



ಮಾನವ ಸಂಪನ್ಮೂಲ ವಿಭಾಗ/ಮಾನವ ಸಂಪನ್ಮೂಲ ಅನುಭಾಗ/HUMAN RESOURCES SECTION
ಭಾರತೀಯ ವಿಜ್ಞಾನ ಸಂಸ್ಥೆ/ಭಾರತೀಯ ವಿಜ್ಞಾನ ಸಂಸ್ಥಾನ/INDIAN INSTITUTE OF SCIENCE
ಬೆಂಗಳೂರು/ಬೆಂಗಳೂರು/ BANGALORE – 560012
ದೂರವಾಣಿ/ದೂರವಾಣಿ/ TELEPHONE : 2293 2231 / 2232 / 2941
ಇ-ಮೇಲ್/E-mail/ईमेल : office.hr@iisc.ac.in

Advertisement No. R(HR)Temp/OCCAP/2021-8

ENGAGEMENT OF PLACEMENT OFFICER

A. Details of the Posts, Essential qualifications and Remuneration

Sl No.	Post	No. of Vacancies	Mandatory Qualification	Annual Remuneration
1.	Placement Officer	01	Two years MBA (Full Time) with specialization in HR. At least five years prior experience in placement related activities in reputed Engineering, Management and/or Science college/Institute/University	Rs.7,00,000/- to Rs.12,00,000/-
2.	Asst. Placement Officer	01	Two years MBA (Full Time) with specialization in HR. At least two years prior experience in placement related activities in reputed Engineering, Management and/or Science college/Institute/University	Rs.5,00,000/- to Rs.8,00,000/-
Total Post		02		

Note:

- Desirable qualifications:** The individual should be energetic, proactive, and a good communicator; excellent written and oral communication skills in English; ability to effectively use modern computing, document preparation, data analysis, and networking applications and tools; strong analytical abilities, in order to analyse data as dealt with in science administration, provide visualization of the data, and draw inferences. Excellent organisational and interpersonal skills are essential. Experience in organising national and international scientific meetings and in advising students at graduate and undergraduate level, will be distinct advantages. These individuals are expected to work in consultation with a committee of professors and existing staff in the Office of Career Counselling and Placement at IISc.
- The maximum age limit for eligibility to be in the 40 years of range as on the last date of submitting the application. Age relaxation as per GoI norms will be extended.
- The Candidate must possess the essential prescribed qualifications as well with the concerned statutory authority (wherever applicable) on or before the last date of submitting application.
- Qualifications and experience other than one prescribed in this advertisement will not be

accepted.

- v. Qualifications acquired from foreign university will also not be accepted.

B. How to Apply

- a. Candidates need to send the filled-in application form (in pdf format) along with other relevant documents to the email address **office.occap@iisc.ac.in** and **office.estb@iisc.ac.in** from **02.09.2021** to **24.09.2021**. The format of the application is given at enclosure of this notification. Applications received after the cut-off date will be rejected.
- b. The following relevant documents required to be sent (in .pdf format only) along with the filled-in application:
- i. Educational qualification documents.
 - ii. Identity proof, Address Proof.
 - iii. No Objection Certificate (NOC) from existing employer, if any (in case of Govt./PSU employees) and Experience certificate, if any, in pdf format only.
- c. The shortlisted candidates will be informed through e-mail about date & time of written Examination/interview or both. IISc reserves the right to choose any/both the modes. Candidates are also advised to provide correct information in their application.
- 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.
- e. 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.

C. General Instructions:

- i. Engagement is purely full-time, temporary and contractual. The contract is for an initial period of three years and renewable based on the requirement of the Institute. Contract tenure will commence from the date of joining. The waitlist will be operational for one year. The number of positions may increase depending on the requirement.
- ii. Engagement on contract would be subject to medical fitness.
- iii. The contract can be terminated at anytime by giving one month's notice, by either side.
- iv. Candidature/contract of candidate(s) submitting false certificates or suppression/submission of incorrect information shall be liable for termination/disqualification/rejection at any stage.
- v. Only Indian nationals need apply.

Date : 31.08.2021

Registrar

12. Academic record starting with Matriculation: (please attach photocopies of degree certificates)

Degree	College / University / Institute	Year of Joining	Year of Leaving	Percentage of marks	Class / Division

13. Experience

Employer	Position held	Date of Joining	Date of Leaving	Pay with Scale of pay

14. Professional Training Received

Year	Nature of Training	Duration	Organization where training was provided

15. Details of Experience

Position	Nature of" duties and achievements

16. I hereby declare that I have carefully read and understood the instructions and particulars supplied to me, and that all entries in this form as well as the attached sheets are true to the best of my knowledge and belief.

There are attached sheets along with this form.

Date

Place

(Signature of Applicant)