



इण्डियन एसोसिएशन फॉर द कल्टीवेशन ऑफ साइंस INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE

(विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार का एक स्वायत्त संस्थान और यूजीसी अधिनियम, 1956 की धारा 3 के तहत एक डीम्ड विश्वविद्यालय)

(An Autonomous Institute of Department of Science & Technology, Government of India and deemed to be University under section 3 of UGC Act, 1956)

2ए और बी राजा एस सी मलिक रोड, जादवपुर, कोलकाता 700032
2A & B Raja S C Mullick Road, Jadavpur, Kolkata 700032

Advertisement No. IACS/ Consultant (IT)/2026/01

Dated: February 26, 2026

Advertisement of Consultant (Information Technology)

Indian Association for the Cultivation of Science (IACS), Kolkata, invites applications from eligible and experienced professionals for engagement as Consultant (Information Technology) on purely temporary and contractual basis initially for a period of 01 (One) year, extendable on annual basis based on performance and institutional requirement, subject to approval of the Competent Authority.

Number of Post:

01 (One)

Nature of Job:

The Consultant (Information Technology) will have to attend duties on all working days and will be the Webmaster and take care of the social media page of the Institute. Content writing and IT archives. Besides attending regular nature of assignment, the selected candidate will have to deal with any other works that may be assigned to her/him by the Competent Authority.

Essential Qualification & Experience:

1. Educational Qualification:

B.E./B. Tech in Computer Science / Information Technology / Electronics & Communication Engineering **OR** MCA / M.Sc. (Computer Science / IT) from a recognized University/Institute **OR** Bachelor's Degree in IT/Computer Applications with at least 50% marks from a recognized University/Institute.

2. Experience:

- Minimum 05 years of experience required in content writing and related fields in IT infrastructure management, preferably in Central/State Government / Autonomous Bodies/PSUs/Research Institutions or registered private organizations.
- Website administration and content management.
- Managing official social media handles of Government/Autonomous Bodies / Research Institutions/Universities/ registered private organizations.
- Digital content writing, editing and publishing
- Updating media stories, press releases, research highlights and institutional announcements.
- Basic graphic design and multimedia content handling.
- Knowledge of cybersecurity practices and data protection norms.

3. Desirable:

- Experience in handling Government of India communication guidelines.
- Knowledge of GIGW (Guidelines for Indian Government Websites).
- Strong drafting skills in English (knowledge of Hindi/Bengali desirable).

Age Limit:

Preferably not exceeding **35 years** as on the closing date of application (relaxable as per Government of India norms, if applicable).

Remuneration:

The Institute will offer a fixed monthly remuneration of ₹ 60,000/- per month. No other allowances/enhancement would be extended during the entire contract period. No Dearness Allowance (DA), HRA or other allowances shall be admissible. TDS will be deducted as per Income Tax Rules. The engagement shall not confer any right for regular appointment in IACS.

Leave:

The consultant will be allowed 1.5 days leave for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed. Also, no payment in lieu of un-utilized leaves will be made by this Institute. Leave more than three days in a single spell shall not be allowed.

Roles and Responsibilities:

The Consultant shall:

- Act as Webmaster of IACS and ensure regular maintenance and upgradation of the official website.
- Ensure compliance of the website with Government of India standards including GIGW and cybersecurity norms.
- Regularly update/publish:
 - News & Events
 - Research highlights
 - Press releases
 - Media coverage
 - Notifications and circulars
- Draft, edit and publish high-quality content reflecting institutional achievements.
- Manage and monitor official social media platforms of IACS (Twitter/X, Facebook, LinkedIn, YouTube, etc.).
- Coordinate with academic and administrative divisions for timely dissemination of information.
- Archive digital content systematically and maintain records.
- Perform any other duties assigned by the Competent Authority relating to IT and digital communication.

Terms & Conditions:

1. The engagement is purely contractual.
2. The Consultant shall not be entitled to regularization or permanent absorption.
3. The engagement may be terminated by either side with one month's notice.
4. The selected candidate shall be required to maintain strict confidentiality of official data.
5. IACS reserves the right to cancel or modify the advertisement without assigning any reason.

Selection Procedure:

- Applications will be shortlisted based on eligibility and experience.
- Shortlisted candidates may be called for Interview/Presentation before a duly constituted Selection Committee.
- The decision of IACS shall be final and binding.

List of supporting documents of eligibility criteria and experience to be submitted along with the application:

1. Self-Attested copy of-

- a. Matriculation/Secondary School Certificate (10th Standard) showing the date of birth.
- b. Degree Certificate issued by a UGC recognized University/Institute.
- c. Work Experience Certificate in the Letter Head of Government (Central or State)/ PSU/ Government Companies/ Autonomous Institution/Registered Organization clearly stating the duration and nature of work.
- d. Identity Proof: Aadhaar Card/PAN Card/Voter ID Card.

Interested candidates may apply in confidence with their complete Bio-Data as per the attached proforma on and before **27th March, 2026** (up to 5:00 PM) with copies of testimonials to the following address:

The Registrar,
Indian Association for the Cultivation of Science,
2A & B, Raja S C Mullick Road,
Jadavpur, Kolkata 700032.

Applications may also be sent electronically (in a single PDF file) at recruitment@iacs.res.in
Applications received after the due date will not be considered.

कुलसचिव /
REGISTRAR

BIO - DATA - PROFORMA

Application for the post of Consultant (Information Technology) Indian Association for the Cultivation of Science, Kolkata					
1.	Name and address in BLOCK letters	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Please attached Recent color Passport Size Photo </div>			
2 (a).	Date of Birth (in Christian era)				
2 (b).	Age as on closing date				
3.	Gender (Male/Female/Other)				
4.	Educational Qualification	i)			
		ii)			
		iii)			
		iv)			
5.	Whether educational and other qualifications required for the post are satisfied.				
6.	Details of Work Experience:				
7.	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post. (Yes/No)				
8. Details of employment in chronological order (Enclose a separate sheet, duly authenticated by your signature if the space below is insufficient).					
	Office/Institution /Organization	Post held on regular basis		Gross Monthly Salary	Nature of duties (in Details) highlighting experience required for the post applier for
		From	To		
10.	Please state whether working under: (A) Central Government (B) State Government (C) Autonomous Organization (D) Government undertaking				

	(E) University (F) Others	
11.	Additional information, if any, which you would like to mention in support of your suitability for the post (Enclose separate sheets, duly authenticated, if the space is insufficient)	
12.	Contact details:	Mobile No.
		E-mail ID
		Office Telephone No., if any

DECLARATION

I hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect, my candidature/engagement shall be liable to be cancelled/terminated. I also understand that this engagement is purely on a contract basis and does not confer any right for regular appointment.

Signature of the Candidate _____

Date: _____

Place: _____