OPPORTUNITIES @ Indian Academy of Sciences Bangalore

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 over 900 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 suitable persons to fill the following positions:

1) Executive Secretary (Scale of pay: Rs 16400-450-20000)

Qualifications and Experience: At least a Bachelor’s degree in science with at least 30 years experience preferably in a scientific academy, of which at least 10 years should be in a senior capacity. Responsibilities include interaction with the Council, the Fellowship of the Academy and the journal Editors, overseeing and co-ordinating the publication of journals, science education programmes, and looking after the day-to-day activities of the Academy as per the directions of the Council. Desirable: Candidates should be creative and energetic with excellent human relation and communication skills.

2) Executive Editors (Scale of pay: Rs 8000-275-13500)

Qualifications and Experience: Master’s degree in physical or biological sciences with at least 15 years experience in a scientific journal publishing office. Responsibilities include copy-editing and proof-reading of accepted manuscripts, independently handling of correspondence with authors/referees/editors, and interacting with typesetters and printers to ensure quality and timely release of publications. Candidates should be computer-savvy with good writing and editing skills.

3) Copy Editors (Scale of pay: Rs 4500-125-7000)

Qualifications and Experience: Bachelor’s degree in physical or biological sciences with at least 5 years experience in a scientific journal publishing office. Responsibilities include copy-editing and proof-reading of accepted manuscripts, independently handle correspondence with authors/referees/editors, and interaction with typesetters and printers to ensure quality and timely release of publications.

4) Technical Assistant (Scale of pay: Rs 4000-100-6000)

Qualifications and Experience: S.S.L.C with a Diploma in Electronics or Computer Science and Applications and at least 5 years experience in a scientific organization. Responsibilities include working in and maintenance of electronic items including computers, printers, photocopiers, etc. Computer hardware and software experience will be considered an additional qualification.

Applications 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 be sent to the Executive Secretary, Indian Academy of Sciences, P.B. No. 8005, Sadashivanagar P.O., Bangalore 560080 on or before 15 May 2008. Information obtained from Referees will only be made available to those involved in decision-making.