



ಮಾನವಸಂಪನ್ಮೂಲವಿಭಾಗ/ಮಾನವ ಸಂಸಾಧನ ಅನುಭಾಗ/HUMAN RESOURCES SECTION
ಭಾರತೀಯವಿಜ್ಞಾನಸಂಸ್ಥೆ/ಭಾರತೀಯ ವಿಜ್ಞಾನ ಸಂಸ್ಥಾನ/INDIAN INSTITUTE OF SCIENCE
ಬೆಂಗಳೂರು/ಬೆಂಗಳೂರು/ BANGALORE – 560012
ದೂರವಾಣಿ/ದೂರಭಾಷ/ TELEPHONE : 2293 2231 / 2232 / 2941
ಇ-ಮೇಲ್/E-mail/ईमेल : office.hr@iisc.ac.in

Advertisement No. R(HR)Temp/OIR/2021-15

ENGAGEMENT OF INTERNATIONAL RELATIONS OFFICER

A. The details of the post is as follows :

Sl. No.	Post	No. of Vacancies	Mandatory Qualification	Annual Remuneration
1.	International Relations Officer	01 (UR)	Masters in Science, Engineering, International Relations or related fields Desirable: Ph.D. in Science, Engineering, or related fields	Rs.7,20,000/- to Rs.8,40,000/- (all inclusive)

B. **Desirable Qualifications :**

- The individual should be energetic, proactive, and should have excellent written and oral communication skills in English.
- Ability to effectively use modern document preparation, electronic presentation, note taking, and networking applications and tools.
- Excellent organisational and interpersonal skills are essential.
- Experience in organising scientific meetings and in advising students at graduate and undergraduate level, will be distinct advantages.
- International Officers are expected to work in consultation with a committee of professors and existing staff in the Office of International Relations at IISc. 1-2 years of work experience in similar role will be advantageous.

C. **Responsibilities :**

- Initiate and help establish relationships with foreign universities and institutions.
- Work with concerned parties in finalizing MoU; keeping a record of existing MoU and initiate renewal of expiring ones.
- Help and guide international visitors (both short term and long term), including visa processes.
- Host foreign delegates at the Institute.
- Organize seminars, webinars, and meetings, as part of engagement of IISc with international partners.

D. **Age:** Below 50 years as on the last date for receipt of applications. Relaxation in age is applicable as per GOI norms.

E. **Duration:** Engagement is purely temporary on contract basis for a period of five years which will be renewable on an annual basis. Contract tenure will commence from the date of joining.

How to Apply

- Candidates who are desirous to be considered strictly on the aforesaid terms and conditions may fill the online 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 21.01.2022.**
- The shortlisted candidates will be informed through e-mail about date & time of interview. Candidates are also advised to provide correct information in their online application.

- c) The electronic mode of interview (Zoom Call/Microsoft Team) will be intimated to the candidates in advance. However, the candidates are advised to be prepared to appear in person, if so required.
- d) 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.

General Instructions

- a) The Candidate must possess the essential prescribed qualifications on or before the last date of submitting application.
- b) Qualifications other than one prescribed in this advertisement will not be accepted.
- c) Engagement on contract would be subject to medical fitness.
- d) The contract can be terminated at any time by giving one month's notice, by either side.
- e) Candidature/contract of candidate(s) submitting false certificates or suppression/submission of incorrect information shall be liable for termination/disqualification/rejection at any stage.
- f) Candidates should apply through online mode only. Incomplete applications and applications in format other than that displayed on website and application received physically are liable to be rejected.
- g) Prescribed educational qualifications and experience are the minimum eligibilities required and mere fact that a candidate possesses the same shall not entitle him/her for being called for test/interview. The Institute reserves the right to restrict the no. of candidates admitted for interview to a reasonable number, on the basis of qualifications and/or experience.
- h) All Candidates should obtain NOC from the present employer and upload the same online. However, application without NOC shall also be considered, provided the candidate uploads a duly signed undertaking that the NOC will be submitted at the time of Interview.
- i) Applications should be submitted well in advance, without waiting till the last date.
- j) Call letters to attend interview will be sent only to the shortlisted candidates by 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 interview.
- k) 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.
- l) 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.
- m) No accommodation will be provided on the Institute campus during the course of their stay.
- n) Only Indian nationals need apply.

Link to apply online: https://recruitment.iisc.ac.in/Temporary_Positions/

Date : 31.12.2021

Registrar