



ಮಾನವಸಂಪನ್ಮೂಲವಿಭಾಗ/मानव संसाधन अनुभाग/HUMAN RESOURCES SECTION
ಭಾರತೀಯವಿಜ್ಞಾನಸಂಸ್ಥೆ/भारतीय विज्ञान संस्थान/INDIAN INSTITUTE OF SCIENCE
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Advertisement No. R(HR)Temp-02(OoC-SEA)/2025

RECRUITMENT OF SENIOR EDITORIAL ASSISTANT

1. Indian Institute of Science (IISc), Bangalore, invites applications for **03 positions (UR-1, OBC-1, SC-1)** of **Senior Editorial Assistant** in the Office of Communications (OoC). The details of the position are as follows:

Sl. No.	Post	No. of Vacancies	Qualifications	Age Limit	Monthly Remuneration
1.	Senior Editorial Assistant	03 (UR-1, OBC-1, SC-1)	Essential: <ul style="list-style-type: none">- Bachelor's degree or equivalent in any discipline.- A minimum of 5 years of demonstrated experience in science writing or journalism, editing and copyediting content for web and print publications.- Excellent written and verbal communication skills, teamwork and organizational skills- Ability to distill academic research in simple and engaging language and formats for a general audience. Desirable: <ul style="list-style-type: none">- MS/MBA/PGDM/PhD degree, preferably in science, engineering, or journalism- Proven experience in popular science writing and editing, preferably in an academic or research institution or similar organizations. Experience handling social media, creating videos/graphics/illustrations- Experience in organizing seminars, workshops and outreach events- Proven capability to work in a dynamic team on tight deadlines- The Senior Editorial Assistant is expected to contribute to all activities at OoC, including writing and editing articles, press releases	50 years*	Rs. 60,000 - 65,000/- (Consolidated)

			and other material for campus magazines and newsletters; managing social media including making creatives and writing captions and publishing regularly on institute social media handles; organizing popular lectures; maintaining the Institute's archives; and organizing courses and workshops for students through its Writing Centre. The candidate should demonstrate relevant prior experience in most of these activities.		
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* 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 the requirements of the Institute and satisfactory performance.

3. Selection Procedure

The applications that are received before the due date will be scrutinized, and the shortlisted candidates will be called for an interview. The final selection will be based on performance in the interview.

INSTRUCTIONS FOR APPLICANTS		
(i)	Submission of Online Application	
(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 on or before 05/06/2025 .	
(b)	Link for Applying Online: https://recruitment.iisc.ac.in/Temporary_Positions/	
(c)	Candidates applying for the position of Senior Editorial Assistant are required to submit the following documents in the " Any other relevant certificates " section of the online application: 1. A cover letter making your case for the position. 2. 3 to 5 published popular science writing or journalism samples. Please do not share samples of academic writing such as thesis, journal publications or reviews.	
(d)	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 IDs: chair.ooc@iisc.ac.in & office.ooc@iisc.ac.in .	
(e)	The Google Drive link may be saved under the " Statement of Objectives " 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 person, if so required.	

	(j)	In case the interview is held in person, no TA/DA shall be paid to attend 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.
(ii)	General Instructions	
	(a)	The Candidate must possess the essential prescribed qualifications on or before the last date of submitting the application.
	(b)	Qualifications other than the ones 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 eligibility required, and the mere fact that a candidate possesses the same shall not entitle him/her to be called for a written test/interview. The Institute reserves the right to restrict the number 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.
	(i)	Call letters to attend the interview will be sent only to the shortlisted candidates by email. 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.
	(j)	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.
	(k)	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.
	(l)	No accommodation will be provided on the Institute campus during the course of their stay.
	(m)	The candidates have to appear for the interview during the selection process at their own cost.
	(n)	Only Indian nationals are eligible to apply.

Date: 15/05/2025

Registrar