



**Inter-University Centre for Astronomy & Astrophysics, Pune,
(An autonomous institution under the University Grants Commission, Govt. Of India)**

ADVERTISEMENT No.07/2025 Sr. No. 01

➤ **Post: Computer Assistant | Malaviya Mission Teacher Training Programme (MMTTP) Project |**

- Pay / Remuneration: Consolidated salary of Rs. 30,000/- p.m
- No. of Post: 01 (One)
- Duration: Four months, extendable upto one year (Contract Basis)
- Age Limit: 25 years.
- Minimum Experience: NIL.
- Minimum Qualification & Experience: Fresh candidates with a first-class Bachelor's degree.
- Software skills: Experience with video/audio/photo-editing and design software such as
 - Adobe Premiere Pro, Audition or Final Cut Pro for videos/audio
 - Adobe InDesign, Express, for posters
 - Photoshop or Lightroom for photos
 - Proficiency in productivity suite of software such as Office/Google Docs

➤ **Duties & Responsibilities:**

- Photography and photo-editing coverage of events conducted at IUCAA and other outstation locations.
- Videography and video-editing of course lectures, and other academic/outreach events.
- Reviewing videos for editing
- Design of program announcement posters, schedule, certificates, and resource documents
- Assistance in indenting and procurement of audio-visual and recording equipment for the classroom, auditorium, recording studio, and offices

➤ **NOTE: -**

- Candidates will be required to work in shifts/ beyond office hours and on Saturdays, Sundays, and holidays, as per the exigencies of the Centre.
- The Institute reserves the right to restrict the number of candidates for the recruitment process to a reasonable limit on the basis of the qualifications/experience prescribed in the advertisement.
- Mere fulfilling the essential and desirable qualifications will not entitle an applicant to be called for the recruitment process.
- The Institute reserves the right not to fill the post herein advertised. Canvassing in any form shall disqualify the candidate.

Last date of application: 17 November, 2025.

Website: - <https://www.iucaa.in/en/opportunities>