

ISRO-SPPU Space Technology Cell
Savitribai Phule Pune University
Pune 411 007.

Applications are invited for the post of **Junior Admin Assistant** purely on temporary basis in the ISRO-SPPU Space Technology Cell.

Post	: Junior Admin Assistant
No. of Post	: 01
Reservation	: Open to All
Salary	: Rs.12000/- per month, Consolidated
Duration	: One Year, likely to be extended till the program exists
Essential Qualification	: Graduate with Second Class Typing : Marathi 30 wpm & English 40 wpm
Computer Knowledge	: MS-CIT
Desirable Qualification	: Good communication skill in English, be conversant with the operation of computer, LCD Projector, Fax & Xerox machine etc.
Experience	: 2 years office working experience
Age	: 18 to 38 for Open Category [Relaxation for 5 years for reserved Category candidates]

Interested candidates should send their application on plain paper along with Bio-data, all relevant certificates of qualification, experience and contact details (including email ID and Mobile Number) to Hon. Director, ISRO-SPPU Space Technology Cell, Savitribai Phule Pune University, Pune 411 007.

Last date for submission of applications is 22/07/2019. Envelopes should be clearly marked as, Application for the Post of Junior Admin Assistant .

Interviews of shortlisted candidates will be conducted at University campus. Venue of interview, Date and time of the interview will be communicated by email only.

Note:

Shortlisted candidates will be required to appear for personal interviews on a date to be notified later.

No TA/DA will be given to the candidates for attending the interview.

Qualifications, relevant experience and age shall be considered as on last date of submission of applications.



Hon Director
ISRO-UoP Space Technology Cell,
Savitribai Phule Pune University
Punbe 411 007.



Registrar
Savitribai Phule Pune University
Pune 411 007.

Date : 13 /06/2019