



INDIAN INSTITUTE OF SCIENCE BANGALORE - 560 012

Applications are invited for the positions of Senior Editorial Assistant / Junior Editorial Assistant / Trainee in the Office of Communications as detailed below:

Advt. No.R(IB)008-2/2019

(i) **Senior Editorial Assistant.**

No. of Positions : 2 (UR)

Qualification:

Essential: (a) 3 years Bachelor's Degree / Diploma. (b) A minimum of 6 years of experience in copy-editing, writing for publications, generating written content and editing such content from other writers, organizing seminars and exhibitions.

Desirable: Post-graduation in any discipline

Emoluments: Rs.50,000/- per month

(ii) **Junior Editorial Assistant**

No. of Positions : 1 (UR)

Qualification:

Essential: (a) 3 years Bachelor's Degree / Diploma. (b) A minimum of 3 years of experience in managing diverse projects related to editing, writing and record keeping.

Desirable: Post-graduation in any discipline

Emoluments: Rs.25,000/ per month

(iii) **Trainee**

No. of Positions : 7 (UR-5, OBC-1, SC-1)

Qualification:

Bachelor's Degree in any discipline followed by M.L.I.Sc, or Master's Degree in any discipline with B.L.I.Sc, or Associateship in documentation and information science awarded by DRTC/NISCAIR or its equivalent.

Emoluments: Rs.15,000/ per month

MODE OF SELECTION: All complete applications that are received before the due date will be scrutinised and a short list will be created. Candidates on the short list will be interviewed. The final selection will be based on performance in the interview

GENERAL CONDITIONS:

1. All positions are full-time, temporary and contractual. The Senior and Junior Editorial Assistant positions are initially for a period of 1 year and renewable depending on IISc's requirements. The Trainee positions are for a period of 6 months only and are not renewable.
2. Since this is a contractual appointment, benefits available to permanent employees of the Institute will not be applicable.
3. Those who have completed their qualifying examinations and have been awarded the degree as on the date of advertisement only need to apply.
4. No accommodation will be available on the Institute campus.

Interested candidates may send an application by an e-mail to chair.apc@iisc.ac.in with the subject line 'Application for the post of _____'. The application should include the following documents as attachments in the email:

- (a) A cover letter making your case for the position
- (b) A CV with details of academic qualifications, work experience, and a full list of publications
- (c) Those applying for the Senior Editorial Assistant position are expected to submit electronic copies of 3 to 5 published articles. Those applying for the Junior Editorial Assistant position are expected to submit evidence of managing diverse projects related to editing, writing and record keeping.

The last date for receiving the applications is 18th November, 2019.

Dated : 23.10.2019

REGISTRAR

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