



# Center for Science Education and Communication

Savitribai Phule Pune University



Professor Anjali Kshirsagar  
Co-Ordinator

Ref: CSEC/70

Date: 29/07/2026

## Advertisement for One Post of Project Assistant-(Admin-Fin)

Applications are invited for 1 post of Project Assistant – (Admin-Fin) at the Center for Science Education and Communication (CSEC), Savitribai Phule Pune University.

**Tenure of the Post:** Initially for a period of one-year extendable up to next 4 years after assessing performance of each year. The post is on a purely temporary and contractual basis.

**Payment:** Rs. 30,000/- fixed, an annual increment of 5% per year may be given after assessment every year.

### Eligibility and Necessary Qualification:

**Project Assistant – (Admin-Fin) (1 Open to all):** M.com/M.B. A with at least 2 years' experience.

**Essential Qualification:** M.Com. / M.B.A, Minimum 2 years of relevant experience. in office administration and financial support work. documentation, financial record management, budgeting, purchase procedures, accounts, and coordination. Good communication skills and proficiency in MS Office (Word, Excel, PowerPoint) and digital documentation will be an added advantage. Good computer skills are essential. Candidates should be proactive, enthusiastic, capable of working independently as well as in a team, and should possess problem-solving abilities, attention to details, and a professional approach to office management. The person is supposed to communicate and deal with various university departments, different administrative and finance sections of the university.

### How to Apply:

Use the prescribed application format available on the Savitribai Phule Pune University website (<https://www.unipune.ac.in>). Applications should reach the office within 7 days from the date of publishing this advertisement preferably via email to [scpsppu@gmail.com](mailto:scpsppu@gmail.com).

### Selection:

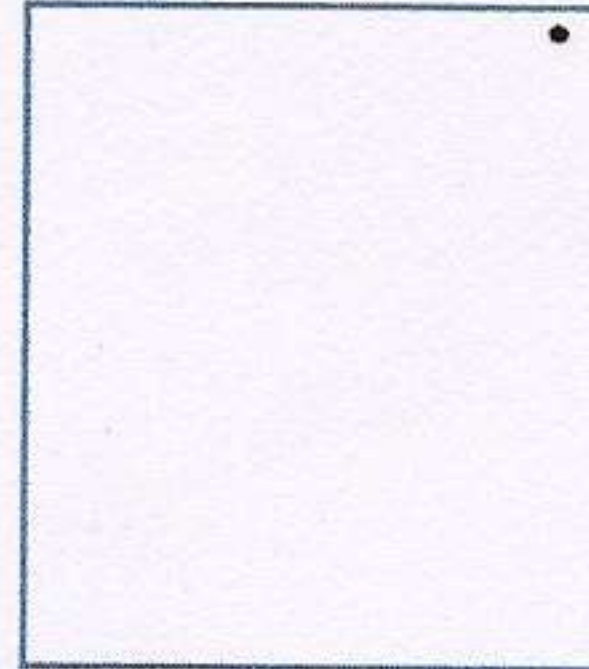
- Submit the application via email to [scpsppu@gmail.com](mailto:scpsppu@gmail.com) with the subject "Application for the post of Project Assistant (Admin-Fin)" within 7 days of the advertisement.
- Applications must be submitted in the prescribed format available on the Savitribai Phule Pune University website: <https://www.unipune.ac.in>
- Applications will be screened, and only shortlisted candidates will be invited for an interview via email.
- No separate interview call letter or TA/DA will be provided.
- Selected candidates must join within one week of receiving the offer letter.
- For additional details, visit <http://sciencepark.unipune.ac.in>.

  
(Anjali Kshirsagar)  
Co-ordinator

  
Registrar  
Savitribai Phule Pune University  
Registrar  
Savitribai Phule Pune University

**Application Format:**

**Application for Project Assistant (Admin-Fin)**



|    |                            |                       |
|----|----------------------------|-----------------------|
| 1  | Full Name                  |                       |
| 2  | Date of Birth              |                       |
| 3  | Sex                        | Male/Female           |
| 4  | Marital Status             |                       |
| 5  | Nationality                |                       |
| 6  | Category                   | SC/DT-A/OBC/SEBC/OPEN |
| 7  | Address for Correspondence |                       |
| 8  | Mobile Number              |                       |
| 9  | Email Address              |                       |
| 10 | Academic Record            |                       |

|    |                                               |        |
|----|-----------------------------------------------|--------|
| 11 | Please Attach the list of Achievements if any |        |
| 12 | Relevant Work Experience If any               |        |
| 13 | Whether currently employed                    | Yes/No |

**Declaration**

I hereby declare that I have carefully read and understood the instructions and particulars on this application and that all entries in this form as well as in the attached sheets are true to the best of my knowledge and belief.

Date:

Place:

Signature