

Indian Academy of Sciences
Bangalore 560 080

The Academy an autonomous institution under Department of Science and Technology, Government of India proposes to appointment a Secretarial Trainee.

The incumbent should have passed Diploma in Secretarial Practice or Bachelors of Commerce with at least 50% marks. Should be proficient in typing, shorthand and MS office. Age: Not more than 25 years as on 1 April 2017. Preference will be given to male candidates.

Experience: 2 years experience in the administrative section of a public sector/government/reputed commercial organization.

Responsibilities include day-to-day correspondence, arrangement of meetings, maintenance of records, inter-departmental coordination etc.

Stipend during the first year will be Rs 15,000/- per month.

Application on a plain paper along with the CV, self-attested copy of experience, proof of age and other pertinent documents should be sent by email to execsec@ias.ac.in with the subject line Application for the post of Secretarial Trainee should reach before 1 May 2017.