अंतर–विश्वविद्यालय केंद्र : खगोलविज्ञान और खगोलभौतिकी IUCAA
Inter-University Centre for Astronomy and Astrophysics
An Autonomous Institution of the University Grants Commission

ADVT. NO.: 19/2026
(Apply on or before December 22, 2026)

The Inter-University Centre for Astronomy and Astrophysics (IUCAA) is an autonomous institution set up by the University Grants Commission (UGC) of India to promote the nucleation and growth of active groups in astronomy and astrophysics at Indian universities. IUCAA aims to be a Centre of excellence within the university sector for teaching, research and development in astronomy and astrophysics.

The Centre invites online applications from Indian nationals possessing an excellent academic record and relevant work experience for the following position **purely on temporary basis**: -

1.	Name of the post	Project Coordinator
2.	Funding Agency	LIGO-India Extra Mural Research Projects
3.	No. of post(s)	One (01)
4.	Tenure	One (01) year
5.	Pay/ Remuneration	Rs. 40,000/- p.m.
6.	Age	Not more than 35 years
7.	Qualification	Post Graduation in Commerce/Finance.
8.	Experience	Minimum one year of relevant experience as a Project Coordinator
9.	Job Description:	Communicating with different PIs. Collecting project relevant documents from PIs, collating and preparing the notes, spreadsheets. Collecting SE/ UCs from individual PIs. Preparing consolidated SE/UCs. Strong knowledge in Project accountings, Bank Reconciliation, General Accounting, Reporting, Assets Management. Performing regular banking transactions. Preparation of reports, receipts, Payments and other accounts related documents.

GENERAL INFORMATION / DETAILS ABOUT THE POST

1) The appointment is purely temporary and will terminate automatically without any notice or compensation on the termination.
2) The appointed person shall have no claim of appointment/ absorption in the Funding Agency or in IUCAA, Pune.
3) Appointment of the applicant will be governed by the terms and conditions of the funding agency particularly applicable to the said project.
4) The qualification prescribed should have been obtained from recognized Universities/ Institutions.
5) Candidates should possess the requisite experience (if any) as on the closing date for submission of application.

6) The prescribed Essential Qualifications/ Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for interview/ selection process. Where the number of applications received in response to an advertisement is large, it may not be convenient or possible to call all the candidates. The Centre reserves the right to restrict the number of candidates to be called for written exam/ skill test/ interview to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish full details of qualifications and experience possessed in the relevant fields, over and above the minimum prescribed. Documentary evidences of qualification and experience will be verified during the selection process. Any discrepancy found in documents of candidates will lead to cancellation of their candidature.

7) The applicant will be solely and entirely responsible for the authenticity of information submitted/ documents and photograph. It is the responsibility of the candidate to assess his/ her own eligibility to the post(s) for which he/ she is appearing in accordance to this advertisement. If it is detected at any time in future, during the process of selection or even after appointment that the candidate was not eligible as per the prescribed rules of the Centre which could not be detected at the time of selection for whatsoever reason, his/her candidature/appointment shall be liable to be cancelled/ terminated immediately.

8) All information regarding the selection process shall be communicated through email. Candidates are requested to provide a valid and active email address for receiving the call letter and any other updates. Candidates must ensure that the email address furnished is correct and regularly monitored. IUCAA shall not be responsible for non-receipt of communication due to an incorrect, inactive, or inaccessible email address.

9) Recent passport-size photograph and photocopies of relevant certificates and other testimonials in support of age, qualification, experience, etc. will be collected at an appropriate stage.

10) No TA/DA will be admissible for appearing for the selection process.

11) The number of posts indicated may increase or decrease as per the Centre’s requirement.

12) Selected candidate(s) will have to join duty immediately on receipt of the offer letter.

13) No interim enquiries/ correspondence/ communication of any sort will be entertained on the matter.

14) Canvassing in any form and/ or bringing any influence by an applicant, will lead to disqualification of the applicant from the selection process.

15) Jurisdiction: Any dispute arising out of this advertisement and/or applications submitted in response thereto shall be subject to the exclusive jurisdiction of the Courts/ Tribunals/ Forums at Pune.

16) Application submitted without any supporting documents/ uploads (or) with unclear scans/ illegible uploads (or) incomplete in any respect will be summarily rejected and no further correspondence will be entertained in this regard. Application incomplete in any respect will be summarily rejected.

Senior Administrative Officer