



ಮಾನವಸಂಪನ್ಮೂಲವಿಭಾಗ/मानव संसाधन अनुभाग/HUMAN RESOURCES SECTION  
ಭಾರತೀಯವಿಜ್ಞಾನಸಂಸ್ಥೆ/भारतीय विज्ञान संस्थान/INDIAN INSTITUTE OF SCIENCE  
ಬೆಂಗಳೂರು/ಬೆಂಗಳೂರು/BANGALORE – 560012  
ದೂರವಾಣಿ/ದೂರಭಾಷ/TELEPHONE : 2293 2232  
ಇ-ಮೇಲ್/ईमेल/E-mail : office.estb@iisc.ac.in

Advertisement No. R(HR)Temp-01(DIGITS)/2023

## ENGAGEMENT OF SOFTWARE ENGINEER TRAINEE

1. Indian Institute of Science (IISc), Bangalore invites applications for the position of Software Engineer Trainee in the Digital Campus and IT Services (DIGITS). The details are as follows:

Sl. No.	Post	No. of Vacancies	Qualifications	Age Limit	Salary
1.	Software Engineer Trainee	04 (UR-03, OBC-01)	<b>Essential:</b> BE/BTech in CS/IT/EE/ECE/ME/equivalent or MCA or M.Sc (CS)  <b>Desirable:</b> Candidates with at least 01 year of experience.	25 years*	Rs. 18,000/- + HRA per month
<b>Total Post</b>		<b>04</b>			

\* As on the last date of receipt of application. Age relaxation as per Gol norms (if applicable) will be extended.

## 2. Job Profile/Responsibilities

The candidate should assist in the following tasks:

- Supports the effective daily operation of the SAP system by using technical and functional knowledge and understanding of the Institute's business processes.
- Acts as an interface between end users/departments/admin units and SAP Functional Consultants, as well as an interface between the Business Process Owners (BPOs)/Key Business Users (KBUs) and the respective Wipro Functional Consultants related to the system issues, service requests, and change requests for new requirements.
- Regularly coordinates and collaborated with SAP functional consultants of the respective SAP functional modules to discuss and assess:
  - New requirements and related Business Requirement Documents (BRDs) and Change Requests (CRs)
  - Changes in business processes
  - System performance issues
  - Implementation bugs
  - SAP best practices
  - Review the user Complaints and tickets
- Participates in the System and User Acceptance Testing of the new developments, enhancements, and bug fixes in the respective SAP application modules.
- Trains and guides the SAP end users with the SAP functions, processes, workflows, and User Interfaces.

- (f) Develops and maintains documentation and may provide training related to the SAP Implementation, custom queries, reports, or other technology resources.

### 3. Skills

- (a) Strong technical aptitude is required.  
 (b) Over a period of six months, must be able to work independently, manage multiple concurrent tasks and work with people with differing technical knowledge levels.  
 (c) Excellent oral presentation and written communication skills are required.  
 (d) Must be detail oriented.  
 (e) Experience using word processing, spreadsheet, and other financial software is preferred.  
 (f) Knowledge of basic accounting principles and financial reporting is preferred.  
 (g) Competency in the use of query and report tools is preferred.  
 (h) Good knowledge of database technologies like MS SQL or any other RDBMS is preferred.  
 (i) Good programming skills will be preferred.

### 4. Duration

Engagement is purely temporary on a contract basis, initially for a period of **one year** and renewable annually up to a maximum duration of **five years**, based on the satisfactory performance and requirements of the Institute. Contract tenure will commence from the date of joining. An increment up to a maximum of 6% may be admissible in case of an extension of the contract, based on the performance of the candidate and the recommendation of the Chair.

5. **Selection Procedure:** Academic performance of the candidate (I.e., marks obtained), will be considered for shortlisting. Shortlisted candidates will be called for an online/in-person Interview.

INSTRUCTIONS FOR APPLICANTS	
<b>(i)</b>	<b>Submission of Online Application</b>
(a)	Candidates who are desirous to be considered strictly on the aforesaid terms and conditions may fill out the application form on the link given below duly attaching the required certificates in support of age, category, qualification, marks, disability, and experience <b>on or before 30.03.2023</b> .
(b)	Link for Applying Online: <a href="https://recruitment.iisc.ac.in/Temporary_Positions/">https://recruitment.iisc.ac.in/Temporary_Positions/</a>
(c)	No hardcopy submission of the online submitted application is accepted. However, candidates are advised to keep a printout of the online application form for future reference.
(d)	The shortlisted candidates will be informed through e-mail about the date & time of the selection process. Candidates are also advised to provide the correct information in their online application.
(e)	If required, the electronic mode of interview (Zoom Call/ Microsoft Team) will be conducted and the same will be intimated to the candidates in advance. It is advised that the candidates should be prepared to give interviews in all the medium, if so required.
(f)	In case the interview is held in person, no TA/DA shall be paid for attending the interview.
(g)	Candidates may please ensure that they are fulfilling all the requisite criteria prior to registering, failing which, their candidature is liable to be rejected/cancelled.
<b>(ii)</b>	<b>General Instructions</b>
(a)	The Candidate must possess the essential prescribed qualifications on or before the last date of submitting the application.
(b)	Candidate, if selected, must join immediately and no later than four weeks after the offer of appointment is received.
(c)	Qualifications other than one prescribed in this advertisement will not be accepted.
(d)	Engagement on a contract basis would be subject to medical fitness.
(e)	Except the consolidated and fixed emoluments, no other benefits will be extended.
(f)	The contract can be terminated at any time by giving one month's notice, by either side.
(g)	Candidature/contract of candidate(s) submitting false certificates or suppression/submission of

		incorrect information shall be liable for termination/disqualification/rejection at any stage.
	(h)	Prescribed educational qualifications and experience are the minimum eligibilities required and the mere fact that a candidate possesses the same shall not entitle him/her for being called for a written test/interview. The Institute reserves the right to restrict the no. of candidates admitted for the interview to a reasonable number, based on qualifications and/or experience.
	(j)	Applications should be sent well in advance, without waiting till the last date.
	(k)	Call letters to attend written test or interview or both will be sent only to the shortlisted candidates by e-mail. Candidates are required to check their registered e-mail ID frequently. No correspondence will be made with applicants who are not short-listed/not called for the interview.
	(l)	The Institute reserves the right to reject any application without assigning any reason. The Institute also reserves the right to cancel the advertisement/ recruitment at any stage without assigning any reasons. No correspondence will be entertained in this regard.
	(m)	The Institute reserves the right to verify the antecedents or documents submitted by the candidate at any time during the service. In case it is found that the documents submitted by the candidate are not genuine, then his/her services shall be terminated, and disciplinary/criminal proceedings will be initiated.
	(n)	No accommodation will be provided on the Institute campus during the course of their stay.
	(o)	The candidates have to appear for the interview during the selection process at their own cost.
	(p)	Only Indian nationals need to apply.

**Date: 10.03.2023**

**Registrar**