



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

Advertisement No.R(HR)Temp-011(DIGITS)/2024

### ENGAGEMENT OF SAP FUNCTIONAL CONSULTANT

1. Indian Institute of Science (IISc), Bangalore invites applications for the following positions at Digital Campus and IT Services (DIGITS). The details are as follows:

| Sl. No.           | Post                              | No. of Vacancies | Qualifications  | Monthly Emoluments          |
|-------------------|-----------------------------------|------------------|---|-----------------------------|
| (a)               | SAP Functional Consultant (BASIS) | 1                | <b>Essential:</b> BE/BTech in CS/IT/EE/ECE/ME/equivalent or MCA or M.Sc or M.Com<br><b>Experience:</b> Minimum 5 years with a valid Certification on BASIS from SAP | Rs. 60,000/- (Consolidated) |
| <b>Total Post</b> |                                   | <b>01</b>        |   |                             |

### 2. Job Profile/Responsibilities

|     |   |
|-----|---|
| (a) | Works as a single point of contact for all BASIS-related activities concerning the SAP implementation at the Indian Institute of Science. Regularly coordinates and collaborates with the Service Provider, the hyperscaler, the in-house SAP team, and the Business Users on a day-to-day basis. |
| (b) | Performs User administration – Creating Users, Assigning Roles/Profiles, locking and unlocking users etc. Role Creation, Modification, Testing.<br>Provides troubleshooting support for the users' authorization failures in all SAP applications   |
| (c) | Performs SAP Installation, Post installation, Client administration, System Refresh and Post-Refresh activities as required. Creating SAP Client, copying client, deleting client etc as required.  |
| (d) | Performs SAP License Maintenance  |
| (e) | OSS / SAP Service Marketplace Support: Searching notes & creating OSS messages for the respective queries to improve the Performance.   |
| (f) | Preventive Maintenance activities - Support Pack/Plug-in implementations and kernel upgrades. Coordinates and collaborates with the Service Provider and the Hyperscaler on preventive maintenance.   |
| (g) | Prepare and maintain system documentation, procedures, and standards.   |
| (h) | Perform parameter modification, Buffer, memory management, Performance tuning, and troubleshooting.   |

### 3. Skills

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|-----|--|
| (a) | Strong technical aptitude is required.   |
| (b) | Thorough knowledge and experience in SAP BASIS Module  |
| (c) | 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. |
| (d) | Excellent oral presentation and written communication skills are required.   |
| (e) | Must be detail-oriented.   |

#### 4. Duration

Engagement is purely temporary on a contract basis, initially for a period of **three years** 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 **10%** annually may be admissible in case of an extension of the contract, based on the performance of the candidate and the recommendation of the Chairperson of DIGITS.

#### 5. Selection Procedure:

The initial screening of the applicant based on the relevant experience, 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 03.06.2024.</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.   |

|  |     |   |
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|  | (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: 14.05.2024**

**Registrar**

