

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

Indian Academy of Sciences (IASc), an autonomous institution under the Department of Science & Technology, Government of India publishes scholarly journals, thematic books and other publications. It strives to meet its objectives through promotion of original research and dissemination of scientific knowledge to the community via meetings, discussions, seminars, symposia and publications. The Academy currently publishes 11 journals in various disciplines in science (please visit www.ias.ac.in for more details). The Academy is looking to recruit the following personnel on outsourced contract basis.

Secretarial Assistant - No of posts: 2

Essential Educational Qualification: The candidate should possess a Bachelor's degree in any discipline from a recognized university with at least 60% marks. Computer knowledge and familiarity of using E-mail programmes, MS Office, Excel etc with at least 30 wpm typing speed.

Desirable: Diploma in Secretarial Practice. Ability to handle correspondence in Hindi.

Age: Not more than 25 years as on 10 September 2022.

Experience: At least 3-years, experience in the administrative section of a central/state government/public sector/reputed organization.

Job description: To provide assistance in arranging hospitality for meetings, booking air tickets, purchase, stores and accounts, assist in general administration besides discharging any other official work as and when assigned. Ability to handle correspondence independently.

Monthly remuneration: Rs 21,000/- per month including ESI and PF contributions through the contracting firm for graduates Rs 27,000/- per month including ESI and PF contributions through the contracting firm for post graduates as per the Ministry of Science and Technology OM.

The selected candidates will be initially offered contractual appointment for a period of one-year renewable up to 5 years based on needs and performance of the candidate.

The application as per the prescribed format (available at www.ias.ac.in/positions) 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 subject line "Application for the post of **Secretarial Assistant**" before 10 September 2022.