



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

Advt. No. KSCST/2019/01

Dated 03-01-2019

**Advertisement for the post of Executive Secretary on Deputation.**

The KSCST invites applications from the eligible candidates for the post of Executive Secretary on deputation basis. The complete details related to Educational Qualification, Experience, Eligibility Criteria, etc., are given below. The interested and eligible candidates may apply and submit their application through e-mail ([office@kscst.iisc.ernet.in](mailto:office@kscst.iisc.ernet.in)) or by post or in person on or before 1<sup>st</sup> February 2019.

Sd/-  
Secretary, KSCST.

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

Advt. No. KSCST/2019/01

3rd January 2019

**DEPUTATION NOTIFICATION**

Sub: Vacancy circular for filling up of the post of Executive Secretary in KSCST-reg.

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, through applied research / technology dissemination activities specific to Karnataka, by undertaking innovative projects and programmes. KSCST is looking for dynamic, experienced and qualified professional, who can contribute for the growth of KSCST, for the following vacant post on deputation basis:

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>No. of vacancy</b>	<b>Scale of pay as per 6<sup>th</sup> Pay Commission of Govt. of Karnataka</b>
1.	Executive Secretary	01 No. (unreserved)	Rs. 90500-2200-97100-2500-112100-2800-123300.

- I. Essential qualifications and experience required for the above posts are detailed hereunder:

**Post: Executive Secretary**

(Job Ref. No. KSCST/2019/01)

**A. Job Profile:**

1. Executive Secretary is the full time Officer in KSCST and executes all the decisions taken by the Executive Committee & the Secretary in fulfilling the objectives of KSCST.
2. Drawing up of Science and Technology plans relevant to the State.
3. Initiate and encourage Scientific & Technical personnel to contribute in fulfilling the objectives of KSCST through innovative project proposals seeking funding from Government.
4. Presentation to high level S&T Committees at the State and Central Government agencies and regular interactions with the respective Governments for monitoring & implementation of projects.
5. Looking after the Establishment, Administration related functions and other routine office work for smooth functioning of KSCST.
6. He / She shall be Reporting to the Secretary, KSCST.

**B. Essential Qualification and Experience:**

The applicant should have 1<sup>st</sup> Class Master's degree in Science, Engineering, Technology or Management preceded by a Bachelor's degree in Science or Engineering. Should have a minimum of ten years' experience in the management of S&T / extension / R&D projects. OR

The applicant with a Ph.D. degree in Science, Engineering, Technology or Management and having a minimum five years' experience will be considered.

**C. Desirable:**

To read and write Kannada language is desirable for effective correspondence with State Government agencies.

**D. Eligibility Criteria:**

- (i) Officers working under the Central / State Government / PSUs / Autonomous institutions.
- (ii) Holding analogous post of Executive Secretary / Executive Administrator of Science & Technology / R&D institutions or equivalent post on regular basis in Central / State Government / Autonomous institutions.

**E. Age Limit:**

Maximum limit of 55 years as on date of publishing of advertisement.

**F. Gross Emoluments:**

Admissible benefits include Basic Pay, DA, HRA and CCA as per Government of Karnataka Rules. The post also carries facilities such as mobile/telephone, medical reimbursement in accordance with KSCST Rules.

## **II. General instructions to the applicants:**

1. Duration of Deputation: The period of deputation initially will be for 3 (three) years and can be extended by two more years if required in the exigencies of public service.
2. The applications of the willing and eligible officials whose services can be spared on their selection may be sent in the prescribed format (attached herewith), duly recommended by the Head of Office / Department with attested copies of the APARs for the last 5 years, Integrity Certificate and Vigilance clearance to the Secretary, KSCST, IISc., Campus, Bengaluru-560 012, on or before 5.30 PM on 1<sup>st</sup> February, 2019. Belated / incomplete applications will be rejected summarily.
3. Applicants are advised to ensure, before applying, that they possess the minimum essential qualification and experience laid down for the post.
4. Advance / Direct copy of application may be sent addressed to the Secretary, KSCST, IISc., Campus, Bengaluru-560 012.
5. The terms and conditions of the deputation shall be as specified in the governing rules of KSCST.
6. The vacancy indicated in the notification is tentative. KSCST reserves the right to NOT fill the post advertised, if it so desires.
7. The prescribed Essential Qualification, Experience and eligibility criteria indicated are a bare minimum; mere possession of same will not entitle applicants to be called for Personal Interview. Where number of applications received in response to an advertisement is large, it may not be convenient and/or possible for the KSCST to conduct Personal Interview for all the applicants. In such cases, the KSCST may restrict the number of applicants to be called for Personal Interview to a reasonable limit, on the basis of Academic Performance and/or Qualification and/or Experience higher than the minimum prescribed in the advertisement. Therefore, applicants should furnish the details of all qualifications and experience possessed in the relevant field, over and above (if any) the minimum qualifications prescribed along with documentary evidences.
8. KSCST reserves the right to relax age, qualifications and/ or experience in exceptional cases, or in case of persons already holding analogous positions in a university, research institute, etc.
9. TA Reimbursement: Only those candidates who are shortlisted for Personal Interview will be reimbursed Air fare by economy class (any Airlines) to the KSCST and back from city of their residence (In India) by the shortest route or to and fro AC II tier train fare, on production of the proof of onward (boarding pass) and return journey.
10. In case of any inadvertent error, which may be detected at any stage even after issue of the appointment letter, the KSCST reserves the right to modify, withdraw or cancel any communication made to the Applicants.

11. No interim correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
12. Canvassing in any form or bringing in any influence, will be a disqualification for the post.
13. In case of any dispute/ambiguity that may be occur in the process of selection, the decision of the KSCST shall be final.
14. Candidates possessing the requisite qualification, experience and eligibility criteria are required to apply in the prescribed format and addressed to the Secretary, Karnataka State Council for Science and Technology, Indian Institute of Science Campus, Bengaluru-560 012. The last date for submission of application by post is 1<sup>st</sup> February, 2019.
15. KSCST is not responsible for any postal delay.

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**Prescribed format for submission of Application**

**APPLICATION FOR DEPUTATION TO THE POST OF EXECUTIVE SECRETARY  
IN KSCST, BENGALURU**

1.	Name	
2.	Date of Birth and Age	
3.	Residential Address	
4.	Office Address	
5.	Post held at present.	
6.	Date from which present post held	
7.	Nature of appointment i.e. whether Adhoc or Regular.	
8.	Whether employee of Central Govt./ State Govt. / PSU / Autonomous institution.	
9.	Present Pay and Scale of Pay.	
10.	Educational Qualification(s) starting with Graduation.	
11.	Work experience and service details	
12.	Nature of duties performed.	
13.	Additional information, if any	
14.	<b>Declaration:</b> I hereby solemnly declare that all the statements made in the above application, are true and correct to the best of my knowledge and belief.  Date: Place: Signature of the Applicant	

PS: Applicants are requested to attach separate sheet wherever necessary for furnishing required information.

**Certificate to be recorded by the Head of the Office /  
Department while forwarding the application.**

Certified that:

1. The particulars given by the Applicant are true and have been verified from the service record.
2. The Applicant, if selected, will be relieved immediately.
3. Copies of ACR / APAR for the last five years are enclosed.
4. No Disciplinary / Vigilance case is pending or contemplated against the Applicant. There is nothing against the Applicant which makes him/her ineligible for consideration of appointment to the post applied for.
5. No major / minor penalty is in force currently against the official.

**Signature of Head of Office / Department  
With Official Seal and Telephone No.**

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