



Indian Academy of Sciences
C V Raman Avenue, Bengaluru 560 080

The Academy, an autonomous institution under Department of Science & Technology, Government of India proposes to fill up the position of:

Accounts Assistant 1 Post (Temporary/On Contract)

Essential Educational Qualification: Bachelor's degree in Commerce from a recognized university with a minimum of 60% marks. Proficiency in Tally ERP 9.

Age: Preferably not be more than 35 years as on 4 May 2018.

Desirable: Master's Degree in Commerce with a minimum of 55% marks from a recognised university.

Experience: Minimum 4 years of post-qualification experience in finance and accounts and budget, preparation of Annual reports, handling of cash, govt Rules, auditing, stores, purchase matters working under administration, stores, organization. The candidates should possess experience of maintenance of Accounts, good knowledge of accounting, checking of TA bills, contingent vouchers, strong computer skills, sound knowledge of Tally ERP9, MS office and MS Excel. Relaxation in experience may be considered in deserving cases.

Job description: The selected candidate is required to work with Accounts Officer and assist in maintaining books of accounts, finalization of accounts, handling bills, claims, investment of funds, entries in website of Public Financial Management System etc., and carry out other works assigned from time to time. Ability to handle accounts in double entry system on accrual basis, preparation of annual budget.

Remuneration: A consolidated amount of:

Rs. 27,000/- pm during the first year (for Master Degree holders, with minimum 3 years' experience)

Rs. 20,000/- pm during the first year (for Bachelor Degree holders, with minimum 3 years' experience)

Tenure of appointment: 2 years, extendable for another year depending on the performance. The application shall be enclosed with self-attested copies of educational qualifications and experience claimed in the application, where applicable.

Interested candidates may send in their application latest by 04/05/2018 in the prescribed format (Annexure 1) complete in all respect by email / post to:

The Executive Secretary
Indian Academy of Sciences
C V Raman Avenue
Sadashivanagar
Bangalore 560 080
Email: execsec@ias.ac.in



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The Academy, an autonomous institution under Department of Science & Technology, Government of India proposes to fill up the positions of

Administrative Assistant Trainees 2 Posts (Temporary/On contract)

Essential Educational Qualification: Bachelor's degree from a recognized university with a minimum of 60% marks.

Age: Preferably not be more than 28 years as on 4 May 2018. Age Relaxed in case of deserving candidates.

Desirable: Master's Degree with a minimum of 55% marks from a recognised university. Working knowledge in MS Office.

Experience:

- At least 3years' experience in Office/accounts work/purchase/store/
- Implementing Science Educational Programmes viz. Refresher courses and Lecture workshops, coordinating with the Educational Institutions, assist in general administration besides discharging any other official work as and when assigned.
- Experience in Noting, drafting and English typing.

Remuneration: A consolidated amount of:

Rs.20,000/- pm during the first year (for Bachelor Degree holders, with minimum 3 years' experience),

Tenure of appointment: 2 years, extendable for another year depending on the performance. The application shall be enclosed with self-attested copies of educational qualifications and experience claimed in the application, where applicable.

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Assistant – Official Language Implementation Policy - 1 Post (Temporary/On Contract)

Essential Educational Qualification:

Master's Degree from a recognised University or equivalent in Hindi or English or Hindi on a compulsory or selective subject or as medium of examination at degree level.

And

Recognised Diploma Certificate course in translation from Hindi to English and vice versa.

Age: Not exceeding 40 years (Relaxable for retired Govt. servants)

Experience: Demonstrable experience in translation work from English to Hindi and vice versa

Desirable: Experience in handling OLIP in central/ Autonomous institution/Recognised Universities/Public Sectors, with proven experience of translating science contents from English to Hindi and vice versa, Hindi typing and Working knowledge in MS Office.

Job description: Will be responsible for work related to OLIP, Implementation of correspondence or routine work.

Remuneration: A consolidated amount of Rs. 27,000/- pm during the first year (for Master Degree holders, with minimum 3 years' experience),

Tenure of appointment: 2 years, extendable for another year depending on the performance. The application shall be enclosed with self-attested copies of educational qualifications and experience claimed in the application, where applicable.

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Indian Academy of Sciences (IASc), a professional body under the Department of Science & Technology, Government of India publishes scholarly journals, thematic books and other publications. The Academy currently publishes 10 journals in various disciplines in science (please visit www.ias.ac.in for more details).

Advertisement for the position of “Temporary Copy Editor and Proof Reader”

The Academy is looking for the following positions:

1. “Copy Editor (2 Nos) and Proof Readers (2 Nos)” on contract basis. Applications are invited from resourceful persons with excellent skills in copy editing original research articles and publishing them under tight deadlines. Candidates with LaTeX experience will be given preference.
2. Duties also include coordination and liaison with Chief Editors and other members of Editorial Board and ensure smooth work flow and undertake activities of processing and production of journals.

The duration of the employment is initially for one year, extendable for another year depending on the satisfactory performance.

Educational Qualification:

Master's degree in Mathematics/Physics/Chemistry/Biology from a recognized university with minimum 5 years of experience in Copy Editing or Proof Reading.

Remuneration: Gross emoluments will be Rs. 27,000/- per month consolidated
(Or)

Graduate in science with minimum 3 years of experience in Copy Editing or Proof Reading.

Remuneration: Gross emoluments will be Rs. 20,000/- per month consolidated

Desirable:

- a. Good copy editing / proof reading skills of scholarly articles
- b. Proficiency in English language bilingual content editing
- c. Good understanding of scholarly Journals publishing
- d. Demonstrable experience in editing/proof reading of Journal publication.

Age limit: Candidate should not be more than 40 years of age.

No. of Posts: Copy Editor (2 Nos) and Proof Reader (2 Nos)

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Advertisement for the position of “Social Media Manager”

Social Media Manager (1 no)

Essential Educational Qualification:

1. A Master's Degree from a recognised university preferably in Science.
2. Minimum 2 years of experience in a media organisation engaged in new media campaign or experience of handling common work scholarly organisation

Desirable:

- a. Minimum 2 years of experience of prior/digital media with exposure to dissemination in English
- b. Technical knowledge of HTML, page making and social media platform and other related platform
- c. Ability to handle social media in English as disseminating original res in

Responsibilities:

Reporting on Social media platform of the Academy on the events activities and actively engage work with editorial team to generate content for social media. All other related tasks of enabling by the Institution.

Age limit: Candidate should not be more than 35 years of age as on 4 May 2018.

Remuneration: Gross emoluments will be Rs. 27,000/- per month consolidated depending on the qualification and experience.

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