

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/positions for more details). The Academy is looking to recruit the following personnel on outsourced contract basis.

1. Copy Editor (No of posts - 1)

Educational qualification: (i) Master's Degree in Natural Sciences or bachelor's degree in Engineering or Technology 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 15 September 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) 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 Copy Editor" before 15 September 2023.

2. Editorial Assistant (No of posts - 1)

Educational qualification: (i) Master's Degree in Natural Sciences or bachelor's degree in Engineering or Technology 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 15 September 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) 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 Editorial Assistant" before 15 September 2023.

3. Administrative Assistant - No of posts: 1

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.

Age: Not more than 30 years as on 15 September 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) 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 "Administrative Assistant" before 15 September 2023.

4. Secretarial Assistant - No of posts: 1

The incumbent should have passed Diploma in Secretarial Practice or Bachelors of Commerce with at least 50% marks. Should be proficient in typing, shorthand and MS office. Age: Not more than 25 years as on 15 September 2023. Preference will be given to male candidates.

Experience: 2 years' experience in the administrative section of a public sector/government/reputed commercial organization.

Responsibilities include day-to-day correspondence, arrangement of meetings, maintenance of records, inter-departmental coordination etc.

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) 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 15 September 2023.