

CENTRE FOR NANO AND SOFT MATTER SCIENCES

Prof. U.R. Rao Road, Jalahalli, Bengaluru-560013.

**INVITATION FOR APPLICATIONS TO THE TEMPORARY POSITION OF**

**PROJECT OFFICER (R&D)**

Applications are invited from interested candidates, for a temporary position of Project Officer (R&D), who conform to the following eligibility criteria.

1. First Class MSc. Degree in any branch, preferably in Nanoscience and Technology/Materials Science.
2. MBA qualification desirable.
3. At least 3 years working experience in scientific organization(s).
4. Sound knowledge about technology business incubators/startups.
5. Experience in managing a laboratory.
6. Experience in Content Writing.
7. Proficiency in MS Office applications.
8. Proficiency in English and excellent communication skills.

Persons, who have retired from R&D Labs, and those below the age of 65, having ample experience in the job profile mentioned below, may also apply for part time engagement.

Job profile:

* Data search related to various R&D aspects.
* Assisting in all matters relating to Intellectual Property/Patents/Litigations.
* Handling matters relating to Technology Business Incubators and Startup firms.
* Handling matters relating to Industry interactions for ongoing/new projects.
* Document preparation relating to Annual Reports, Newsletters, Brochures, Planners.
* Preparation of periodic status reports related to R&D activities.
* Preparing Minutes of Meetings related to R&D.
* Write up on seminars/colloquia/workshops, etc.
* Content updates on Website relating to R&D.
* Management of Prototype Gallery.
* Correspondence with Government organizations, institutions, industry.
* Preparatory work relating to meetings on R&D matters.
* Preparation of publicity material relating to R&D activities of the Centre.

Emoluments will be commensurate with qualification and experience in the field. The application may be submitted in the format attached, providing complete details, along with copies of relevant certificates and testimonials in support of the information provided. The last date for receipt of applications is **19 January 2018 (4.00 pm)**. The application should be addressed to the Co-ordinator (R&D), Centre for Nano and Soft Matter Sciences, Prof. UR Rao Road, Jalahalli, Bengaluru 560 013 and should be superscribed with the words ”Application – Project Officer (R&D)”. The application may be sent by Speed Post or delivered by hand on or before the due date. Incomplete applications as well as those received after the due date are liable to be rejected. Only shortlisted candidates will be called for interview. The Centre reserves the right to accept or reject any application without assigning any reason thereof.

 Sd/-

**Administrative Officer**