

INDIAN ACADEMY OF SCIENCES, BENGALURU

VACANCY NOTICE

No. IASc/Gen/Admin/2025/32

Date: 25/07/2025

The Indian Academy of Sciences (IASc), an autonomous institution of the Department of Science & Technology, Government of India, invites applications for filling up the following post on Direct Recruitment basis:

Name of the Post: Accounts Officer

Number of Post: 01 (UR)

7th CPC Pay Level: Pay Level 11

Age Limit: Below 40 years as on closing date for receipt of applications

Essential Qualification: (i) A Bachelor's Degree in Commerce from a recognized University OR 10+2 with CA/ICWA/Company Secretary. (ii) A minimum of 10 years of post-qualification experience in managing finance, accounts, and auditing in an organized accounts department of Central Government/State Government/Semi Government/Autonomous or Statutory Organizations or Organization of Repute. (iii) Thorough knowledge of General Financial Rules.

Desirable Qualification: (a) A postgraduate in Commerce with minimum of 55% from a recognized university. (b) 7 years of post-qualification experience in a position of responsibility in compilation of receipts and payments, income and expenditure accounts, balance sheet, annual statement of accounts, managing internal audit, statutory and government audits, preparing financial and operational budgets, planning investments, exposure and working knowledge in IT enabled data processing systems, such as Tally, thorough knowledge of income tax and other tax laws, knowledge of central government rules, including pension, provident fund rule.

Note: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.

Terms and Conditions: (1) The applicant must be an Indian citizen. (2) The date of birth entered in the application form must match the one recorded in the Matriculation/Secondary Examination Certificate or Birth Certificate. This will be considered final for age determination, and no changes will be entertained. (3) During their tenure, employees will be governed by the CCS (Conduct) Rules, CCS (CCA) Rules, and related regulations. (4) Meeting the minimum prescribed qualifications does not automatically guarantee a call for an interview. (5) Candidates attending the interview will be reimbursed 2nd AC train fare for travel from their residence to Bengaluru, using the shortest route. (6) The Academy reserves the right to verify all documents and background details provided by the candidates. If any information or document is found to be false or forged, services may be terminated following due process, and disciplinary or legal action may be initiated – even after the appointment. (7) All legal matters related to this recruitment will fall under the jurisdiction of the courts in Bengaluru. (8) Disqualification Clause: Individuals are ineligible for appointment if: (a) they are married to someone who already has a living spouse, or (b) they themselves have a living spouse and have entered into another marriage – unless the Central Government considers such a marriage permissible under applicable personal laws and grants an exemption. (9) Method of Selection: Personal Interview. (10) The Selection Committee may decide its own method of evaluating the performance of the candidates in the interview. Eligible candidates will be shortlisted for interview on the basis of Essential Qualification and number of years of experience, and nature of expertise. An in-person interview is necessary for final selection. (11) Candidates should have very good knowledge of operation of computer and have good communication skills both in written and spoken English. (12) With regard to the age limit, the crucial date shall be the last date of receipt

of applications as mentioned in this notification. (13) Candidates employed in Government/Semi-Government/Autonomous Organizations must apply through the proper channel or they have to produce NOC at the time of interview. Failure to do so will result in disqualification from the interview process. While forwarding the application of in-service candidates, the Head of Institution should certify that no vigilance or disciplinary proceedings are pending or contemplated against them, and shall include attested copies of the APARs for the last 5 years, failing which candidates may not be permitted to appear before the Selection Committee. (14) For the candidates belonging to SC/ST/OBC/PWD, age relaxation to the extent of Govt of India, Instructions shall apply. Besides the normal age for relaxation for the reserved categories, in-service personnel/employees of Central Govt/State Govt/Universities and Autonomous Organizations will be considered for age relaxation as per Gol rules. (a) Candidates serving in Govt Departments/Organization of Central and State Government, including departmental candidates who are working in the same or allied fields, are entitled for 5 years of age relaxation. (b) The upper age limit is relaxable to the candidates belonging to the SC/ST – 5 years, OBC – 3 years and Physically Challenged (UR) – 10 years. (15) Appointee shall be governed by the provisions under the New Pension Scheme (NPS) of the Government of India with all its amendments made from time to time. (16) The Pay level carries other allowances admissible to Central Government employees residing in Bengaluru. (17) Call letters to attend the interview will be sent to the candidates only by e-mail. Candidates shall have to produce original documents/testimonials at the time of Interview for verification. (18) The selected candidate will also have to undergo a medical examination test from a government hospital countersigned by the Civil Surgeon or Chief Medical Officer to ascertain his/her medical fitness for the post at the time of joining. (19) No interim correspondence will be entertained with the candidates who are not screened-in for the interview/appointment. A list of screened candidates will be posted at Academy website for the notice of candidates. (20) Canvassing in any form will be a disqualification norm. (21) The Academy reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant. (22) The Academy strives to have a workforce which reflects gender balance. (23) Applications must be sent via Speed Post only. (24) Applications received after the last date due to postal delay or any other reason(s) thereof or incomplete in any form will not be considered.

How to Apply: Eligible candidates should submit their application in the prescribed format, duly signed, along with self-attested copies of relevant documents (educational qualifications, experience certificates, caste certificate, etc.) and a recent passport-size photograph affixed to the application form. The completed application should be sent to the following address: **The Executive Secretary**, Indian Academy of Sciences, C.V. Raman Avenue, Sadashivanagar, Bengaluru 560 080, along with a Demand Draft for Rs 250/- drawn in favour of Indian Academy of Sciences issued from any nationalised bank as application fee (no fee for SC/ST/PWD category). The sealed envelope should be clearly superscripted with: **“Application for the post of Accounts Officer”**. The last date for receipt of applications is **02 September 2025**. For detailed information about educational qualification/experience, etc., and to download the **prescribed Application Format**, please visit the Indian Academy of Sciences website: www.ias.ac.in/positions

Sd/-
Executive Secretary
Indian Academy of Sciences