

# **DRDO INDUSTRY ACADEMIA RAMAN CENTRE OF EXCELLENCE (DIA-RCoE) - ON CONTRACT BASIS**

6th Floor, TCS Smart X Hub Building,  
Indian Institute of Science (IISc) Campus,  
Bengaluru – 560012

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## **RECRUITMENT NOTIFICATION FOR ADMINISTRATIVE/ACCOUNTS ASSISTANTS (SUPPORT)**

DIA-RCoE, a DRDO-funded Centre of Excellence located at IISc Bengaluru, invites applications from eligible and qualified candidates for the recruitment of **two (02) Administrative/Accounts Assistants** to support the Centre's administrative, financial, and project-related functions.

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### **1. Scope of Work**

The Administrative Assistants will be expected to carry out the following responsibilities:

1. Preparation of budgets as per DRDO guidelines.
2. Compilation and maintenance of project-related data using Excel.
3. Verification of research proposal documents
4. Validation of proposal data against government sanction letters.
5. Assisting in the preparation of minutes for meetings such as TEC, RAB, and GC.
6. Independent preparation of PowerPoint presentations based on available data.
7. Drafting and managing routine correspondence with Principal Investigators.
8. Preparation and maintenance of administrative documents for the Centre.
9. Usage of ERP (SAP) software for various office activities.
10. Finalization of bills
11. Booking air tickets through IISc-approved agents (e.g., Balmer Lawrie).
12. Settlement of corporate credit card bills.
13. Liaison with various departments of IISc and DRDO.
14. Supporting organization of workshops, conferences, and key meetings.
15. Handling logistics for visiting guests, including taxi bookings, hotel arrangements, and airport transfers.
16. Professional interaction with guests and dignitaries as part of hospitality arrangements.
17. Any other activities assigned from time to time.

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## 2. Eligibility Criteria

### Educational Qualification:

- Degree a recognized institution.

### Experience:

- Minimum **2 years of relevant work experience** in an academic or industrial setup in a similar administrative role.

### Age Limit:

- Should be **below 35 years** of age as on **1st September 2025**.

### Skills Required:

- Proficiency in **English** is mandatory.
  - Ability to speak **Kannada** and **Hindi** is desirable.
  - Proficiency in MS Office (Excel, Word, PowerPoint) and hands-on experience with SAP ERP systems is essential.
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## 3. Documents to be Submitted (Mandatory)

1. Updated Resume
  2. **Degree Certificate(s)** and mark sheets.
  3. **Experience Certificate(s)** from previous employers.
  4. **Two reference contact numbers** (with names and relationship).
  5. **Proof of Address** – e.g., electricity bill, house rent agreement, etc.
  6. **Aadhaar Card** (copy).
  7. **Self-declaration of no adverse police record**.
  8. **Police Verification Certificate** from the nearest police station (to be submitted upon recruitment).
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## 5. Application Process:

Interested candidates may submit their application along with the required documents in a sealed envelope or by Email addressed to:

- **By Post to:**

The Director

DIA-RCoE, 6th Floor, TCS Smart X Hub Building

IISc Campus, Bengaluru – 560012

- **By Email to:** [director.diarcoe@iisc.ac.in](mailto:director.diarcoe@iisc.ac.in)

**Last Date for Submission:** 11<sup>th</sup> August 25

**Note:**

Only shortlisted candidates will be called for an interview. DIA-RCoE reserves the right to reject any application without assigning any reason.

For queries, contact: 080 23600649 , email: [office.diarcoe@iisc.ac.in](mailto:office.diarcoe@iisc.ac.in)