



ಮಾನವಸಂಪನ್ಮೂಲವಿಭಾಗ/मानव संसाधन अनुभाग/HUMAN RESOURCES SECTION  
ಭಾರತೀಯವಿಜ್ಞಾನಸಂಸ್ಥೆ/भारतीय विज्ञान संस्थान/INDIAN INSTITUTE OF SCIENCE  
ಬೆಂಗಳೂರು/बैंगलूर/BANGALORE – 560012  
ದೂರವಾಣಿ/दूरभाष/TELEPHONE : 2293 2232  
ಇ-ಮೇಲ್/ईमेल/E-mail : office.hr@iisc.ac.in

Advertisement No. R(HR)Temp-10(DO)/2025

### **DATA OFFICER – OFFICE OF DATA**

1. Indian Institute of Science (IISc), Bangalore invites applications for the position of Data Officer in the Office of Data at the Institute. The details of the position are as follows:

Post	No. of Vacancies	Educational Qualifications	Experience	Age Limit	Monthly Emoluments
Data Officer	01	BE/BTech in CS/IT/EE/ ECE/ME/equivalent or MCA or M.Sc (CS)	Minimum 2 years of hands-on experience	30 years*	Rs. 47,000/- + HRA per month

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

#### **2. Job Profile/Responsibilities**

1. Data Collection and Management – Data collection, implementing & maintaining data systems, ensuring data accuracy, consistency, and accessibility.
2. Data Analysis - Analysing data to identify trends, patterns, and insights that can inform business decisions.
3. Data Strategy - Contributing to the development and implementation of a data strategy that aligns with the organization's overall goals.
4. Collaboration - Working with various departments and stakeholders to ensure data is used effectively and ethically.
5. Data Quality Assurance - Implementing processes to monitor and improve data quality, identifying and resolving data inconsistencies.
6. Reporting - Generating reports and visualizations to communicate data insights to stakeholders.
7. Good knowledge of MS SQL or any other RDBMS along with writing SQL scripts.
8. Knowledge of Python and scripting languages will be an added advantage.
9. Creating analytical reports using Power BI and integrating with websites will be a plus.
10. Good oral and written communication.

#### **3. 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 discretion of the Competent Authorities of the Institute. The 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.

An increment of up to 10% is admissible in the case of extension, based on the performance of the candidate and the recommendation of the Competent Authority.

4. **Selection Procedure:** The candidate's academic performance, specifically the marks obtained, will be considered for short-listing. Short-listed candidates will be called for online/in-person interview.

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 online application form duly attaching the required certificates in support of age, category, qualification, marks, disability, and experience <b>on or before 03.09.2025</b> .
	(b)	Link for Applying Online: <a href="https://recruitment.iisc.ac.in/Temporary_Positions/">https://recruitment.iisc.ac.in/Temporary_Positions/</a>
	(c)	No hardcopy submission of the online submitted application is accepted. Candidates are advised to keep a printout of their online application for future reference.
	(d)	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 application.
	(e)	If required, the electronic mode of interview (Zoom Call/ Microsoft Teams) 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.
	(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.
<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)	The candidate, if selected, must be willing to join immediately and no later than two weeks after the offer of appointment is received.
	(c)	The candidate, if selected, will be required work from in DIGITS, IISc, Bangalore.
	(d)	Qualifications other than those prescribed in this advertisement will not be accepted.
	(e)	Engagement on a contract basis would be subject to medical fitness.
	(f)	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.
	(g)	Except the consolidated and fixed emoluments, no other benefits will be extended.
	(h)	No claim for any service benefits like PF, Pension, Gratuity, Medical Allowance, Seniority & Promotion, etc. from this contract appointment will be admissible.
	(i)	The contract can be terminated at any time by giving one month's notice, by either side.
	(j)	Candidature/contract of candidate(s) submitting false certificates or suppression/submission of incorrect information shall be liable for termination/disqualification/rejection at any stage.
	(k)	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 to be 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.
	(l)	Applications should be sent well in advance, without waiting till the last date.
	(m)	Call letters 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.
	(n)	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.
	(o)	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.
	(p)	The candidates have to appear for the interview during the selection process at their own cost.
	(q)	Only Indian nationals are eligible to apply.

**Date: 13.08.2025**

**Registrar**

