



Karnataka State Council for Science and Technology

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

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No: KSCST/Contractual Recruitment/01/2024-2025/131

Date:20-06-2024

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 position of "Assistant - Administration" (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, initially for a period of one year and contract period will be renewed on mutual consent.

The details are as follows:

1. Position: "Assistant - Under Secretariat (Administration)" - 02

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 is mandatory.**

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 1st June 2024.

Experience: Minimum 0-8 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 KPPP (Karnataka Procurement Rules) / FR & SR, GEM Portal, E-Procurement Portal & working experience in Computer / computerized system and software, etc.

Salary Range: Rs.22,000/- per month. Higher remuneration will be considered Commensurate with the candidate's qualification(s), experience, and skillset.

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 20-06-2024 and 02-07-2024 before 5.00PM
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: 20-06-2024

Closing date of submission of applications: 02-07-2024 before 5.00PM

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 Bangalore.
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 of KSCST shall be final and binding.
9. KSCST reserves the right to relax any of the criteria mentioned in the notification.

Sd/-
Secretary
KSCST