

**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 up to 1 years]

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 40 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 25 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. Knowledge of Tally and Accounts related works.
5. Any other work assigned by the National Co-ordinator/Associate Co-ordinator of the Cell.
6. 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 26 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.

Applicants are requested to send the hard copy of application (strictly in the given format) along with supporting documents to below mentioned address by hand or by post strictly within Oct. 31, 2014

**The National Co-ordinator**

**Dr. D. S. Kothari Postdoctoral Fellowship Cell  
C/o Interdisciplinary School of Scientific Computing  
Savitribai Phule Pune University, Ganeshkhind Road, Pune-411007**

The interviews will be held on tentatively at the end of December 2014. Those called for interview will be informed the exact time and place for interview by email. No intermediate correspondence is entrained.

  
**Associate Coordinator**  
 Dr. D. S. Kothari Postdoctoral Fellowship Programme of UGC  
 Savitribai Phule Pune University  
 Pune - 411 007

  
**Director**  
 Interdisciplinary School of Scientific Computing  
 Savitribai Phule Pune Univ.  
 Pune-411 007

  
**Registrar**  
 Savitribai Phule Pune University  
 Registrar,  
 Savitribai Phule Pune Univ.

# Dr. D. S. Kothari Post-Doctoral Fellowship Scheme of UGC

## Application Format

### Application for the post of :

1. Office assistant : Yes/No  
 2. Junior project assistant : Yes/No

### Personal details :

1. Name :  
 2. Address for communication :  
 3. Date of birth :  
 4. Contact details  
     a. Landline phone no :  
     b. Mobile no :  
     c. Email ID :  
 5. Reservation category :  
 6. Gender :

### Educational Details :

Examination	Board/ University	Principle subjects	Marks obtained	Year of passing
SSC				
HSC				
Graduation				

### Prizes/Awards :

### Experience Details :

No.	Position held	Employer name	Date of joining	Date of resignation	Total experience

### Relevant Skills acquired :

### Declaration :

All the particulars provided by me in this application are true, correct and complete to the best of my knowledge and belief. However, particulars provided by me found to be false, my application is liable for rejection.

Place:

Date:

Name and signature