



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल

Indian Institute of Science Education and Research Bhopal

विज्ञान और समाज केन्द्र / Centre for Science and Society (CS²)

Advertisement for the Post of Project Office Associate

Date: 10.06.2025

Applications are invited from highly motivated and eligible candidates for the recruitment of one (01) position of “Project Office Associate” on temporary basis to work full time in the project titled “Centre for Science and Society (CS²)”.

Position	Project Office Associate
Qualification	<u>Minimum Qualification:</u> Post Graduate Degree or equivalent qualification from a recognized Institute/University. <u>Essential Experience:</u> At least two years' experience in designing, handling and troubleshooting audio/video recording/editing devices, creating online content, Office work etc. in an Academic Institutions.
	<u>Desirable experience:</u> <ul style="list-style-type: none">• Proficiency in animation/multimedia/graphic designing etc.• Understanding/experience of audio/video editing applications.• Understanding of Android/iOS Devices, Projectors, Televisions/Panels, and related components.• Basic understanding of networking and related components.• Proficiency in MS Office – Word, PowerPoint, Excel.• Should be able to communicate effectively at all levels, ability to work in a dynamic environment.• Managing outreach activities.• Photography and videography.
Job Description:	The candidate will primarily assist in creating audio-visual online teaching/training content, recording and editing videos for teaching training purposes, skill development/certification programs/workshops/activities for different various types of users. They will be responsible for handling audio/video equipment for online classes and the general configuration of Android/iOS tablets, designing works and handling office works.
Salary:	Rs. 37, 180/- Per Month (Gross Pay).
Tenure of Appointment:	The appointment will be initially for one year from the date of his/her joining the Institute, which may be extended later/terminated earlier depending on availability of funds and performance of the candidates.

Age:	Should not exceed 45 years as on June 30, 2025.
Application documents:	<ul style="list-style-type: none"> Interested and eligible candidates are requested to filled and upload the required annexures/supporting documents through google link https://forms.gle/oTC1KsT8QWkxMqYu6, on or before June 30, 2025. All other eligibility criteria for this position/requirement will be followed as per the norms of the Institute. Only shortlisted candidates will be called for Screening Test/Interview, and no TA/DA will be provided for attending the Screening Test/Interview. All communications will be conducted via email only.

for



Head, CS2