

ISRO-UoP Space Technology Cell
Savitribai Phule Pune University
Pune - 411 007.

Applications are invited for the post of "Junior Admin Assistant" purely on temporary basis in the ISRO-UoP Space Technology Cell.

Post	: Junior Admin Assistant
No. of Post	: 01
Reservation	: Open to All
Salary	: Rs.12000/- per month, Consolidated
Duration	: One Year, likely to be extended till the program exists
Essential Qualification	: Graduate with Second Class Typing : Marathi 30 wpm & English 40 wpm
Computer Knowledge	: MS-CIT
Desirable Qualification	: Good communication skill in English, be conversant with the operation of computer, LCD Projector, Fax & Xerox machine etc.
Experience	: 2 years office working experience
Age	: 18 to 33 for Open Category [Relaxation for 5 years for reserved Category candidates]

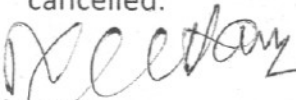
Interested candidates should send their application on plain paper along with Bio-data, all relevant certificates of qualification, experience and contact details (including email ID and Mobile Number) to Hon. Director, ISRO-UoP Space Technology Cell, Savitribai Phule Pune University, Pune - 411 007.

Last date for submission of applications is 11/12/2014. Envelopes should be clearly marked as, "Application for the Post of Junior Admin Assistant".


Interviews of shortlisted candidates will be conducted at University campus. Venue of interview, Date and time of the interview will be communicated by email only.

Note:

1. Shortlisted candidates will be required to appear for personal interviews on a date to be notified later.
2. No TA/DA will be given to the candidates for attending the interview.
3. Qualifications, relevant experience and age shall be considered as on last date of submission of applications.
4. All applications received as per previous advertisement dated 29/04/2014 are treated cancelled.


Director

ISRO-UoP Space Technology Cell,
Savitribai Phule Pune University
Pune - 411 007.


Registrar

Savitribai Phule Pune University
Pune - 411 007.

Registrar
Savitribai Phule Pune University
Pune - 7.

Date : 17/11/2014