



ಮಾನವಸಂಪನ್ಮೂಲವಿಭಾಗ/मानव संसाधन अनुभाग/HUMAN RESOURCES SECTION
ಭಾರತೀಯವಿಜ್ಞಾನಸಂಸ್ಥೆ/भारतीय विज्ञान संस्थान/INDIAN INSTITUTE OF SCIENCE
ಬೆಂಗಳೂರು/ಬೆಂಗಲೂರು/ BANGALORE – 560012
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Advertisement No. R(HR)Temp/OIR/2022-16

ENGAGEMENT OF ASSISTANT INTERNATIONAL RELATIONS OFFICERS

Applications are invited from Indian Nationals for the position Assistant International Relations Officer in the Office of International Relations at the Institute. The details of the positions are as follows:

Sl. No.	Post	No. of Vacancies	Qualification	Responsibilities	Age Limit	Annual Remuneration
1.	Assistant International Officer (Students Affairs)	01 (UR)	Essential: Master's in science, Engineering, International Relations, or related fields	a) Work with international students and scholars at IISc. b) Help advertise IISc academic programs to international universities and agencies. c) Help in conducting interviews for admissions of international students. d) Help and guide international students and scholars, in cases including visa processing. e) Organize events for international students and scholars (e.g., sports day, international day, etc.) on a regular interval. f) Counsel international students.	45 years	Rs.7,20,000/- to Rs.8,40,000/- (all inclusive)
2.	Assistant International Officer (International Affairs)	01 (UR)	Desirable: Ph.D. in Science, Engineering, or related fields	a) Initiate and help establish relationships with foreign universities and institutions b) Work with concerned parties in finalizing MoU; keeping a record of existing MoU and initiating the renewal of expiring ones c) Help and guide international visitors (both short term and long term), in cases including visa processing. d) Host foreign delegates at the Institute. e) Organize seminars, webinars, and meetings, as part of the engagement of IISc with international partners.		

Desirable Qualifications :

- a) The individual should be energetic and proactive and should have excellent written and oral communication skills in English.
- b) Ability to effectively use modern document preparation, electronic presentation, note-taking, and networking applications and tools.
- c) Excellent organizational and interpersonal skills are essential.
- d) Experience in advising students at graduate and undergraduate levels, will be a distinct advantage.
- e) Advisor to International Students and Scholars is expected to work in consultation with a committee of professors and existing staff in the Office of International Relations at IISc. 1-2 years of work experience in a similar role will be advantageous.

Duration :

Engagement is purely temporary on a contract basis for a period of five years which will be renewable on an annual basis. Contract tenure will commence from the date of joining.

How to Apply

- a) Candidates who are desirous to be considered strictly on the aforesaid terms and conditions may fill the online application form on the link given below duly attaching the required certificates in support of age, category, qualification, marks, disability, and experience **on or before 05.10.2022**.
- b) The shortlisted candidates will be informed through e-mail about the date & time of the interview. Candidates are also advised to provide the correct information in their online application.
- c) 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 appear in person, if so required. In case the interview is held in person, no TA/DA shall be paid for attending the interview.
- d) 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.

General Instructions

- a) The Candidate must possess the essential prescribed qualifications on or before the last date of submitting the application.
- b) Qualifications other than one prescribed in this advertisement will not be accepted.
- c) **The maximum age limit for eligibility shall be as on the last date of submitting the application. Age relaxation is applicable as per GoI norms.**
- d) Engagement on contract would be subject to medical fitness.
- e) Except consolidated and fixed emoluments, no other benefits will be extended.
- f) The contract can be terminated at any time by giving one month's notice, by either side.
- g) Candidature/contract of candidate(s) submitting false certificates or suppression/submission of incorrect information shall be liable for termination/disqualification/rejection at any stage.
- h) Candidates should apply online mode only. Incomplete applications and applications in a format other than that displayed on the website and applications received physically are liable to be rejected.
- i) Prescribed educational qualifications and experience are the minimum eligibilities required and the mere fact that a candidate possesses the same shall not entitle him/her for being called for a test/interview. The Institute reserves the right to restrict the no. of candidates admitted for the interview to a reasonable number, on the basis of qualifications and/or experience.
- j) Applications should be submitted well in advance, without waiting till the last date.
- k) No hard copies of the application will be accepted.
- l) Candidates are advised to save a copy of the online application duly submitted for future reference.
- m) Call letters to attend the interview will be sent only to the shortlisted 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 an 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.

Link to apply online: https://recruitment.iisc.ac.in/Temporary_Positions/

Date : 21.09.2022

Registrar