Indian Academy of Sciences, Bangalore

The Indian Academy of Sciences is a professional learned scientific society founded in 1934 to promote the progress and uphold the cause of science. It has close to 1000 scientists in its fold elected as Fellows. The main activities of the Academy consist of publication of scientific journals, election of Fellows, organizing scientific meetings, initiatives such as promoting science education, etc.

The Academy is looking for a suitable person to fill the following unreserved position:

Deputy Executive Secretary
(Scale of pay: Pay Band 3, Rs 15,600–39,100 + Grade pay Rs 6600)

The candidate should possess postgraduate degree in science, with at least 55% marks, over 20 years of experience in administration in a government/semi-government/autonomous organization/educational institutions of higher learning of which at least 10 years should have been in a supervisory position with sound knowledge of GOI rules. The age should not be more than 52 years as on 01.10.2012. Responsibilities include assisting the Executive Secretary in taking care of day-to-day administration, interacting with the Fellowship, journal editors, overseeing and coordinating the publication of journals, implementing Council decisions, organizing annual and mid-year meetings and science education programmes, etc. Candidate with knowledge of journal publication and good communication skills is desirable.

Relaxation in age, qualifications, experience and higher pay may be considered for deserving candidates. Application on plain paper accompanied by a detailed curriculum vitae which should describe the tasks handled along with testimonials and names of at least three referees should reach the

Executive Secretary, Indian Academy of Sciences, P.B. No. 8005, Sadashivanagar P.O., Bangalore 560 080 on or before 12 September 2012. One page write-up of your appreciation of the role and functions for the post you are applying for and your perception of how you can contribute to the growth of the Academy and why you consider yourself suited for the post should also accompany the application. Candidates working in government organization should forward their application through proper channel.