



ಮಾನವಸಂಪನ್ಮೂಲವಿಭಾಗ/मानव संसाधन अनुभाग/HUMAN RESOURCES SECTION

ಭಾರತೀಯವಿಜ್ಞಾನಸಂಸ್ಥೆ/भारतीय विज्ञान संस्थान/INDIAN INSTITUTE OF SCIENCE

ಬೆಂಗಳೂರು/बेंगलुरु/ BENGALURU – 560012

ದೂರವಾಣಿ/दूरभाष/ TELEPHONE : 2293 2232

ಇ-ಮೇಲ್/E-mail/ईमेल : temprecruit.hr@iisc.ac.in

Advertisement No. R(HR)Temp-12(AIO-OIR)/2026

Recruitment of Assistant International Relations Officer

Indian Institute of Science (IISc), Bangalore, invites applications for the position of Assistant International Relations Officer in the Office of International Relations. The details are as follows:

Position	Vacancy	Max Age Limit*	Essential Qualification	Monthly emoluments
Assistant International Relations Officer	01 (UR)	45 years	Bachelor's degree in Science, Engineering, International Relations or related fields with 1-2 years of prior experience in International Relations. Desirable qualification: Master's in Science, Engineering, International Relations or related fields.	Rs. 57,000 – 85,000/- + HRA

* As on the last date of receipt of the application.

Job Description:

- Assist in exploring and developing relationships with foreign universities and institutions.
- Help in organizing seminars, webinars and meetings as part of the engagement of IISc with International partners.
- Guiding the short-term international visitors that includes the visa process, joining and FRRO related formalities.
- Work with concerned parties in finalizing MoU; keeping a record of existing MoU and initiating the renewal of expiring ones.
- Overall assistance in coordinating the national and international visit of IISc/OIR delegations to explore the partners and Outreach activities.

Duration:

Engagement is purely temporary, on a contract basis for a period of **one year**, effective from the date of joining, and the contract may be extended annually up to a maximum duration of **five years**, based on satisfactory performance and discretion of the Competent Authorities of the Institute. For candidates previously employed at IISc through appointments made by the HR Department, the duration of their prior service will be counted in the maximum permissible tenure of five years.

An annual increment of up to 10% is admissible with a maximum ceiling of Rs. 85,000/- in the case of extension, based on the performance of the candidate and the recommendation of the Competent Authority.

Selection Procedure:

Shortlisted candidates will be called for Interview.

INSTRUCTIONS FOR APPLICANTS		
(i)	Submission of Online Application	
	(a)	Candidates who are desirous to be considered strictly on the aforesaid terms and conditions may fill out the application form on the link given below duly attaching the required certificates in support of age, category, qualification, marks, disability, and experience on or before 14.09.2026 .
	(b)	Link for Applying Online: https://recruitment.iisc.ac.in/Temporary_Positions/
	(c)	No hardcopy submission of the online submitted application is accepted. However, candidates are advised to keep a printout of the online application form for future reference.
	(d)	The shortlisted candidates will be informed through e-mail about the date and time of the selection process. Candidates are also advised to provide the correct information in their online application.
	(e)	If required, the electronic mode of interview (Zoom Call/ Microsoft Team) will be conducted and the same will be intimated to the candidates in advance. It is advised that the candidates should be prepared to give interviews in all mediums including in-person interview, if so required.
	(f)	In case the interview is held in person, no TA/DA shall be paid for attending the interview.
	(g)	Candidates may please ensure that they are fulfilling all the requisite criteria prior to registering, failing which, their candidature is liable to be rejected/cancelled.
(i)	General Instructions	
	(a)	The Candidate must possess the essential prescribed qualifications on or before the last date of submitting the application.
	(b)	Qualifications other than one prescribed in this advertisement will not be accepted.
	(c)	The age of the candidate should be below the prescribed age limit as above, as on the last date of receipt of the application.
	(d)	Engagement on a contract basis would be subject to medical fitness.
	(e)	The decision of the Institute in this regard shall be final and binding on the candidate.
	(f)	No claim for any service benefits like PF, Pension, Seniority & Promotion etc. from this contract appointment will be admissible.
	(g)	The contract can be terminated at any time by giving one month's notice, by either side.
	(h)	Candidature/contract of candidate(s) submitting false certificates or suppression/submission of incorrect information shall be liable for termination/disqualification/rejection at any stage.
	(i)	Prescribed educational qualifications and experience are the minimum eligibilities required and the mere fact that a candidate possesses the same shall not entitle him/her for being called for the interview. The Institute reserves the right to restrict the no. of candidates admitted for the interview to a reasonable number, based on qualifications and/or experience.
	(j)	Applications should be sent well in advance, without waiting till the last date.
	(k)	Call letters to attend the interview will be sent only to the shortlisted candidates by e-mail. Candidates are required to check their registered e-mail ID frequently. No correspondence will be made with applicants who are not short-listed/not called for the interview.
	(l)	The Institute reserves the right to reject any application without assigning any reason. The Institute also reserves the right to cancel the advertisement/ recruitment at any stage without assigning any reasons. No correspondence will be entertained in this regard.
	(m)	The Institute reserves the right to verify the antecedents or documents submitted by the candidate at any time during the service. In case it is found that the documents submitted by the candidate are not genuine, then his/her services shall be terminated, and disciplinary/criminal proceedings will be initiated.
	(n)	No accommodation will be provided on the Institute campus during their stay.
	(o)	The candidates must appear for the interview during the selection process at their own cost.
	(p)	Only Indian nationals are eligible to apply.

Date: 24.08.2026

Registrar