



Karnataka State Council for Science and Technology

(An autonomous organisation under the Dept. of Science & Technology, Govt. of Karnataka)

Indian Institute of Science Campus, Bengaluru - 560 012

Telephone: 080-23341652, 23348848, 23348849, 23348840

Email: office.kscst@iisc.ac.in, office@kscst.org.in ♦ Website: www.kscst.iisc.ernet.in, www.kscst.org.in

No: KSCST/Contractual Recruitment/01/2023-2024/66

Date: 17-05-2023

The Karnataka State Council for Science and Technology (KSCST) is an Autonomous S&T organization under the Department of Science and Technology, Government of Karnataka, actively engaged to identify problems / areas for the application of Science and Technology and to find scientific / technological solutions for the benefit of society at large.

Notification for inviting applications for the following vacancies (On Contractual) in KSCST:

Karnataka State Council for Science and Technology invites applications from the eligible candidates for the following vacancies purely on contract basis for a period of one year.

The details are as follows:

1. Position: "Assistant –Secretariat (Administration)" – 01

Job Description:

The Selected candidates are expected to handle the following:

- A. **Purchase:** Assist in the procurement and Stores including processing of Indents for procurement of equipment/services through e-procurement portal/GEM portal or limited tenders as per KSCST rules with preparation of enquiry letters, comparative statement of quotation, purchase orders, processing of Invoices/bill for payment, for projects/programmes/ secretariat and inventory of capital goods. Publishing Tender in E-procurement portal/GEM portal.
- B. **Administrative** and establishment related task: Includes drafting of correspondence in Kannada and English, put-up notes, filing of returns under RTI act, employment exchange, process appointments for projects on contract basis, etc.
- C. **Logistics support:** includes Coordination national / state level workshops, conferences /training programmes organised by KSCST or organised on behalf of DST-GOK /GOI, etc.
- D. **Knowledge of Kannada Writing & typing (Nudi) is preferred.**

Essential Qualification: Graduate in any discipline from a university established By Law in India. Should have minimum of 50% or equivalent.

Desirable: Post Graduation is preferred.

Age Limit: Not exceeding 35 years as on 17th May 2023.


Executive Secretary
Karnataka State Council for
Science and Technology
Indian Institute of Science
BANGALORE - 560 012



Experience: Minimum 1-2 years' experience in general office procedures / personnel management / administration / establishment / Purchase / stores with working experience in Computer MS word.

Desirable:

- A. Administrative matters including establishment, recruitment, maintenance of Projects / programme records, Procurement & Stores, Kannada typing (Nudi) etc.
- B. Good knowledge of KTPP (Karnataka Procurement Rules) / FR & SR, GEM Portal, E-Procurement Portal & working experience in Computer / Computerized system and software, etc.

Salary Range: As per KSCST norms.

2. Position: "Office Admin - Centre of Excellence_ Cyber Security" - 01

Job Description:

- A. Preparation of tender documents, process enquiries, comparative statement of quotes, put up purchase orders in respect of all KSCST projects.
- B. Processing of Indents for procurement of equipment/services through e-procurement portal/GEM portal or limited tenders as per KSCST rules with preparation of enquiry letters, comparative statement of quotation, purchase orders, processing of Invoices/bill for payment.
- C. Preparation of inventory of capital goods/equipment/furniture/assets along with their present location details as and when such purchases are made.
- D. Processing of indents for stationery, consumables, on line purchase for KSCST secretariat and for workshops/conferences/meetings.
- E. Coordination of national/state level workshops, conferences/training programmes organised by KSCST or organised on behalf of DST-GOK/GOI, etc.
- F. **Knowledge of Kannada Writing & typing (Nudi) is preferred.**


Essential Qualification: Graduate in any discipline from a university established By Law in India. Should have minimum of 50% or equivalent.

Experience: 1 to 2 years' experience in general office procedures / personnel management / administration / establishment with working experience in Computer MS word.

Desirable: Knowledge of simple website maintenance activities like upload of files, creating a table, creating a new page in a website, etc.

Age Limit: Not exceeding 35 years as on 17th May 2023.

Salary Range: As per KSCST norms


Executive Secretary
Karnataka State Council for
Science and Technology
Indian Institute of Science
BANGALORE - 560 012



How to Apply:

1. The candidates should mandatorily have Gmail account. If the same is not available, please create and proceed to fill-up the Google Form.
2. Photo of the candidates should be uploaded in jpg format only.
3. The candidates are requested to go through the Recruitment Notification thoroughly prior to filling up of the Google Form and ensure that they meet the required eligibility criteria.
4. The candidates shall ensure that the information uploaded into the Google-form are correct and must be in possession of supporting certificates when called for.
5. It is for the candidate to ensure that he/she fulfils the eligibility criteria, complied with the requirements, and adhered to the instructions notified in this advertisement as well as in the online Google-form. Candidates are, therefore, urged to carefully read the advertisement and complete the application in Google-form and submit as per instructions given in this regard.
6. Mere fulfilling the eligibility criteria and submission of application does not automatically make candidates eligible for Interview.
7. After filling and submission of application information in to Google Form. No changes are allowed.
8. Applications will be received on-line only. Candidates are requested to fill up the application on-line i.e., Google-form. The on-line Google registration will be hosted in the KSCST website <https://kscst.karnataka.gov.in/> or <https://www.kscst.org.in/> in between 17-05-2023 and 28-05-2023. Before 5.30 PM.
9. The candidates fulfilling the eligibility conditions may visit KSCST website and follow the procedure as stated.
10. Correct e-mail ID of the applicant must be given in the application compulsorily.
11. In event of candidates have technical problems at the time filling in google form, please mail to office.kscst@iisc.ac.in or may call cell No. 9986637912
12. Date(s) for submission of applications through google form:

Opening date for submission of application: 17-05-2023

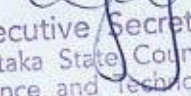
Closing date of submission of applications: 28-05-2023 before 5.30PM


Executive Secretary
Karnataka State Council for
Science and Technology
Indian Institute of Science
BANGALORE - 560 012

Selection Process:

1. The Qualification and Experience prescribed and the benchmark are only the MINIMUM requirement and fulfilling the same does not automatically make candidates eligible for Interview.
2. Application received through the Google-form will be screened initially to short-list the eligible candidates for taking-up test or interview or both.
3. It is the responsibility of the candidates to check the details of the shortlisted applications in KSCST website and to attend the interview. KSCST would inform the shortlisted candidates through email.
4. Place of working in Bengaluru.
5. No TA is admissible for attending the Interview/Test.
6. Original Educational and experience certificates should be produced at the time of Joining for verification.
7. KSCST reserves the right to postpone or cancel the recruitment at stage for administrative reasons.
8. Decision of the Competent Authority shall be final and binding.
9. KSCST reserves the right to increase or decrease the number of positions to be filled up.
10. These vacancies/positions to be filled up on purely contract basis.

0-0-0


Executive Secretary
Karnataka State Council for
Science and Technology
Indian Institute of Science
BANGALORE - 560 012

