



IUCAA

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

ADVERTISEMENT NO. 02/2026

Name of Post: ADMINISTRATIVE ASSISTANT

No. of Post : One (Unreserved)

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

Age limit : 28 years

: 35 (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: Working knowledge on Computer (MS Office).

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 aptitude, communication and drafting skills in English.
- Any other work assigned by the competent authority from time to time.

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

INSTRUCTIONS TO CANDIDATES
Post: - Administrative Assistant (Advt. No. 02/2026)

1. The applicants must be citizens of India.
2. The advertised post is as per Central Government pay scales in accordance with the 7th CPC and carry the usual allowances such as DA, HRA, Transport Allowance, etc.
3. The advertised post is covered under the New Pension Scheme (NPS) of the National Pension System with benefits such as Medical Reimbursement, LTC, etc., as per Government of India norms.
4. Age relaxation shall be applicable as per the Government of India rules.
5. The qualifications, experience claimed, and age limit prescribed will be considered as on the closing date of online submission of the application.
6. The prescribed qualifications and experience are minimum requirements. Mere possession of the same shall not automatically entitle a candidate to be called for further stages of selection. If the number of applications received is large, the Centre reserves the right to restrict the number of candidates called for the selection process based on higher qualifications/experience in Government sectors and/or other criteria. Applicants are advised to furnish and upload complete details of all qualifications and experience.
7. Experience certificates must be issued on the organization's letterhead and clearly mention the post held, nature of duties, period of employment, and pay scale/level. The certificate must bear the date, signature, name, and seal of the issuing authority.
8. Candidates must disclose details of any penalties/punishments imposed on them or any disciplinary/inquiry proceedings initiated against them.
9. Persons with Disabilities (PwDs) must upload the relevant Disability Certificate issued as per the PwD Act, 1995 and the Rights of Persons with Disabilities Act, 2016.
10. Applications must be submitted online along with documents supporting educational qualifications and experience, as per instructions provided in the portal. Incomplete applications or those unsupported by relevant documents will be summarily rejected.
11. Candidates employed in Government/Semi-Government/Autonomous Bodies/PSUs must apply through proper channel OR upload the No Objection Certificate (NOC) issued by their current employer. The NOC must be produced at the time of Selection Process, failing which, the candidature will be rejected.
12. If any information furnished by a candidate is found to be false/incorrect at any stage, the candidature/appointment will be cancelled/terminated.
13. The Centre reserves the absolute right to cancel/withdraw/not fill any or all advertised posts at any stage of the recruitment process without assigning any reason. No correspondence will be entertained in this regard.

14. The decision of the competent authority shall be final and binding in all matters of recruitment, including eligibility, acceptance/rejection of applications, equivalence of qualifications or experience, shortlisting criteria, and selection methodology.
15. Canvassing or bringing any influence in any form shall lead to disqualification.
16. The list of shortlisted candidates will be published in IUCAA's website. The final selected candidate will also be notified by email. No other communication will be issued. Hence, candidates must provide a functional email ID and mobile number and regularly check the website for updates.
17. Shortlisted candidates must produce original documents in support of claims regarding reservation, educational qualification, date of birth, experience, etc., prior to the selection process. Candidates not producing the required original documents will not be permitted to participate in the selection process.
18. No TA/DA shall be paid for attending the selection process.
19. Question papers of the written tests constitute a sensitive question bank for future recruitment and are therefore exempted from disclosure as a matter of policy.
20. Scheme of Examination will be as follows:

Sr. No.	Test	Syllabus	Remarks
a.	Skill Test	Computer-Based and related tests, befitting the designation of Administrative Assistant.	Qualifying Nature Only.
b.	Written Test	Syllabus encompassing the following: CCS Rules, General Financial Rules, Purchase Procedures, General Administration, Accounting, General Knowledge and Aptitude. Question Paper will comprise of Objective and/or Descriptive Type questions.	Merit will be based on marks of the Written Test only.

// ALL THE BEST //