



INDIAN INSTITUTE OF SCIENCE BANGALORE - 560 012

REQUIRES

SECRETARIAL ASSISTANT TRAINEE AT THE INSTITUTE

Advertisement No. : R(IB)008- 4/2017

No. of positions : Gen:12, OBC:6, SC:4, ST:2, one of the positions is reserved for persons with disabilities.
Backlog :- OBC-3, SC-1, ST-2

Qualification : (1) Essential : Three years Diploma in Secretarial / Commercial Practice (English) with Computer Literacy OR Graduate in Arts/Science/Commerce or equivalent from a recognized university with computer literacy **(2) Desirable :** Senior English Typewriting & Junior English Shorthand.

Age : 30 years. Admissible age relaxation for SC, ST, OBC and PH will be extended.

[Download Application Format](#) [Download Specimen Copy of OBC Certificate](#)

Stipend : Rs. 20,000/- per month (fixed) with a provision for annual increase of Rs.800/- subject to satisfactory performance and conduct.

Duration : Initially for a period of ONE year, extendable upto Three years.

Those who have completed their qualifying examinations and awarded the degree only need to apply. The Institute will have no obligation to absorb them on completion of the training. No accommodation will be available on the Institute Campus during the course of training.

The application, with necessary enclosures should be sent to ASSISTANT REGISTRAR, ESTABLISHMENT SECTION (UNIT-IB), INDIAN INSTITUTE OF SCIENCE, BANGALORE-560012, superscribing on the envelope "Application for Secretarial Assistant Trainee" on or before 13.10.2017.

Application without complete information / supporting copies of certificates / in format other than those displayed on web site are liable to be rejected.

Eligible applicants will be called for written test at the Institute. Applicants should be prepared to attend the written test even at a short notice. Those who qualify in the written test will have to attend the interview on the next day.

Dated : 15.09.2017

REGISTRAR