Inter-University Centre for Astronomy & Astrophysics, Pune

Advt. No. 03/2025 Sr. No. 01

SENIOR ADMINISTRATIVE ASSISTANT

No. of Post : **:** One (OBC), One (Unreserved)

Scale of Pay : Level 6 of Pay Matrix (Rs.35400-112400)

Age limit : 30 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 atleast second class with five years experience in the field of Purchase & Stores /Accounts /Establishment in a University/ Government/ Autonomous Body/ Reputed Private Firm.

Desirable : Preference will be given to the candidates who have higher qualification & working knowledge on Computer (MS Office)**.**

Roles and Responsibilities:

- Knowledge and Experience of Central Govt. rules, GFR, Services, Contracts, Procurement, Central Government Office Procedural knowledge, Establishment/personnel section, Accounts section, Transport related work etc.
- Strong organizational skills, Good communication and drafting skills in English are crucial for managing multiple tasks, appointments, and documents efficiently.
- Any other work assigned by the competent authority from time to time.