



ಮಾನವಸಂಪನ್ಮೂಲವಿಭಾಗ/मानव संसाधन अनुभाग/HUMAN RESOURCES SECTION
ಭಾರತೀಯವಿಜ್ಞಾನಸಂಸ್ಥೆ/भारतीय विज्ञान संस्थान/INDIAN INSTITUTE OF SCIENCE
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Advertisement No. R(HR)Temp-13(MGH)(AE)/2024

Engagement of Administrative Executive at the Institute

1. Indian Institute of Science (IISc), Bangalore invites applications for the position of **Administrative Executive** in IISc Guest Houses (Main Guest House and CVH). The details are as follows:

Post	No. of Vacancies	Qualifications	Age Limit	Emoluments
Administrative Executive	UR-05 OBC-01	Essential: MBA with at least 02 (two) years of experience in managing guest houses/programs, including liaison with different stakeholders/people.	45 years	Rs.50,000/- + HRA p.m.

2. Job Description

The responsibilities of the selected candidates include (but are not limited to) managing IISc Guest House, attending related administrative assignments/responsibilities, and working in shifts (round the clock).

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 authorities of the Institute. Contract tenure will commence from the date of joining. An increment up to a maximum of **10%** annually may be admissible in case of an extension of the contract, based on the performance and the recommendation of the Competent Authority.

4. **Selection Procedure:** Shortlisted candidates will be called for an Interview. The interview score will be the final for the selection.

INSTRUCTIONS FOR APPLICANTS	
(i)	Submission of Online Application
(a)	Candidates who are desirous to be considered strictly on the aforesaid terms and conditions may fill out the 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 03.07.2024 .
(b)	Link for Applying Online: https://recruitment.iisc.ac.in/Temporary_Positions/
(c)	No hardcopy submission of the online submitted application is accepted. However, candidates are advised to keep a printout of the online application form 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 online application.
(e)	TA/DA shall not be paid to attend the interview.
(f)	Candidates may please ensure that they are fulfilling all the requisite criteria prior to registering, failing which, their candidature is liable to be rejected/canceled.

(ii)	General Instructions	
	(a)	The Candidate must possess the essential prescribed qualifications on or before the last date of submitting the application.
	(b)	Qualifications other than one prescribed in this advertisement will not be accepted.
	(c)	Engagement on a contract basis would be subject to medical fitness.
	(d)	Except the consolidated and fixed emoluments, no other benefits will be extended.
	(e)	The contract is terminable from either side without any reason but with one month's notice.
	(f)	Candidature/contract of candidate(s) submitting false certificates or suppression/submission of incorrect information shall be liable for termination/disqualification/rejection at any stage.
	(g)	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 an 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.
	(h)	Applications should be sent well in advance, without waiting till the last date.
	(j)	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.
	(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)	The candidates have to appear for the interview during the selection process at their own cost.
	(o)	Only Indian nationals need to apply.
	(p)	The merit list and the waitlist will be kept active for a period of one year.

Date: 13.06.2024

Registrar

