

KARNATAKA STATE COUNCIL FOR SCIENCE & TECHNOLOGY
Indian Institute of Science Campus, Bengaluru - 560 012

KSCST invites applications from eligible candidates fulfilling the following qualification(s):

1.	Name of the Post	OFFICE ASSISTANT (Admn)
2.	Essential Qualification	Bachelor's degree in any discipline from a recognized University with knowledge of Computer Applications (Word, excel, power point etc.).
3.	Desirable Qualification / skills.	1. Junior / Senior grade English and Kannada Typewriting. 2. Good oral & Written Communication are essential.
4.	Maximum age limit as on 1-2-2018	30 years.
5.	Experience	Experience in areas of purchase / procurements / HR Functions / General office procedures with ability to read, write and speak Kannada language fluently.
6.	Nature of Appointment	Appointment is on contract basis initially for a period of one year, subject to renewal on need basis.
7.	Consolidated Remuneration	Rs.15,000/- per month. (all inclusive). Higher remuneration will be considered commensurate to the Merit, Skills & Experience of the candidate.
8.	Selection process	Selection process will consist of written / skill test and interview.
9.	How to apply	Interested candidates may email their applications in the prescribed Form, on or before the due date.
10.	Due date for submission of applications.	12 th February, 2018

GENERAL INSTRUCTIONS:

1. All the posts are temporary (On consolidated remuneration). Selected candidates shall work at KSCST, IISc. Campus and shall not have claim on any regular position and shall not bestow any of the privileges available to regular employees of KSCST.
2. Candidates should provide information in the prescribed format/form in support of their qualification (matriculation onwards), experience, Date of Birth etc. Original Certificates should be produced at the time of document verification.
3. The applications received in response to advertisement will be scrutinized and only short listed candidates will be called for selection process. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for written test/interview.

4. The candidates should ensure while applying that they fulfill the essential eligibility criteria and other requirements prescribed for the above posts and that the particulars furnished by them are correct in all respects. If any shortcoming is/are detected, even after appointment, his/her services are liable for suitable action including termination and prosecution.
5. Council reserves the right to relax age limit of candidates if sufficient number of candidates are not available for test/interview.
6. In case of any false information provided by the candidate in the process of selection which may be detected at any stage even after the issue of appointment letter, the council reserves the right to modify / withdraw / cancel any offers made/orders issued to the candidates.
7. Candidates employed in Govt./Semi-Govt./Public Sector Undertakings/Nationalized Banks/Autonomous Bodies shall be required to apply through Proper Channel. However, in the event of difficulty, they may send the application directly and produce the no objection certificate/ resignation letter from their organization in the event of selection.
8. The Council reserves the right to Revise / Reschedule / Cancel / Suspend the recruitment process, if the need so arises, without assigning any further notice or reason thereof. The decision of the management shall be final and no appeal shall be entertained. The Council reserves the right to reject any application without assigning any reason whatsoever.
9. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and /or an application in response thereto can be instituted only in Bangalore and Courts/Tribunals/Forums (Jurisdiction Courts) at Bangalore only shall have sole and exclusive jurisdiction to try any such cause / dispute.
10. No candidates shall be entertained for Test / Interview after the prescribed date and any correspondence in this regard shall be rejected.
11. Candidates are advised to possess a valid e-mail ID. They are also advised to keep this email ID active, as any important intimation to them shall be provided by Council through e-mail.
12. Any CORRIGENDUM/CHANGES/UPDATES shall be available ONLY on our website <http://www.kscst.org.in> or <http://www.kscst.iisc.ernet.in> and NO INTIMATION SHALL BE GIVEN IN ANY NEWSPAPER/ANY OTHER MEDIA.
13. Any form of canvassing or bringing extraneous pressure will be disqualification and will render the candidate ineligible for selection.

EXECUTIVE SECRETARY
KSCST

**KARNATAKA STATE COUNCIL FOR SCIENCE & TECHNOLOGY,
Indian Institute of Science Campus, Bengaluru-560 012.**

**APPLICATION FORM FOR CONTRACT APPOINTMENT
Advertisement No. 01/2017-18**

For Office Use only

Application No. _____

**Affix a recent
passport size
photograph duly
attested by the
candidate**

4cm x 5 cm

Post No.	
Name of the Post (as stated in the Advertisement)	
1. Name of Applicant (in capital letters) (As stated in 10 th standard Marks sheet)	
2. Father 's / Husband's name	
3. Date of Birth (Date/Month/Year) (As stated in 10 th std. Marks sheet)	
4. Postal Address for Communication (Candidate may, at their option, state email-id, Mobile / Land Line number)	
5. Permanent Address (Candidate may, at their option, state email-id, Mobile / Land Line number) (If permanent address is the same as postal address for communication , write "Same as Postal Address".	
6. Nationality:	
7. Have you ever been convicted by a court of Law or is there any criminal/ disciplinary/Vigilance case pending against you?	Yes/No If yes please give details in separate sheet.

8.	Educational/ Professional and Technical Qualifications (attach attested copies of certificates and Marks Sheets)					
Examination passed	Name of the Board/ University	Duration of Degree/ Diploma /Training	Year of Passing	% of Marks	Division/Class	Specialization
SSLC						
PUC						
DEGREE						
PG						
9.	Details of knowledge , Employment and Training in reverse chronological order (attach attested Copies of Certificates) to be produced at the time of Test / Interview.					
Department/ Institute /Office	Post Held	Regular/Temporary /Permanent/Contract	Period of employment		Scale of pay /Remuneration	
			From	To		

DECLARATION

I hereby declare that I have carefully read and understood the 'General Instructions to Candidates' and that all the entries in this form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information that may debar my candidature for the post applied for. In the event of suppression or distortion of any fact in my application form, I understand that I will be denied any employment in the Council and if already employed on any of the posts in the Council; my services will be terminated forthwith.

Place:

Date:

Signature of the Applicant