

Job Title: Administrative Staff – Centre for Excellence in Design

No.of Positions: 2

A) Job Summary:

We are seeking a proactive Administrative Staff member to join the Centre for Excellence in Design, supporting a prestigious long-term training program initiated by the Government of Karnataka. This role is crucial for ensuring the smooth operation and administrative efficiency of the program, facilitating its success through meticulous coordination and support to both internal stakeholders and program participants

B) Key Responsibilities:

1. General Administration:

- Manage daily administrative tasks such as filing, correspondence, and office supplies.
- Coordinate meetings, workshops, and events, ensuring smooth logistics.
- Maintain organized records and databases pertinent to program activities.

2. Participant Coordination:

- Facilitate participant enrolment, registration, and orientation processes.
- Coordinate procurement, logistics for program and participants.
- Serve as a point of contact for participant inquiries, providing timely and accurate information.

3. Documentation and Reporting:

- Prepare and maintain accurate documentation, reports, and presentations.
- Assist in drafting correspondence, memos, and official communications as needed.

4. Support to Program Operations:

- Assist in scheduling and coordinating training sessions and workshops.
- Collaborate closely with program managers and instructors to ensure seamless program delivery.
- Monitor and report on the progress of administrative tasks and activities.

5. Compliance and Protocol:

- Ensure adherence to program guidelines, policies, and regulatory requirements.
- Maintain confidentiality and handle sensitive information with discretion.

6. Any other duties as needed by organisation.

C) Qualifications:

1. Age limit :45 years Maximum. Admissible age relaxation for SC, ST, OBC and PH will be extended.

2. Minimum Eligibility Criteria:

- Bachelor of commerce/Arts or BBA with 5 Years of relevant experience
Or
Master of commerce/Arts or MBA with 3 years of relevant experience
- Proven experience in administrative roles, ideally within educational or governmental settings.
- Strong organizational skills, with the ability to prioritize tasks and manage time effectively.
- Proficiency in MS Office (Word, Excel, PowerPoint) and familiarity with database management.
- Excellent communication and interpersonal skills, capable of liaising professionally with diverse stakeholders.
- Proactive problem-solving abilities and the capacity to work both independently and collaboratively.

3. Salary:

Consolidated salary offered will be commensurate with qualifications and experience, ranging from INR 30,000/- to INR 60,000/- per month. The final salary decision will be based on the candidate's performance during interviews, their relevant experience, and other pertinent factors

D) General Conditions:

1. Duration:

The positions are on contract and will be temporary for a period of ONE year and renewable annually for a maximum period of 5 years, based on satisfactory performance and at the discretion of the authorities of the Institute.

2. Selection Method:

Interview for short listed candidates will be held at Indian Institute of Science Campus, Bangalore.

3. Applicants who possess the minimum educational qualification as on the date of advertisement only need to apply.

4. Candidates would be expected to work on any of the three shifts including night shifts and holidays, except for the female candidates.

5. No accommodation will be available on the Institute campus.

6. Admissible age relaxation for SC, ST, OBC and PH will be extended.

E) Application Process:

Interested candidates should submit their resume for the program to veeraallam@iisc.ac.in with cc to chair.cpdm@iisc.ac.in by **22nd Aug 2024**