



ಮಾನವಸಂಪನ್ಮೂಲವಿಭಾಗ/मानव संसाधन अनुभाग/HUMAN RESOURCES SECTION
 ಭಾರತೀಯವಿಜ್ಞಾನಸಂಸ್ಥೆ/भारतीय विज्ञान संस्थान/INDIAN INSTITUTE OF SCIENCE
 ಬೆಂಗಳೂರು/ಬೆಂಗಲೂರು/BANGALORE – 560012
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Advertisement No. R(HR)Temp-12(PA-OCCaP)/2025

PROGRAM ASSISTANT/PROJECT ASSISTANT- OCCaP

Indian Institute of Science (IISc), Bangalore, invites applications for the position **Program Assistant/Project Assistant** in the Office of Career Counselling and Placement (OCCaP) at the Institute. The details of the post are as follows:

Post	No. of Vacancies	Age Limit	Essential Qualification	Monthly Remuneration
Program Assistant/ Project Assistant	04	35 years*	<p>Program Assistant: MCOM/MCA/MBA from a recognized university, or equivalent degree in computer application</p> <p>Project Assistant: Bachelor's degree in Science/ Engineering/Medicine/Dentistry /Pharmacy/Veterinary Science from a recognized university or equivalent. OR 3 years Diploma in Engineering & Technology with one year of relevant experience.</p>	<p>Program Assistant:</p> <ul style="list-style-type: none"> Rs. 30,000/- + HRA Rs. 34,000/- + HRA: for 2 years of relevant experience <p>Project Assistant:</p> <ul style="list-style-type: none"> Rs. 24,000/- + HRA Rs. 28,000/- + HRA: for 3 years of relevant experience Rs. 32,000/- + HRA: for 6 years of relevant experience Rs. 37,000/- + HRA: for 9 years of relevant experience Rs. 42,000/- + HRA: for 12 years of relevant experience <p>An increment of up to 6% will be granted on the salary bracket for each additional year of experience in the designation of Project Assistant at the Institute, subject to a maximum of 4 increments in total.</p>

*As on the last date of receipt of the application.

- Responsibilities and expectations include (Program Assistant/Project Assistant)**
 - Assist in organizing and coordinating recruitment drives and other placement-related events.
 - Act as the point of contact for recruiters, students, and the placement team, facilitating communication

and scheduling of hiring activities.

- Manage logistical aspects of placement events, ensuring smooth coordination and execution.
- Follow up with student's post-placement to gather feedback and support successful onboarding.
- Oversee student registration and verify related documents.
- Maintain and update placement data in the required formats, ensuring accuracy and timely reporting.
- Manage invoices, coordinate with vendors, and handle billing processes associated with placements.
- Demonstrate flexibility in working hours, particularly during placement events and peak seasons.
- Willingness to take on placement-related tasks and responsibilities as needed.

- **Desirable Qualifications**

- The individual should be energetic, proactive, and a good communicator.
- Excellent written and oral communication skills in English.
- Exceptional organizational and interpersonal skills.
- Proficiency in using modern tools for document preparation, data analysis, and networking with the community with expertise in Microsoft Office tools.
- Experience in organizing national and international scientific meetings and in advising students at the 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.

- **Duration**

Engagement is purely temporary on a contract basis, initially for a period of **one year** and renewable annually up to a maximum duration of **five years**, based on the satisfactory performance and requirements of the Institute. Contract tenure will commence from the date of joining. For candidates previously employed at IISc through appointments made by the HR Department, the duration of their prior service will be counted in the maximum permissible tenure of five years.

- **Selection Procedure:** The selection will be based on a written Examination, an interview, or both. IISc reserves the right to choose any/both modes.

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 01.09.2025 .
	(b)	Link for Applying Online: https://recruitment.iisc.ac.in/Temporary_Positions/
	(c)	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.
	(d)	Shortlisted candidates will be notified via e-mail about the date & time of the selection process. Candidates are also advised to ensure that all information provided in their online application is correct.
	(e)	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 mediums, if required.
	(f)	In case the interview is held in person, no TA/DA shall be paid for attending the interview.
	(g)	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)	The candidate, if selected, must join immediately and no later than four weeks after the appointment offer is received.
(c)	Qualifications other than the ones prescribed in this advertisement will not be accepted.
(d)	Qualifications acquired from a foreign university will also not be accepted.
(e)	Engagement on a contract basis would be subject to medical fitness.
(f)	Except for the consolidated and fixed emoluments, no other benefits will be extended.
(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 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.
(j)	Applications should be sent well in advance, without waiting till the last date.
(k)	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.
(l)	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.
(m)	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.
(n)	No accommodation will be provided on the Institute campus during the course of their stay.
(o)	The candidates have to appear for the interview during the selection process at their own cost.
(p)	Only Indian nationals are eligible to apply.

Date:11.08.2025

Registrar