



**Indian Academy of Sciences**  
**C V Raman Avenue, Bengaluru 560 080**

**Engagement of Assistant Coordinator (Programmes) in Indian Academy of Sciences on contract basis**

The Indian Academy of Sciences is a professional autonomous body under the aegis of Department of Science & Technology, Govt. of India. The Academy aims at promoting the progress and upholding the cause of science in pure and applied branches. Under the Science Academies' Joint Education Programme, nation-wide augmentation programmes are organized to improve higher education and teaching of science in our country.

The regular annual programmes are the e.g. Summer Fellowship Research Programme for students and teachers, Summer Schools for students, Refresher Courses for teachers, and Lecture Workshops for students and teachers. In addition, the Academy organizes and participates in a variety of programmes with the goal of improving the state of science in our country.

The Academy intends to engage an 'Assistant Coordinator (Programmes) on a short-term contract basis, through a manpower agency, as per details given below:

1	Period of engagement	Initially for one year, the engagement-period may be extended at the discretion of the Competent Authority subject to functional requirement, availability of funds and performance appraisal.
2	Job location	Indian Academy of Sciences, Bengaluru
3	Eligibility criterial and Experience	Essential Qualifications: a) A Post Graduate Degree in Science or Graduate Degree in Engineering from a recognized University with good academic record. At least 2 years of post-qualification supervisory and coordination experience in a Government / semi-Government organization / autonomous organization / statutory body in implementing Science Education promotional Programmes/ S& T based projects/programmes for societal development. c) Familiarity with Rules and Regulations of Govt. of India pertaining to administration and finance. d) Proficiency in English and Hindi (desirable). (e) Good written and oral communication skills with functional knowledge of computer usage.
4	Age limit	Not be more than 50 years of age on March 31,2022.
5	Responsibilities in brief	The Assistant Coordinator is expected to assist implementation of various programmes and tasks of the Academy, with special emphasis on implementation of SEP initiatives.
6	Monthly Remuneration	Rs. 50,000/- (Consolidated), with no additional benefits
7	How to apply	a) Interested applicants may submit their applications as per the format in Annexure at the following email: <a href="mailto:execsec@ias.ac.in">execsec@ias.ac.in</a> b) Last date for receipt of applications is March 31,2022. Applications received after due date will not be considered.