

21 July, 2025  
INSA, New Delhi

### ADVERTISEMENT: INYAS/Rec/2025/01

The Indian National Young Academy of Science (INYAS), the country's first and only pioneering platform for young scientists under the aegis of Indian National Science Academy (INSA), is engaged in national and international science policy, outreach, capacity building and science communication. We are inviting dynamic professionals to apply for the position of Senior Project Associate, who can effectively lead, manage, and execute high-impact academic and outreach programmes.

**Detail of Advertisement:** Engagement of contractual manpower for Indian National Young Academy of Science (INYAS)

**Name of the Post:** Senior Project Associate (on purely contract basis)

**Period of Employment:** 2 Year (extendable for another year depending on performance)

**Age Limit:** Not exceeding 30 years as on 31 August 2025

**Working Place:** INYAS, New Delhi

**Reporting Authority:** Chairperson, INYAS

<b>Essential Qualification:</b>	
<b>Educational</b>	Master's degree in Science or Social Sciences or a related field from a recognized university or institution registered under UGC with minimum 55%.
<b>Work Experience</b>	Minimum three (3) years of relevant professional experience in the following domains: (a) Science communication and outreach; (b) Public Relations including organizing and executing programmes (c) Project administration in scientific or academic institutions; (d) Finance and accounts handling including reimbursements, vendor payments and honorariums as per GFR or institutional norms; (e) Have prior experience in drafting official reports, press releases and programme briefings (f) Official record and database management and correspondence handling
<b>Desirable Experience:</b> (a) Experience with national and international science-based organisations, think tanks, or government departments (b) Prior experience in public relation, programme management and liaising with ministries and academic stakeholders e.g., scientists, government officials, industry representatives, NGOs or community organizations (c) Familiarity with GFR guidelines, file noting practices and budget documentation. (d) Familiarity in content development both digital and written drafting for ministries, academies, international organisations, etc. (e) Experience in public speaking, science communication and content creation	
<b>Age Limit:</b> Not exceeding 30 years as on 31.08.2025	
<b>Remuneration:</b> Rs. 42,000/- plus HRA (as per rule)	

### Key Responsibilities Include:

#### 1. Programme Planning, Outreach & Public Relations

- Develop event concepts, coordinate planning and oversee on-ground execution of major science outreach events, policy dialogues, symposiums, capacity-building workshops and lecture series.
- Liaise with speakers, collaborators, stakeholders and service providers to ensure the smooth execution of events.
- Moderate national and international-level academic and outreach programmes conducted nationally and globally.
- Contribute actively to ideation and innovation in event formats, engagement strategies and science communication tools.

#### 2. Financial & Administrative Management

- Assist in preparing annual budgets and expenditure forecasts for INYAS projects and events.
- Process financial claims such as reimbursements, travel allowances, honorariums and vendor payments strictly in line with General Financial Rules (GFR) and institutional norms.
- Maintain and update financial records, bills, receipts and documentation for all INYAS-related expenditures.
- Develop, update, and disseminate standard financial proformas and formats to streamline financial processes.
- Act as the central point of contact between INYAS and the INSA Finance Section for all financial communications and approvals.
- Ensure timely resolution of discrepancies or incomplete documentation submitted by members, while guiding them on compliant practices.

#### 3. Administrative Support & Coordination

- Draft official communications in a professional and clear format.
- Prepare detailed monthly reports of INYAS activities for submission to the Department of Science and Technology (DST)
- Coordinate and manage logistical arrangements for events, including travel, stay, scheduling, registrations and permissions.
- Maintain internal records of meetings, outreach activities, event participation and INYAS project progress in both digital and hardcopy formats.
- Maintain and regularly update the INYAS member database, event archives, and internal mailing lists.

#### 4. Content Creation & Communication

- Write and edit press releases, event summaries and impact reports.
- Ensure consistent communication standards across digital platforms and printed materials.

- Proofread and quality-check all outgoing official documents, ensuring accuracy, consistency and clarity.
- Create visual content like digital posters, banners, certificates, brochures and infographics using design tools.

### 5. Technical & Digital Support

- Manage and regularly update the INYAS website with upcoming events, news, reports, and member updates.
- Support the technical hosting and coordination of webinars, hybrid meetings, and online lecture series via platforms such as Zoom, MS Teams, or Webex.
- Provide digital documentation and archiving of events through recordings, photo galleries, and published reports.
- Utilize tools like Excel, Google Sheets, and Data Studio for generating dashboards, event tracking sheets, and performance reports.

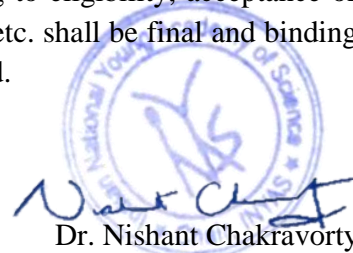
### Terms and Condition:

1. The appointment would be made purely on contract basis for one year and further extendable based on work performance. The contract will be co-terminus, if not further extended.
2. The appointment would be on a full-time basis, and he/she would not be permitted to take up any other assignment during the period of contract.
3. No TA/DA would be eligible for joining the assignment or on its completion. Except for official travel.
4. No other facilities shall be provided. The person engaged on contract basis shall not be entitled to any other benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Treatment, Seniority, Promotion, etc. or any other benefits as available to the regular Contractual Staffs of the Academy.
5. The Contractual Staff may be asked to attend the Academy on Saturday/Sunday/Holiday or for any Academy's programme/event arranged during the period of contract. As per exigency he/she may be asked to sit late to complete the time-bound work. No extra compensation will be paid apart from consolidated remuneration admissible even if he/she attends office on holidays and work beyond normal office hours except compensatory leave for work on Saturday/Sunday/Holiday.
6. Income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source for which the Academy will issue the TDS certificate.
7. The Contractual Staff shall not utilize/publish/disclose any part of the data/statistics/proceedings/information collected for the purpose of this assignment for the Academy without express written consent of the Academy. The Contractual Staff shall be bound to hand over the entire set of records of assignment to the Academy before the expiry of the contract and before the final payment is released by the Academy. He/She should maintain high integrity, absolute confidentiality and secrecy of the administrative, financial

and digital information handled by him/her during the contract and even after termination of contract, failing which the Contractual Staff will be liable for suitable action.

8. The Academy may terminate the contract if, (i) The Contractual Staff is unable to address the assigned administrative, financial and digital work (ii) The quality of the assigned work is not to the satisfaction of the Academy (iii) The Contractual Staff fails in timely achievement of the milestone as finally decided by the Academy (iv) The Contractual Staff is found lacking in honesty and integrity.
9. The Contractual Staff appointed by the Academy, shall in no case, represent or give opinion or advice to others in any matters which is averse to the interest of the Academy.
10. The Contractual Staff will have no claim for further extension, absorption or regularization in the Academy after expiry/termination of the contract.
11. The tenure may be terminated by giving one month's notice on either side at any time during the contract period. Any breach of contract executed by the Contractual Staff with the Academy shall be considered a sufficient ground for termination of the engagement made under the contract and may further debar from future engagement by the Academy.

**How to Apply:** Candidates desirous of applying for engagement mentioned above must submit their duly filled in application form (in .pdf format, as per proforma below) along with latest photograph, scanned copies of educational transcripts, experience certificate and income certificate of essential qualifications and experience details using the following Google form: [https://docs.google.com/forms/d/e/1FAIpQLSchFrOkh5F3zOjhw2yA4DKcTC6U5yoHIeNQffQj\\_hLUcdHNxjA/viewform?usp=dialog](https://docs.google.com/forms/d/e/1FAIpQLSchFrOkh5F3zOjhw2yA4DKcTC6U5yoHIeNQffQj_hLUcdHNxjA/viewform?usp=dialog) . Additionally, candidates may also send a copy of their application form and other relevant documents via email to [inyas@insa.nic.in](mailto:inyas@insa.nic.in) with the subject 'Application for Senior Project Associate'. **The last date for receipt of application is 15 August 2025. Please note that submission of application form through Google form is mandatory for consideration.** The decision of the Academy in all matters relating to eligibility, acceptance or rejection of the application, mode of selection, personal interaction etc. shall be final and binding on the candidates and no enquiry/ correspondence will be entertained.



Dr. Nishant Chakravorty

Chair, Indian National Young Academy of Science (INYAS)

Associate Professor, IIT Kharagpur

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