



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

ADVERTISEMENT NO. 11/2026

- **Name of Post:** Project Coordinator (for the LIGO-India Extra Mural Research Projects)
- **No. of Post:** 01 (Purely on temporary basis)
- **Duration:** 01 Year (extendable based on performance and norms of IUCAA)
- **Pay/Remuneration:** Consolidated salary of Rs. 40,000/- p.m.
- **Age Limit:** 35 years
- **Qualification:** Post Graduation in any stream.
- **Experience:** Minimum one year of relevant experience as a Project Coordinator.
- **Duties & Responsibilities:** 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.
- **Joining date:** Immediately after the offer is made.

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. Selected candidates will have to work in round-the-clock shift duties.
- 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 and experience prescribed in the advertisement.
- Mere fulfilment of 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.

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