A. Details of the Posts, Essential qualifications and Remuneration

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Post</th>
<th>No. of Vacancies</th>
<th>Mandatory Qualification</th>
<th>Annual Remuneration</th>
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<tbody>
<tr>
<td>1.</td>
<td>Placement Officer</td>
<td>01</td>
<td>Two years MBA (Full Time) with specialization in HR. At least five years prior experience in placement related activities in reputed Engineering, Management and/or Science college/Institute/University</td>
<td>Rs.7,00,000/- to Rs.12,00,000/-</td>
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<td>2.</td>
<td>Asst. Placement Officer</td>
<td>01</td>
<td>Two years MBA (Full Time) with specialization in HR. At least two years prior experience in placement related activities in reputed Engineering, Management and/or Science college/Institute/University</td>
<td>Rs.5,00,000/- to Rs.8,00,000/-</td>
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Total Post 02

Note:

i. **Desirable qualifications:** The individual should be energetic, proactive, and a good communicator; excellent written and oral communication skills in English; ability to effectively use modern computing, document preparation, data analysis, and networking applications and tools; strong analytical abilities, in order to analyse data as dealt with in science administration, provide visualization of the data, and draw inferences. Excellent organisational and interpersonal skills are essential. Experience in organising national and international scientific meetings and in advising students at graduate and undergraduate level, will be distinct advantages. These individuals are expected to work in consultation with a committee of professors and existing staff in the Office of Career Counselling and Placement at IISc.

ii. The maximum age limit for eligibility to be in the 40 years of range as on the last date of submitting the application. Age relaxation as per GoI norms will be extended.

iii. The Candidate must possess the essential prescribed qualifications as well with the concerned statutory authority (wherever applicable) on or before the last date of submitting application.

iv. Qualifications and experience other than one prescribed in this advertisement will not be
v. Qualifications acquired from foreign university will also not be accepted.

B. How to Apply

a. Candidates need to send the filled-in application form (in pdf format) along with other relevant documents to the email address office.occap@iisc.ac.in and office.estb@iisc.ac.in from 02.09.2021 to 24.09.2021. The format of the application is given at enclosure of this notification. Applications received after the cut-off date will be rejected.

b. The following relevant documents required to be sent (in .pdf format only) along with the filled-in application:
   i. Educational qualification documents.
   ii. Identity proof, Address Proof.
   iii. No Objection Certificate (NOC) from existing employer, if any (in case of Govt./PSU employees) and Experience certificate, if any, in pdf format only.

c. The shortlisted candidates will be informed through e-mail about date & time of written Examination/interview or both. IISc reserves the right to choose any/both the modes. Candidates are also advised to provide correct information in their application.

d. The electronic mode of interview (Zoom Call/ Microsoft Team) will be intimated to the candidates in advance. However, the candidates are advised to be prepared to give interview in all the medium mentioned here, and to appear in person, if so required.

e. Candidates may please ensure that they are fulfilling all the requisite criteria prior to registering, failing which, their candidature is liable to be rejected/cancelled.

C. General Instructions:

i. Engagement is purely full-time, temporary and contractual. The contract is for an initial period of three years and renewable based on the requirement of the Institute. Contract tenure will commence from the date of joining. The waitlist will be operational for one year. The number of positions may increase depending on the requirement.

ii. Engagement on contract would be subject to medical fitness.

iii. The contract can be terminated at anytime by giving one month’s notice, by either side.

iv. Candidature/contract of candidate(s) submitting false certificates or suppression/submission of incorrect information shall be liable for termination/disqualification/rejection at any stage.

v. Only Indian nationals need apply.

Date: 31.08.2021
Registrar
Indian Institute of Science  
Bangalore 560 012, INDIA.

1. Name in Full  
   First Name
   Middle Name
   Last Name

2. Sex  
   [ ] MALE  
   [ ] FEMALE  
   [ ] OTHERS

3. Marital Status  
   [ ] MARRIED  
   [ ] SINGLE

4. Date of Birth:  
   [ ] D [ ] D [ ] M [ ] M [ ] Y [ ] Y [ ] Y [ ] Y

5. Address:  
   Present
   Permanent

6. Mobile Telephone No

7. Telephone (Office)

8. Telephone (Residence)

9. Telephone (Fax)

10. Email Id:

11. (a) Category (UR/OBC/SC/ST/EWS)

   (b) Attested copy of certificate enclosed  
      [ ] YES  
      [ ] NO

   (c) Whether Physically Challenged  
      [ ] YES  
      [ ] NO

   (d) If Yes! tick mark the appropriate category  
      OH  HH  VH  Others

Please affix Your latest photograph
12. Academic record starting with Matriculation: (please attach photocopies of degree certificates)

<table>
<thead>
<tr>
<th>Degree</th>
<th>College / University / Institute</th>
<th>Year of Joining</th>
<th>Year of Leaving</th>
<th>Percentage of marks</th>
<th>Class / Division</th>
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13. Experience

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<thead>
<tr>
<th>Employer</th>
<th>Position held</th>
<th>Date of Joining</th>
<th>Date of Leaving</th>
<th>Pay with Scale of pay</th>
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14. Professional Training Received

<table>
<thead>
<tr>
<th>Year</th>
<th>Nature of Training</th>
<th>Duration</th>
<th>Organization where training was provided</th>
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15. Details of Experience

<table>
<thead>
<tr>
<th>Position</th>
<th>Nature of duties and achievements</th>
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16. I hereby declare that I have carefully read and understood the instructions and particulars supplied to me, and that all entries in this form as well as the attached sheets are true to the best of my knowledge and belief.

There are attached [ ] sheets along with this form.

Date

Place (Signature of Applicant)