

## **FREQUENTLY ASKED QUESTIONS (FAQs) FOR APPLYING TO THE POSITION OF EXECUTIVE DIRECTOR, IUSSTF**

### **DETAILS ABOUT THE POSITION:**

#### **1. What are the responsibilities of the role of Executive Director, IUSSTF?**

The governments of the United States of America and India, through an inter-governmental agreement, jointly established the Indo-U.S. Science & Technology Forum (IUSSTF) in the year 2000 as an autonomous bilateral organization located in New Delhi, India. Its mission is to promote science & technology (S&T), innovation and entrepreneurship collaborations between the United States and India. The operation of the IUSSTF under the leadership of the bilateral IUSSTF governing board and its co-chairs, is managed by the Executive Director (ED). The Executive Director (ED) must represent and promote science, technology, and innovation priorities and interests of both countries: the United States of America and India. The ED must strengthen the ST&I relationship through implementation of various bilateral programs, outreach and networking, support to policy dialogues such as but not limited to bilateral Joint Council Meetings & all bilateral engagements which have a strong component of Science & Technology.

More details about the role and responsibilities can be accessed at [ED-IUSSTF Position Description Document](#)

#### **2. Where is the position based?**

The position is primarily based in New Delhi, India, however, the ED would have to travel – within India and to the US - for work in the course of his/her tenure.

#### **3. What is the meaning of Scientist “G” or “H”?**

The selected candidate will be offered an appropriate position corresponding to either Scientist “G” or “H”. The Scientist “G” and “H” are senior science leadership positions prevalent in Indian Scientific Departments/ Ministries. Accordingly, the Executive Director, IUSSTF, position is a senior science leadership position and will be paid salary equivalent to the position of Scientist “G” or in the next higher grade of “H”.

#### **4. What is the expected salary range?**

The candidate selected for the position of Executive Director, IUSSTF will be offered an Annual Compensation Package ranging between INR 4.5 million to 5.5 million per annum (INR 45-55 Lacs) depending upon qualification, experience and other credentials, as approved by the Bilateral Selection Committee.

Benefits include leased accommodation (Housing) in Delhi or House Rent Allowance (HRA) in lieu of, Medical Health & Accidental Insurance, Medical Allowance, Leave Travel Allowance, Official Transport, Employee Provident Fund, Gratuity as per the rules of IUSSTF, are an integral part of the annual compensation package and will be included in the stated salary range.

**5. Is the salary taxable?**

The Indo-U.S. Science and Technology Forum (IUSSTF) is incorporated in India and under the jurisdiction of Indian laws, rules and regulations. Salary will be paid in Indian rupees, which is taxable as per the Indian Income tax act.

**6. Will work experience in the Government/non-profit sector give a candidate an edge?**

All candidates will be evaluated strictly as per the criteria listed in the position description document that can be accessed at [ED-IUSSTF Position Description Document](#)

## **DETAILS ABOUT THE APPLICATION PROCESS**

**1. Where do I apply?**

Details of the position and application process have been posted on the IUSSTF website under the following link:

<https://iusstf.org/vacancy-advertisement>

**2. If I have applied for the post earlier can I apply again this time?**

All candidates fulfilling the criteria stipulated in the advertisement and position description are welcome to apply, irrespective of whether they have applied for the position before.

**3. What should I submit along with my application?**

Following are the list of forms/ documents you would need to submit for a complete application:

- The completed application form in the prescribed format as given in the link: [Template Application Format](#)
- Latest copy of your resume (in PDF or Word),
- A 500-word vision statement on the future of the IUSSTF,
- A document checklist (given in the template),
- At least 3 references, and
- Any other documents relevant to your experience.

4. **Can I post printed copies of my application and supporting documents?**  
Only application sent via email to [recruitments@indousstf.org](mailto:recruitments@indousstf.org) will be accepted for further processing.
5. **After submitting my application, is there a provision to submit an update, or delete a supporting document?**  
While it will not be possible to delete a submitted document, it is possible to submit updates or additional documents up to the deadline stipulated in the advertisement: 23:59 hours on 30 November 2018.
6. **Where can I direct further questions I may have at the time of applying?**  
All question may be directed to [recruitments@indousstf.org](mailto:recruitments@indousstf.org) Please allow a period of 48 hours to receive a response.

#### **DETAILS ABOUT THE SELECTION PROCESS**

1. **Will both successful and unsuccessful candidates be informed of the outcome?**  
Candidates shortlisted at each step will be informed via email.
2. **How long will it take to consider my application?**  
Please allow for a 5 week period after the application submission deadline, during which the selection committee will thoroughly evaluate each application. The first shortlist will be firmed up only after that.
3. **Is the process different for applicants who are US citizens?**  
The selection process is identical for all candidates
4. **What is the process once a candidate is shortlisted for interview?**  
Interviews for the shortlisted candidates shall be conducted in New Delhi, India. All shortlisted candidates shall be provided with economy class return air tickets. US citizens shall be assisted by providing them with requisite documents for enabling the application for an Indian visa.