



INDO-GERMAN SCIENCE & TECHNOLOGY CENTRE (IGSTC)

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Vacancy for the position of “Deputy Scientific Officer”

The Indo-German Science and Technology Centre (IGSTC) www.igstc.org is an autonomous bilateral organization established by the Governments of India and Germany to facilitate Indo-German networking through substantive interactions among government, academia/research system and industry to foster innovation and industrial application for the overall economic and societal development of both countries.

IGSTC invites applications for the post of “Deputy Scientific Officer”.

1. Essential Qualification:

Master’s degree in engineering/PhD in science or engineering.

2. Work Experience:

Minimum three years’ post qualification work experience in the area of Scientific Research and Development Programmes, Grant Management and Science funding.

3. Desirable Experience in any or a combination of the below:

- Work in Bi-lateral/International organization.
- International work experience.
- Grants Management/Science funding.
- Industrial exposure.
- Administrative experience within the context of research funding/Project Management in a University/Research Organization/Industry.

4. Skill set Required:

- Excellent oral and written communication skills in English.
- Ability to work to deadlines independently, and as part of a team.
- Attention to details.
- Computer knowledge of MS office (PowerPoint, word, excel, etc) and office related software.
- Knowledge of German language would be an added advantage.

5. Terms of Appointment:

Direct recruitment failing which by deputation governed by IGSTC HR policy.

6. Nature of Position:

The position is contractual initially for a period of 3 to 5 years as per IGSTC norms. The contract shall be extended up to the age of 60 years based on the annual performance appraisals subject to requirement of the position.

7. Remuneration:

The basic pay will range between Rs. 60,000 - Rs.1,28,615 commensurate with qualifications, experience and performance at the Written test/Group discussion/Interview. Other applicable allowances such as HRA, Transport Allowance, Medical OPD, EPF, etc as per IGSTC policy will be admissible.

8. Maximum Age:

The age limit is up to 40 years as on the last date of submission of application.

9. Mode of Selection:

Direct recruitment failing which by deputation through written test/group discussion/ personal interview.

10. Number of Posts:

One (01).

11. Job Responsibilities:

- Participate in the Programme Management of IGSTC in terms of planning of activities, preparation of advertisements, handling of proposals and managing other associated processes.
- Establishing strong relationship with stakeholders of Indian and German academia, research, industry, etc to attain IGSTC mandate.
- Preparation of meeting agendas, convening meetings and events, prepare minutes of the meetings, implement the decisions of the Committees.
- Defining program outlay including financial projections.
- Development of materials related to Newsletters, Annual reports, Social media contents, etc
- Participation in IGSTC events which may include travel within India and to Germany as per requirement.
- Keep updated on S&T ecosystem in India and Germany, related rules & regulations of collaborative research.
- Any other job assigned by IGSTC.

12. General Instructions for the Applicants:

- *The prescribed essential qualifications are minimum and mere possession of the same does not entitle candidates to be called for written test/group discussion/ personal interview.*
- Applications received after the closing date or not in prescribed application format or received incomplete in any respect are liable to be summarily rejected. No representation against such rejections will be entertained.
- Candidates are advised to read the terms and conditions carefully before submitting their applications. No communication will be entertained after submission of application.
- *Applications in prescribed format should be sent by e-mail to recruitment.igstc@igstc.org.* Applications will not be accepted by hand or by post etc.
- The candidate shall attach with the application self-attested copies of the documents in support of essential qualification and work experience. The documents should be arranged in reverse chronological order (highest level of education/most recent experience to be indicated first) and attached in the PDF format not exceeding 10MB.
- AC II tier train fare by shortest practical route shall be reimbursed for attending the selection process including Written test/Group discussion/Interview.
- IGSTC reserves the right to fill vacancies arising after this advertisement under this recruitment

process until the validity date of the panel of recommended candidates in the main list or waiting list. IGSTC also reserves the right to cancel the recruitment without assigning any reason.

- IGSTC may restrict the number of candidates to be called for Written test/Group discussion/Interview through a shortlisting process.
- IGSTC shall have the right to verify the documents provided by the candidates. In case of false or misrepresentation, the appointment shall be terminated without any notice.
- No correspondence from the candidates who are not called for Written test/Group discussion/Interview will be entertained.
- Canvassing in any form will result in disqualification of the candidate.
- Only shortlisted applicants will be contacted for further processing. IGSTC reserves the right not to appoint anyone or re-advertise the position, if a suitable candidate is not found for the position. IGSTC decision will be final and no communication in this regard will be entertained in any manner.
- All recruitments will be made purely based on qualifications, experience, merit, and aptitude of the candidates as per IGSTC rules.
- IGSTC is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, color, ethnic origin, creed, religion, etc.
- The selected candidate is expected to join the position by December 2024/January 2025.

13. How to Apply: To apply, please send an email to recruitment.igstc@igstc.org with the following documents.

- a. Application in the prescribed format along with supporting documents.
- b. Brief CV (limit to 3-4 pages only).
- c. Cover letter justifying your suitability for the Post of “Deputy Scientific Officer” (not more than 500 words).

14. Application deadline: The application submission deadline is at 12.00 (midnight) on 10th October, 2024.