

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

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

Project Assistant - No of posts: 1

Essential Educational Qualification: The candidate should possess a Bachelor's degree/ 3-years diploma in Engineering & Technology from a recognized university with at least 50% marks. Computer knowledge and familiarity of using E-mail programmes, MS Office, Excel etc with at least 30 wpm typing speed.

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 in implementing Science Education promotional Programmes/ S&T based projects/programmes for societal development.

Job description: To provide assistance in implementation of various programmes and tasks of the Academy, with special emphasis on implementation of SEP initiatives. Ability to handle correspondences independently.

Monthly remuneration: Rs 20,000/- + HRA, 15% increment for 3-years of relevant experience.

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) 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 "Project Assistant" before 05 June 2023.