

**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](http://www.ias.ac.in) for more details).

The Academy is looking to recruit the following personnel on outsourced contract basis.

**Administrative Assistant** - No of posts: 2

**Essential Educational Qualification:** The candidate should possess a B.Sc./3-years Diploma in Engineering & Technology or equivalent with 2-years' experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organizations and scientific activities and services. 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 50 years as on 31 May 2023. The Academy can relax age in case of deserving candidates.

**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 20,000/- + HRA.

The selected candidates will be initially offered contractual appointment for a period of one-year renewable up to 2-years based on needs and performance of the candidate. The application as per the prescribed format (available at [www.ias.ac.in/positions](http://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](mailto:execsec@ias.ac.in) with subject line "Application for the post of "Administrative Assistant" before 05 June 2023.

