

## ADVT. NO. 81/2021

### [Position under Funded Project purely on Temporary and Contractual Basis]

Indian Institute of Science Education and Research Pune is a premier autonomous Institution established by the Ministry of Education, Government of India, for promotion of high quality science education and research in the country.

Institute invites applications from Indian nationals having excellent academic record and relevant work experience for the following position purely on temporary and contractual basis under the funded project titled "Pilot Programme of India Innovation Competency Enhancement Program (IICEP)" (Proj. code: **30119486**) funded by Department of Science & Technology, Govt. of India:

Name of the post	Content and Administrative Manager
Number of posts	01 (One)
Minimum educational Qualifications & Experience	Ph.D. in any branch of Science with minimum 1 year of relevant work experience in science writing / editing and in use of digital media including managing content for website and social media <b>OR</b> Master's degree in science with minimum 3 years of relevant work experience in science writing / editing; use of digital media including managing content for website and social media
Preference	For candidates with the following work experience <ul style="list-style-type: none"><li>• Writing / communicating about science and research including through use of graphic design, science illustration, or science videos / podcasts, etc</li><li>• Research and administration related communications at scientific and government research institute / university or in any reputed organization</li></ul>
Job requirement	The incumbent is expected to: <ul style="list-style-type: none"><li>• Create and post content for the website and social media pages that include but not limited to edits / updates of events, initiatives, Programmes, news, etc.; involves sourcing, writing, preparing content along with necessary photos / videos / graphics</li><li>• Undertake website improvements and coordinate with internal / external technical and design teams to manage website content</li></ul>

	<ul style="list-style-type: none"> <li>• Collate, draft, edit and proofread communications materials including news posts, press releases, brochures, reports, newsletters, etc., for online and print content</li> <li>• Take active part in team working by contribution towards everyday working, planning and overall delivery of objectives</li> <li>• The person will be responsible for managing project related administrative tasks and engagements</li> <li>• Lead on organizing meetings (internal &amp; external), travel and accommodation for the team</li> <li>• Maintain reports and spreadsheets and related activities</li> <li>• Assist in maintaining filing structure, saving and retrieving important documents and information</li> <li>• Perform other additional tasks as needed</li> </ul>
Tenure of the appointment	Initially for a period of one year extendable for further period subject to satisfactory performance of the incumbent and continuation of the project.
Consolidated emoluments	Rs. 55,000/- to Rs. 75,000/- per month depending on experience
Age	Not more than 40 years as on last date of application

#### HOW TO APPLY:

- Interested candidates should fill online application available on link [click here to apply](#) on or before **December 31, 2021**.
- List of shortlisted candidates for selection process with details of date & time will be put up on the institute website below this advertisement and the shortlisted candidates will be informed by **e-mail** only. Therefore, please mention active Mobile Number and Email ID in the application form.
- Recent passport size photograph and photocopies of relevant certificates and other testimonials in support of age, qualification, experience etc. will be collected and verified at an appropriate stage.

#### **General Information / details about the post**

1. The appointment is purely temporary and will terminate automatically without any notice or compensation on termination of the project.
2. The appointed person shall have no claim of appointment / absorption in Funding Agency or in IISER Pune.
3. The appointment of the applicant will be governed by the terms and conditions of the funding agency particularly applicable to the said project.
4. The qualification prescribed should have been obtained from recognized Universities / Institutions.
5. The prescribed educational qualification/s & / or experience/s are the bare minimum and mere possession of same does not entitle candidates to be considered for the selection

process. Where number of applications received in response to this advertisement is large, it may not be convenient or possible to carry out the selection process for all the candidates. Based on the recommendations of the Screening committee, the number of candidates to be called for the selection process may be restricted to a reasonable limit after taking into consideration qualification/s and experience/s over and above the minimum prescribed in the advertisement. Therefore, it will be in the interest of the candidates, to mention all the qualifications and experience in the relevant field in the application form at the time of applying.

6. Relaxation in requirement of age and/or experience may be considered in case of exceptionally meritorious applicants with the prior approval of the competent authority.
7. In case, a selected candidate does not join or resigns after joining the post, waitlisted candidate/s may be offered the position.
8. No TA/DA will be admissible for appearing for the interview.
9. No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
10. Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.

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**REGISTRAR**