government of India, proposes to fill the following posts.

1. Accounts Officer (No of posts 1)

Educational Qualification:- Essential: Bachelor's degree in commerce/science from a recognized university with a minimum of 50% marks. Desirable: SAS/ICWA/CA

Age: Not more than 50 years as on 1 July 2010

Pay Scale: PB3 Rs 15,600-39100 Grade pay Rs 6,600

Experience: 10 years of post qualification experience in a position of responsibility in compilation of receipts and payments, income and expenditure accounts, balance sheet, annual statement of accounts, managing internal, statutory and government audits, preparing financial and operational budgets, planning investments, exposure and working knowledge in IT enabled data processing systems such as Tally Thorough knowledge of Income Tax and other tax laws, knowledge of central government rules including pension, provident fund rules.

2. Copy Editors (No of posts 4)

Educational Qualification:- Essential: Bachelor's degree in science from a recognized university with a minimum of 50% marks. Desirable: Master's degree in science from a recognized university, knowledge of word processing softwares.

Age: Not more than 40 years as on 1 July 2010

Pay Scale: Rs 5200-20200 Grade pay Rs 2800

Experience: 5 years in a scientific journal publishing office. Responsibilities include copy-editing and proof-reading of accepted manuscripts, independently handling correspondence with authors/referees/editors and interacting with typesetters and printers to ensure quality and timely release of publications.

3. Administrative Assistants (No of posts 2)

Educational Qualification:- Essential: Bachelor's degree in any discipline from a recognized university with a minimum of 50% marks. Proficiency in word processing softwares such as MS Office, Pagemaker with at least 30 wpm typing speed. Desirable: Master's degree in any discipline from a recognized university with proficiency in word processing software.

Age: Not more than 25 years as on 1 July 2010

Pay Scale: Rs 5200-20,200 Grade pay Rs 2400

Experience: Minimum 2 years experience in the administrative section of a government/ public sector/ reputed organization. Responsibilities include day-to-day correspondence, arrangement of meetings, maintenance of records, inter-departmental coordination.

All posts carry admissible allowances as applicable to central government employees working in Bangalore.

Eligible candidates can apply with detailed CV before 31 May 2010 to The Executive Secretary, Indian Academy of Sciences, P.B. No. 8005, C.V. Raman Avenue, Sadashivanagar, Bangalore 560 080 or send the application by email to execsec@ias.ernet.in.