

Indian Academy of Sciences

C V Raman Avenue, Bengaluru 560 080

The Academy, an autonomous institution under Department of Science and Technology, Government of India proposes to fill up the following permanent positions :

Accounts Assistant - No of posts: 2 (ST -1; General -1)

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

Desirable: Master's Degree in Commerce with a minimum of 60% marks from a recognized university.

Age limit: Not more than 28 years as on 01 October 2015 (Relaxable for ST candidates by 5 years)

Experience: Minimum 3 years of post-qualification experience in the accounts department of a reputed institution preferably in a Govt. of India organization/Government funded R & D organization.

Job description: The selected candidates will assist the Accounts Officer in maintaining books of accounts, finalization of accounts, handling bills, claims, investment of funds, etc., and carry out other works assigned from time to time. Should be able to handle accounts in double entry system on accrual basis and preparation of annual budget, etc.

Administrative Assistant - No of posts: 2 (SC -1; General-1)

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 limit: Not more than 28 years as on 01 October 2015 (Relaxable for SC candidates by 5 years)

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.

Pay scale for both the posts: Pay band: Rs.5,200-20,200 Grade pay Rs.2,400 (PB-1). plus admissible allowances as applicable to Government of India employees working in Bengaluru. Gross emoluments will be Rs. 28,180/- per month.

How to apply: Soft copy of the application with two references along with CV, testimonials of certificates and tasks handled should be emailed to execsec@ias.ernet.in. The hard copy of the same may also be sent by post to the following address: The Executive Secretary, Indian Academy of Sciences, C V Raman Avenue, Sadashivanagar, Bengaluru 560 080 before **23 November 2015**.

The selected candidate shall undergo a probationary period of 2 years and extendable to such period(s) as may be decided by the competent authority.

Candidates already in government service should forward their application through proper channel or should submit No Objection Certificate at the time of written test.

The selection for both the posts will be through a written test and a personal interview. Interim enquires will not be attended to.

The decision of the selection committee will be final in all matters.