# UGC Cell for Dr. D. S. Kothari Postdoctoral Fellowship Scheme

Applications are invited for the post of Junior Project Assistant (JPA) & Office Assistant
as per the following details
[Contractual Positions for 2 years initially for 1 year]

The purpose of the project is to develop and use a web-based system for selecting postdoctoral Fellows under the UGC program.

## Junior Project Assistant (JPA): 1 post    [SC]

**Educational Qualifications:** Any Graduate (Preferably Science) of a recognized University. Working knowledge of English is essential. Typing speed: Minimum wpm. Should have passed MSCIT.

**Experience :** Minimum 2/3 years of experience in the areas listed below preferably in an academic institution will be preferred.

**Age :** Not above 30 years.

### JOB DESCRIPTION :

1. Ability to do word processing including scientific equations/Figures.
2. Knowledge of Scanning, Photocopying, Printing and Fax Operations etc.
3. Sending email, using Internet for searching and downloading information.
4. Any other work assigned by the National Co-ordinator/Associate Co-ordinator of the Cell.
5. Consolidated compensation of Rs. 16,000/- p.m.

## Office Assistant: 1 post    [OPEN]

**Educational Qualifications:** at least S.S.C. Exam Pass.

**Experience :** Minimum experience of two years in the areas listed in job description.

**Age :** Not above 28 years.

### JOB DESCRIPTION :

1. Any tasks assigned such as cleaning the office, filing, visiting nearby places for official works, post office related works etc.
2. Consolidated compensation of Rs. 8,000/- p.m.

Applications may be sent by e-mail to dskpdf@unipune.ac.in along with 1 page CV. A printed signed copy can be brought at the time of interview. Last date of receipt of Applications by e-mail November 30, 2011.

The interviews will be held on a date between December 10 to December 25, 2011. Those called for interview will be informed the exact time and place for interview by email.

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