

**Indian Academy of Sciences**  
**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.

**1. Copy Editor (No of posts - 4)**

Educational qualification: (i) Master's Degree in Natural or Agricultural Sciences/MVSc or bachelor's degree in Engineering or Technology or Medicine from a recognized University or equivalent.

Experience: 2-3 years of experience in language copy-editing (online in word/latex) of scientific articles and proof reading in case of Master's degree holders and 5-6 years in case of Bachelor's degree holders. The incumbent should have worked in a reputed publishing company/institution as copy editor.

Age: Not more than 35 years as on 31 May 2023. The Academy can relax age in case of deserving candidates.

Monthly remuneration: Rs 28,000/- + 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 Copy Editor" before 05 June 2023.

**2. Editorial Assistant (No of posts - 5)**

Educational qualification: (i) Master's Degree in Natural or Agricultural Sciences/MVSc or bachelor's degree in Engineering or Technology or Medicine from a recognized University or equivalent.

Experience: 2-3 years of experience in handling of publication software, thorough knowledge of MS-Office, generating written content and editing such content from other writers.

Age: Not more than 35 years as on 31 May 2023 The Academy can relax age in case of deserving candidates.

Monthly remuneration: Rs 25,000/- + 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 Editorial Assistant" before 05 June 2023.

### **3. Accounts Assistant (No. of post - 1)**

Essential Educational Qualification: Bachelor's degree in Commerce from a recognized university with a minimum of 60% marks. Proficiency in Tally ERP 9.

Age: Preferably not be more than 35 years as on 30 April 2023. The Academy can relax age in case of deserving candidates.

**Experience:** Minimum 4 years of post-qualification experience in finance and accounts and budget, preparation of Annual reports, handling of cash, govt. Rules, auditing, stores, purchase matters working under administration, organization. The candidates should possess experience of maintenance of Accounts, good knowledge of accounting, checking of TA bills, contingent vouchers, strong computer skills, sound knowledge of Tally ERP9, MS office and MS Excel. Relaxation in experience may be considered in deserving cases.

**Job description:** The selected candidate is required to work with Accounts Officer and assist in maintaining books of accounts, finalization of accounts, handling bills, claims, investment of funds, entries in website of Public Financial Management System etc., and carry out other works assigned from time to time. Ability to handle accounts in double entry system on accrual basis, preparation of annual budget.

Monthly remuneration: Rs. 25,000/- + 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 Accounts Assistant" before 05 June 2023.