

Advertisement of the vacant positions under DIC MHRD-GOI funded project
Savitribai Phule Pune University, (Formerly University of Pune),
Ganeshkhind, Pune-411007

MHRD, GOI, New Delhi has sanctioned project to established Design Innovation Centre (DIC) at the Savitribai Phule Pune University. Under this project vacant positions of Office Assistant (One) and Field Worker (Two) positions are required to be filled. The period for appointment of the mentioned positions will be temporary till the tenure of the project period.

Essential/ Desirable Qualification

Sr. No.	Position Details	No. of Positions	Emoluments per month	Essential/Desirable Qualification
1.	Office Assistant	1 (Open)	Rs. 15,000/- p.m. Consolidated	1. B.Sc. (Graduate Degree) 2. The candidate must have experience of minimum 6 months to work in the capacity of office assistant. 3. Computer knowledge of MS-CIT with preferably experience of Word, Excel, Power point Presentation, Outlook. 4. Typing and letter drafting knowledge is must. 5. Typing speed 30 wpm for Marathi and 40 wpm for English, will be preferred.
2.	Field Worker	2 (Open: 1, SC: 1)	Rs. 12,000/- p.m. Consolidated	1. Diploma in Agriculture with Computer knowledge. 2. Candidates having 2- years of work experience in handling of field experiments viz., conduct trial and related lab work will be preferred.

Note:

- (1) No TA/DA will be paid to the candidate for appearing in the interview.
- (2) The complete application on a plain paper with specification of post applied for, and details: (A) Academic qualifications (B) Experience (C) Corresponding details (email, phone no, mobile no) with supporting copies of documents should be submitted to the **Project Co-Coordinator Dr. Pooja Doshi**, at Department of Chemistry, Savitribai Phule Pune University, Ganeshkhind, Pune-411007, **on or before 20th May, 2017 Saturday during office hours.**
- (3) Only shortlisted eligible candidates after screening will be called for interview by email / telephone, which will be held on 24th May, Wednesday 2017.
- (4) **Please bring original copies of all the required documents during interview.**


Dr. Pooja Doshi
(Project Co-coordinator)


Prof. Dilip Dhavale
(Project Coordinator)


Deputy Registrar
SPPU


Registrar
SPPU

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