

THE INDIAN SCIENCE CONGRESS ASSOCIATION
14, Dr. Biresh Guha Street, Kolkata 700 017
(A Professional Body under Department of Science & Technology, Govt. of India)

**ADVERTISEMENT FOR FILLING UP VACANCY FOR THE POST OF EXECUTIVE
SECRETARY**

Adv. No.1801/51E (Recruit.)/ES/2019-2020

January 28, 2020

The Indian Science Congress Association invites applications for filling up the following position:

Name of the Post	No. of Post	Pay Matrix	Age Limit	Essential Qualifications & Experience	Desirable Qualifications
Executive Secretary	01 (U.R.)	Level 13A, Index I, Basic Pay of Rs.1,31,100/- (as per 7 th CPC) Corresponding to Rs.37,400-67000/- Grade Pay of Rs.8,900/- (as per 6 th CPC)	Within 50 Yrs. as on 1 st January, 2020 (Relaxation for SC/ST/OBC as per norms)	The Candidate must have Master's Degree in any branch of Science. Managerial/ Administrative Experience of 10 Yrs. in academic/autonomous/scientific/industrial organization.	A Post-graduate Degree/ Diploma in Management or /Ph.D., Editorial Work

Job Requirement : Administration of Association, Conducting Meetings and Annual Session; Organisation of Seminar and Meetings; Editorial Work; Interacting with various Organisations, Government Departments and Scientists of interdisciplinary areas.

The post carries usual allowances in accordance with the rules of The Indian Science Congress Association.

Additional increment (s) may be given to the exceptionally meritorious candidates as recommended by the Selection Committee.

The application form can be downloaded from ISCA website, www.sciencecongress.nic.in or obtained from ISCA (Hqrs.) by sending a self-addressed stamped envelope.

The application duly filled in the prescribed form with duly attested all copies of certificates/testimonials in support of evidences along with a Bank Draft of Rs.1000/- (Rupees one thousand) only payable to "The Indian Science Congress Association" at any Kolkata branch and two copies of recent passport size signed photographs must reach The General Secretary (Membership Affairs), The Indian Science Congress Association, 14, Dr. Biresh Guha Street, Kolkata 700 017 on and before 28th February 2020.

Those working in Government and Quasi Government organizations and in Public Sector Undertakings should apply through proper channel.

sd/-

(Dr. S. Ramakrishna)
General Secretary (Membership Affairs)