



## Office of Research Grants (ORG)

Indian Institute of Science, Bengaluru



Office of Research Grants  
Indian Institute of Science

### Engagement of Grants Officer - Office of Research Grants (ORG) IISc

1. Applications are invited for the position of Grants Officer at the IISc Office of Research Grants (ORG). The Office of Research Grants (ORG) was established in 2020 to provide professional grant management support to the institute's researchers. It serves as the primary administrative contact for services and support related to sponsored projects at the Institute (For further details please visit <https://org.iisc.ac.in/>).

The Grants Officer will be a member of the ORG team who will assist the Grants Manager with office duties and work across the administrative units at the Institute.

Post	No. of Vacancies	Qualification	Age Limit	Salary
Grants Officer	<b>01</b> (The position is full-time, temporary and contractual).	<b>Essential Qualification:</b> <ul style="list-style-type: none"><li>• Masters in any discipline of Science or Engineering from a recognized university.</li><li>• The candidate should have excellent communication, writing, organization, management and administrative skills</li></ul> <b>Desirable Qualification:</b> <ul style="list-style-type: none"><li>• 2 years of experience in grants administration/ program management.</li><li>• Experience working in an academic or university environment</li></ul>	40 years	The salary will be fixed between Rs. 31,000/- + HRA to Rs. 54,000/- + HRA per month based on qualification, experience, and suitability of the candidate.

#### 2. Job Profile/Responsibilities

- Curating grant opportunities and updating the ORG funding database
- Assisting in coordination of the programs and grants management
- Perform administrative tasks at the office
- Liaise with other administrative offices in IISc
- Undertake any other duties that may be required from time to time

#### 3. Duration

Engagement is purely full-time, temporary, and on a contract basis, initially for a period of **one year** and renewable annually based on the satisfactory performance and discretion of authorities of the Institute. The contract tenure will commence from the date of joining.

#### 4. Selection Procedure

Short-listed candidates will be called for an online interview.

<b>INSTRUCTIONS FOR APPLICANTS</b>	
<b>(i)</b>	<b>Submission of Online Application</b>
(a)	<b>Link for Applying Online:</b> <a href="#">Online application form</a> <b>Last date to apply: 18.01.2025.</b>
(b)	Candidates who are desirous to be considered strictly on the aforesaid terms and conditions may fill out the above online application form duly attaching the required certificates in support of age, qualification and experience.
(c)	No hardcopy submission of the online submitted application is accepted.
(d)	Only the shortlisted candidates will be informed by e-mail about the date & time of the interview. Candidates are also advised to provide the correct information in their application.
(e)	The electronic mode of interview (Zoom Call/ Microsoft Team) will be conducted and the same will be intimated to the candidates in advance. In case the interview is held in person, no TA/DA shall be paid for attending the interview.
(f)	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)	Candidate, if selected, must join immediately and no later than four weeks after the offer of appointment is received.
(c)	Qualifications other than the ones prescribed in this advertisement will not be accepted.
(d)	Selection for the post does not entitle any claim whatsoever of permanency or regularization against any regular post or any vacancy arising in the future in this or any other cadre/post on the basis of this service. The Institute can fix the consolidated salary lower/ higher in the given range depending on qualification and experience.
(e)	Except the consolidated and fixed emoluments, no other benefits will be extended.
(f)	No claim for any service benefits like PF, Pension, Gratuity, Medical Allowance, Seniority & Promotion, etc. from this contract appointment will be admissible.
(g)	The contract can be terminated at any time by giving one month's notice, by either side.
(h)	Candidature/contract of candidate(s) submitting false certificates or suppression/submission of incorrect information shall be liable for termination/disqualification/rejection at any stage.
(i)	Prescribed educational qualifications and experience are the minimum eligibility required and the mere fact that a candidate possesses the same shall not entitle him/her to be called for the 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.
(j)	Email to attend the interview 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.
(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)	Canvassing in any form shall be a disqualification.
(n)	Only Indian nationals need to apply.

Date: 03/01/2025

Chair, Office of Research Grants