



ಮಾನವ ಸಂಪನ್ಮೂಲ ವಿಭಾಗ/ಮಾನವ ಸಂಸಾಧನ ಅನುಭಾಗ/HUMAN RESOURCES SECTION
ಭಾರತೀಯ ವಿಜ್ಞಾನ ಸಂಸ್ಥೆ/ಭಾರತೀಯ ವಿಜ್ಞಾನ ಸಂಸ್ಥಾನ/INDIAN INSTITUTE OF SCIENCE
ಬೆಂಗಳೂರು/ಬೆಂಗಳೂರು/ BANGALORE – 560012
ದೂರವಾಣಿ/ದೂರಭಾಷೆ/ TELEPHONE : 2293 2231 / 2232 / 2941
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Advertisement No. R(HR)Temp-04(OCCAP)/2022

ENGAGEMENT OF PLACEMENT OFFICERS

Indian Institute of Science (IISc), Bangalore invites applications for the following positions in the Office of Career Counselling and Placement at the Institute:

Sl. No.	Post	No. of Vacancies	Mandatory Qualification	Annual Remuneration
1.	Placement Officer	01	Two years MBA with specialization preferably 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	Master's Degree in any discipline with 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 Posts		02		

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.
- 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.

Age Limit : 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.

How to Apply

- 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 25.04.2022**.
- 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 online application.
- 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.

- 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.
- e. In case the interview is held in-person, no TA/DA shall be paid for attending the interview. However, interview may be held through online method such as Google Meet/Zoom Call/ Microsoft Team/ Skype. Candidates will be informed through email/about mode and details of interview.

General Instructions

- a) The Candidate must possess the essential prescribed qualifications on or before the last date of submitting application.
- b) These are annual contract positions and are subject to annual review and renewal. However, the engagement may be terminated by either side without cause with one month notice or salary in lieu thereof. The decision of the Institute in this regard shall be final and binding on the candidate.
- c) The duration of the contract is for **one year initially and extendable up to three years** on a yearly basis, subject to satisfactory performance and conduct. Contract tenure will commence from the date of joining.
- d) The waitlist will be operational for **one year**.
- e) The selected candidate must be willing to join the services at the Institute **latest by 01.08.2022**.
- f) The salary mentioned in the notification is the consolidated amount and will be disbursed on a monthly basis.
- g) The age of candidate should be below the prescribed age-limit as above, as on the last date of receipt of application. Relaxation in age is applicable as per GOI norms.
- h) Qualifications other than one prescribed in this advertisement will not be accepted.
- i) Qualifications acquired from foreign university will also not be accepted.
- j) Engagement on contract would be subject to medical fitness.
- k) Except the consolidated and fixed emoluments, no other benefits will be extended.
- l) The contract can be terminated at any time by giving one month's notice, by either side.
- m) Candidature/contract of candidate(s) submitting false certificates or suppression/submission of incorrect information shall be liable for termination/disqualification/rejection at any stage.
- n) Candidates should apply through online mode only. Incomplete applications and applications in format other than that displayed on website and application received physically are liable to be rejected.
- o) Prescribed educational qualifications and experience are the minimum eligibilities required and mere fact that a candidate possesses the same shall not entitle him/her for being called for test/interview. The Institute reserves the right to restrict the no. of candidates admitted for interview to a reasonable number, on the basis of qualifications and/or experience.
- p) Applications should be submitted well in advance, without waiting till the last date.
- q) Call letters to attend online test/interview will be sent only to the eligible 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 online examination and interview.
- r) 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.
- s) 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.
- t) No accommodation will be provided on the Institute campus during the course of their stay.
- u) Only Indian nationals need apply.

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

Date : 28.03.2022

Registrar