



ಮಾನವಸಂಪನ್ಮೂಲವಿಭಾಗ/ಮಾನವ ಸಂಪನ್ಮೂಲ ಅನುಭಾಗ/HUMAN RESOURCES SECTION  
ಭಾರತೀಯವಿಜ್ಞಾನಸಂಸ್ಥೆ/भारतीय विज्ञान संस्थान/INDIAN INSTITUTE OF SCIENCE  
ಬೆಂಗಳೂರು/ಬೆಂಗಳೂರು/ BANGALORE – 560012  
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Advertisement No. R(HR)Temp/OoC/2021-13

**ENGAGEMENT OF VARIOUS POSITIONS AT OFFICE OF COMMUNICATIONS**

**A. Details of the Posts, Essential qualifications and Remuneration:**

Sl. No.	Post	No. of Vacancies	Qualifications	Monthly Remuneration
1.	Editorial and Administrative Manager	01 (UR)	<p><b>a) Essential:</b> BE/BTech/MSc in any discipline</p> <ul style="list-style-type: none"><li>- Minimum 6 years of demonstrated experience in writing, editing, and copyediting/publishing; organizing outreach events, and managing administrative operations.</li><li>- Excellent project management, communication and organisational skills, proficiency in use of day-to-day computer software and tools.</li></ul> <p><b>b) Desirable:</b> MS/MBA/PGDM/PhD</p> <ul style="list-style-type: none"><li>- Proven experience managing diverse academic, science communication and administrative projects, working with vendors and other stakeholders.</li><li>- Experience in science writing, editing, or publishing, preferably in an academic institution or publishing house.</li></ul>	Rs. 80,000/-
2.	Senior Editorial Assistant	02 (UR)	<p><b>a) Essential:</b> Bachelor's degree or equivalent in any discipline</p> <ul style="list-style-type: none"><li>- Minimum of 5 years of demonstrated experience in science writing or journalism, editing and copyediting content for web and print publications.</li><li>- Excellent written and verbal communication, and organizational skills.</li></ul> <p><b>b) Desirable:</b> MS/MBA/PGDM/PhD with proven experience in science writing, editing, and publishing, preferably in an academic institution or publishing house.</p> <ul style="list-style-type: none"><li>- Experience working with archives/archival material and record-keeping. Experience in organizing seminars, workshops, and outreach events.</li><li>- Proven capability to work in a dynamic team on tight deadlines.</li></ul>	Rs. 60,000/-
3.	Junior Editorial Assistant	02 (UR)	<p><b>a) Essential:</b> 3 year Bachelor's degree/diploma in any discipline</p> <ul style="list-style-type: none"><li>- Minimum 3 years of experience in writing, editing, copyediting and record keeping.</li></ul> <p><b>b) Desirable:</b> Post graduation in any discipline. Experience in writing or editing, working in an academic institution, or publishing house.</p>	Rs. 32,000/-

4.	Library Trainee (OoC)	04 (UR - 03, OBC - 01)	<p>a) <b>Essential:</b> Master's degree in any discipline</p> <p>b) <b>Desirable:</b> A background in science, history or library science is preferred.</p> <ul style="list-style-type: none"> <li>- Prior experience of working in an archive or library at an established academic institution or project in India.</li> <li>- Familiarity with computers and working with spread sheets, word processing, scanning tools and other functions.</li> </ul>	Rs.18,500/-
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**B. Mode of Selection:** All complete applications will be scrutinised and only shortlisted candidates will be interviewed. The final selection will be based on performance in the interview.

**C. Duration:** All positions are temporary and purely contractual. The positions are for a period of 1 year and may be extendable to one more year with an annual increment of 2% depending upon requirement and satisfactory performance.

**D.** The Senior Editorial Assistant is expected to contribute to all the activities including publishing of science and campus related magazines and newsletters, organizing popular lectures, maintaining the Institute's archives and organizing courses, workshops for students through its Writing Centre and demonstrate relevant experience.

#### How to Apply

- a) Candidates who are desirous to be considered strictly on the aforesaid terms and conditions may send their application by email to [chair.ooc@iisc.ac.in](mailto:chair.ooc@iisc.ac.in) with the subject line as "**Application for the post of \_\_\_\_\_**" on or before **12.01.2022**.
- b) The application should include the following documents:
  - 1) A cover letter making your case for the position.
  - 2) A CV with details of academic qualifications, work experience, and publications.
  - 3) All applicants except to the post of Library Trainees should attach copies of 3 - 5 published articles.
  - 4) The applicants for the post of Junior Editorial Assistant and Senior Editorial Assistant are expected to submit the evidence for managing diverse projects related to editing, writing and record keeping, and one writing sample (preferably published).
- c) The shortlisted candidates will be informed through e-mail about date & time of interview. Candidates are advised to provide correct information in their online application for the same.
- 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. In case the interview is held in-person, no TA/DA shall be paid for attending the interview.
- e) Candidates may please ensure that they are fulfilling all the above - mentioned criteria prior to registering, failing which, their candidature is liable to be rejected/cancelled.

#### General Instructions

- a) The Candidate must possess the essential prescribed qualifications on or before the last date of submission of application.
- b) Qualifications other than one prescribed in this advertisement will not be accepted.
- c) Candidates applying for more than one discipline are required to send separate applications.
- d) Prescribed educational qualifications and experience are the minimum eligibilities required and mere fact that a candidate possessing the same shall not entitle him/her for being called for interview.
- e) Candidates belonging to SC, ST, OBC-NCL, EWS, PwD shall enclose a photocopy of the respective caste certificate.
- f) Contract tenure will commence from the date of joining. The waitlist will be operational for one year.
- g) Engagement on contract would be subject to medical fitness.

- h) The contract can be terminated at any time by giving one month's notice, by either side.
- i) Candidature/contract of candidate(s) submitting false certificates or suppression/submission of incorrect information shall be liable for termination/disqualification/rejection at any stage.
- j) Candidates should apply through online mode only. Incomplete applications in any respect and application received physically shall not be considered.
- k) All Candidates should obtain NOC from the present employer and upload the same online. However, application without NOC shall also be considered, provided the candidate uploads a duly signed undertaking that the NOC will be submitted at the time of Interview.
- l) Applications should be submitted well in advance, without waiting till the last date.
- m) Call letters to attend the interview will be sent only to the eligible candidates by mail. Candidates are required to check their registered e-mail ID frequently. No correspondence will be made with applicants who are not short-listed/not called for interview.
- n) The Institute reserves the right to reject any application without assigning any reason. The Institute also reserves the right to cancel the advertisement/ recruitment at any stage without assigning any reasons. No correspondence will be entertained in this regard.
- o) The Institute reserves the right to verify the antecedents or documents submitted by the candidate at any time during the service. In case it is found that the documents submitted by the candidate are not genuine, then his/her services shall be terminated, and disciplinary/criminal proceedings will be initiated.
- p) No accommodation will be provided on the Institute campus during the course of their stay.
- q) Only Indian nationals need apply.

**Date: 22.12.2021**

**Registrar**