

Inter-University Centre for Astronomy & Astrophysics, Pune

Advt. No. 03/2025 Sr. No. 02

ADMINISTRATIVE ASSISTANT

No. of Post : : One (Unreserved)

Scale of Pay : Level 4 of Pay Matrix (Rs.25500-81100)

Age limit : 28 years
: 35 years (For Central & State Govt. Autonomous Bodies, University Employees)
(Age relaxation will be given as per Govt. of India norms)

Qualification & Experience: A Bachelor's degree of a recognized university with three years experience in the field of Purchase & Stores/ Accounts / Establishment in a University/ Government/ Autonomous Body/ Reputed Private Firm.

Desirable: Preference will be given to the candidates who have higher qualification & working knowledge on Computer (MS Office).

Essential: Working knowledge on computer (MS Office) operation.

Roles and Responsibilities:

- Knowledge of Central Govt. rules, GFR, Services, Contracts, Procurement, Central Government Office Procedural knowledge, Establishment/personnel section, Accounts section, Transport related work etc.
- Good communication and drafting skills in English.
- Any other work assigned by the competent authority from time to time.