



ಮಾನವಸಂಪನ್ಮೂಲವಿಭಾಗ/ಮಾನವ ಸಂಸಾಧನ ಅನುಭಾಗ/HUMAN RESOURCES SECTION  
ಭಾರತೀಯವಿಜ್ಞಾನಸಂಸ್ಥೆ/भारतीय विज्ञान संस्थान/INDIAN INSTITUTE OF SCIENCE  
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Advertisement No. R(HR)Temp-20(OoC)/2023

## Recruitment of Senior Editorial Assistant (SEA)

1. Indian Institute of Science (IISc), Bangalore invites applications for the position of Senior Editorial Assistant, Office of Communications (OoC). The details are as follows:

Sl. No.	Post	No. of Vacancies	Qualifications	Age Limit	Monthly Remuneration
1.	Senior Editorial Assistant	UR-01 OBC-01	<b>Essential:</b> <ul style="list-style-type: none"><li>- Minimum 3 years of research experience after Master's degree or equivalent.</li><li>- Published at least 2 research articles in peer-reviewed journals (with at least 1 as first author)</li><li>- Minimum of 2 years of science teaching experience for undergraduates or postgraduates or PhD students</li></ul> <b>Desirable:</b> <ul style="list-style-type: none"><li>- PhD degree in science or engineering.</li><li>- Mentoring research students</li><li>- Experience in editing and publishing, preferably in an academic institution, media outlet or publishing house.</li><li>- Experience in teaching students on how to communicate research.</li></ul>	55 Years*	Rs. 60,000 - 65,000/-

\*As on the last date of receipt of the application, age relaxation as per GOI norms (if applicable) will be extended

## 2. Duration

Engagement is purely temporary on a contract basis, initially for a period of **one year** and may be extendable to **four more** years with an annual increment of **3% - 5%** depending upon requirements of the Institute and satisfactory performance. Contract tenure will commence from the date of joining.

## 3. Selection Procedure

All complete applications received before the due date will be scrutinized and the candidates will be shortlisted. Selection for the post will be done through interview. However, Institute reserves the right to conduct a written exam if required.

INSTRUCTIONS FOR APPLICANTS		
<b>(i)</b>	<b>Submission of Online Application</b>	
	(a)	Candidates who are desirous to be considered strictly on the aforesaid terms and conditions may fill out the application form on the link given below duly attaching the required certificates in support of age, category, qualification, marks, disability, and experience <b>on or before 31.01.2024</b> .
	(b)	Link for Applying Online: <a href="https://recruitment.iisc.ac.in/Temporary_Positions/">https://recruitment.iisc.ac.in/Temporary_Positions/</a>
	(c)	<b>For Senior Editorial Assistant:</b> Candidates are required to submit the following documents in the “ <b>Any other relevant certificates</b> ” section of online application: 1. A cover letter making your case for the position 2. CV of the applicant.
	(d)	<b>For Senior Editorial Assistant:</b> The maximum size of the documents that can be uploaded is restricted to 5 MB. Candidates can either compress and upload the documents or share the google drive link of publications, after enabling the access of the documents to the email id’s: <a href="mailto:chair.ooc@iisc.ac.in">chair.ooc@iisc.ac.in</a> & <a href="mailto:office.ooc@iisc.ac.in">office.ooc@iisc.ac.in</a> .
	(e)	The google drive link may be saved under the “ <b>Statement of Objectives</b> ” section with any explanations (if required).
	(f)	No hardcopy submission of the online submitted application is accepted. However, candidates are advised to keep a printout of the online application form for future reference.
	(g)	The shortlisted candidates will be informed through e-mail about the date & time of the selection process. Candidates are also advised to provide the correct information in their online application.
	(h)	If required, the electronic mode of interview (Zoom Call/ Microsoft Team) will be conducted and the same will be intimated to the candidates in advance. It is advised that the candidates should be prepared to give interviews in all the medium, if so required.
	(j)	In case the interview is held in person, no TA/DA shall be paid for attending the interview.
	(k)	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.
<b>(ii)</b>	<b>General Instructions</b>	
	(a)	The Candidate must possess the essential prescribed qualifications on or before the last date of submitting the application.
	(b)	Qualifications other than one prescribed in this advertisement will not be accepted.
	(c)	Engagement on a contract basis would be subject to medical fitness.
	(d)	Except the consolidated and fixed emoluments, no other benefits will be extended.
	(e)	The contract can be terminated at any time by giving one month’s notice, by either side.
	(f)	Candidature/contract of candidate(s) submitting false certificates or suppression/submission of

		incorrect information shall be liable for termination/disqualification/rejection at any stage.
	(g)	Prescribed educational qualifications and experience are the minimum eligibilities required and the mere fact that a candidate possesses the same shall not entitle him/her for being called for a written test/interview. The Institute reserves the right to restrict the no. of candidates admitted for the interview to a reasonable number, based on qualifications and/or experience.
	(h)	Applications should be sent well in advance, without waiting till the last date.
	(j)	Call letters to attend written test or interview or both will be sent only to the shortlisted candidates by e-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 the interview.
	(k)	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.
	(l)	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.
	(m)	No accommodation will be provided on the Institute campus during the course of their stay.
	(n)	The candidates have to appear for the interview during the selection process at their own cost.
	(o)	Only Indian nationals need apply.

**Date:11.01.2024**

**Registrar**

