



Indian Academy of Sciences

C.V. Raman Avenue, P.B. No. 8005, Bengaluru 560 080, India

Vacancy notice for the Post of Executive Secretary

The Indian Academy of Sciences, an autonomous institution supported by the Department of Science and Technology, Government of India, proposes to fill up the position of Executive Secretary. Visit www.ias.ac.in for details about the Academy.

Job requirement: The position of Executive Secretary is a senior administrative position. He/She will be responsible for general administration of the Academy, which includes all aspects of organizing various scientific meetings, all processes involved in nomination and election of Fellows and Associates, contact point for Fellows and others, overseeing and coordinating the publication programme of journals, interaction with Journal Editors, liaison with its funding agencies, science education programmes, staff management, etc. He/She should be creative and energetic with excellent human relations and communication skills.

Essential qualification and experience: First class master's degree in any branch of science from a recognized university. Fifteen years of administrative experience in Government scientific institution, R and D or similar organizations, out of which 8 to 10 years should be in supervisory capacity.

Desirable: A Ph.D. in any branch of science. Knowledge of latest printing and electronic journal publishing processes. Knowledge of financial, personnel and general administrative rules of Government of India.

Age limit: Not exceeding 50 years as on 1 August 2015.

Pay scale: Rs 15,600–39,100 (PB3) grade pay Rs 7,600 plus allowances as applicable to the Government of India employees working in Bengaluru.

Job application accompanied by a full CV and details describing the tasks handled to date, and names of at least three referees should reach **The President**, Indian Academy of Sciences, C V Raman Avenue, Bengaluru 560 080 by email (presiden@ias.ernet.in) or by post before **10 September 2015** (2 PM). A 500 word write-up explaining the suitability of the applicant to this position should also be sent along with the application.

Applications will be screened and only deserving candidates will be called for test/interview.

The envelope should be superscribed 'Application for the post of Executive Secretary'.

For details regarding the job, qualification and experience, age and pay scale, etc. please visit www.ias.ac.in/career

Last date for receipt of applications: **10 September 2015** (2 PM)