INDO-GERMAN SCIENCE & TECHNOLOGY CENTRE (IGSTC)

Vacancy Announcement : Position of Program Associate

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 developments of both countries.

IGSTC is seeking applications for the positions of **Program Associate.** The roles and responsibilities of the position include scientific administration of science & technology based programmatic activities; science and technology project and database management; interfacing with scientific institutions and liaising with stakeholders; and any other assignment towards implementing the aims and objectives of the organization.

Note: IGSTC office is presently located at Gurgaon, Haryana and is likely to be shifted to South Delhi tentatively by end 2021.
Position would be based in NCR-Delhi.

➢ **Essential Qualifications, Skills and Experience required:**

- B.Tech./B.E./M.Sc. in any field of Science and Engineering or technology with 1-2 years of relevant work experience in Scientific programme and data management activities, administration and services, grant management systems and procedures.
- Ability to work independently and with a team with multitasking skills and delivering high quality throughput at pace.
- Strong writing and oral communication skills in English are essential. Knowledge of German language proficiency would be an advantage.
- High level proficiency and skills in using office software, MS-Office (Word, Excel, Power point etc.) and related automation tools to manage database, prepare reports and present information for decision making.

➢ **Age Limit:** The age of the candidate should not be more than 28 years at the time of application.

➢ **Job requirements :**

- Scientific administration of science & technology based programmatic activities

- Science and technology project and database management
- Interfacing with scientific institutions and liaising with stakeholders
- High level proficiency and skills in using MS-Office (Word, Excel, Power point etc.) and related automation tools to manage database, prepare reports and present information for decision making
- Possibilities of occasional travel within India and Germany related to IGSTC specific requirements
- Any other assignments towards implementing the aims and objectives of IGSTC

➢ **Salary range:**

Annual consolidated package in the range of Rs. 3,40,000/- to 3,60,000/- depending upon qualifications and experience.

The position is purely contractual initially for 01 year with scope for need performance-based extension on yearly basis based on evaluation and appraisals.

- Please apply only if you fulfill all the 'essential qualifications, skills and experience' required for the position.
- To apply for the position, please send an email to mail id: admin.igstc@igstc.org; with the following documents latest by **31 August, 2021.**

    a. Application in the prescribed format
    b. Brief CV (limit to 2 pages only)

➢ Only shortlisted applicants will be contacted for further processing. IGSTC reserves the right not to hire anyone or re-advertise if a suitable person is not found for the position. All recruitments will be made purely based on qualifications, experience, merit, and aptitude of the candidates. IGSTC is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, or disability.

➢ All applicants to the position may read the General instructions attached.

Application submission deadline: 31 August, 2021

General Instructions for the Applicants

1. IGSTC reserves the right to fill vacancies arising subsequent to 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.

2. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview. If the number of applications received in response to advertisement is large, IGSTC may restrict the number of candidates to be called for interview to a reasonable limit through a shortlisting process based on a well-defined criteria which may include possession of desirable qualifications and / or experience prescribed in the advertisement and / or qualifications / experience in a particular field as per the specific requirements of IGSTC. No correspondence will be entertained from candidates who are not called for interview. Canvassing in any form will result in disqualification of candidate.

3. Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. No representation against such rejections will be entertained.

Application Form for Position of Program Associate in IGSTC

Attach your photograph

in jpeg format within

the space

INSTRUCTIONS: Please answer each question clearly and completely. Read carefully and follow all directions. This application is in Word Format and the Number of rows may be increased to accommodate additional information in the tables.

A) PERSONAL PARTICULARS

Post Applied for	
Name in full (in Block Letters)	
Gender (Male/Female)	
Marital Status	
Date of Birth (dd/mm/yyyy)	
Nationality	
Present Address with PIN code	
Permanent Address (if different from that indicated above)	
Email address	
Mobile Number	
Telephone Number (Residence)	
Computer Skills (level of proficiency in MS Office/ Excel / Power Point etc.)	
Language(s) known: For each language, please indicate the following: • Level: Read / Write / Speak / Understand • Proficiency: Limited / Working knowledge / Proficient)	
Any other additional skills	

B) EDUCATION: List all educational institutions attended, including secondary school, and diplomas/degrees or equivalent qualifications obtained (highest level of education to be indicated first).

Degree / Certificate / Diploma obtained	Year of completion	School / Institute / University & Location	% Marks	Main subject of study	Distance Education / In-person

C) EMPLOYMENT RECORD: Starting with your present post, list in reverse order every employment you have had.

Period of Employment From – To (dd/mm/yyyy)	Organisation Name & Address	Position Held / Functional Title	Salary last drawn	Description of your duties and related accomplishments (not to exceed 100 words for each position indicated)

D) Two References with name, title, address, email and phone number:

1.	
2.	

Declaration:

I certify that the information I have provided in the present document is complete and correct to the best of my knowledge.

Date: Signature of Applicant

Place: Name: