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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 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 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 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. 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 30 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 January 15, 2014.

The interviews will be held on tentatively n January 2014. Those called for interview will be informed the exact time and place for interview by email.


19.12.13
Registrar
University of Pune


National - Co-ordinator