

I-HUB QUANTUM TECHNOLOGY FOUNDATION

IISER Pune, Dr. Homi Bhabha Road, Ward No. 8, Pashan, Pune - 411008

ADVT NO: 44/2021

(APPLY ON OR BEFORE WEDNESDAY, AUGUST 18, 2021)

I-HUB Quantum Technology Foundation (I-HUB QTF) is a Section 8 company, established with an objective to set up a Technology Innovation Hub (TIH) in the Technology vertical 'Quantum Technologies (QT)' under National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) funded by Dept. of Science & Technology (DST). I-HUB QTF is hosted at IISER Pune Campus.

Online applications are invited from Indian nationals having excellent academic record and relevant work experience for the following positions purely on temporary and contractual basis:

Post - 1	Accounts Assistant
No. of posts	01 (One)
Minimum educational Qualification	Bachelor's degree in Commerce with minimum 55% marks / equivalent grade from a recognized University
Experience	Minimum 1 year of experience in handling day-to-day financial transactions / activities of the Accounts department, hands on experience in using tally package, MS-Office.
Preference	Candidates with good communication, fluent in English and inter-personal skills may be preferred.
Tenure of the appointment	Initially for a period of one year, extendable for further period subject to satisfactory performance of the incumbent and need for services.
Consolidated emoluments	Rs. 34,200/- per month
Age	Not more than 35 years as on last date for submitting online application

Post - 2	Admin Assistant
Number of posts	2 (Two)
Minimum educational Qualification	Bachelor's degree in any discipline with minimum 55% marks / equivalent grade from a recognized University
Experience	Minimum 1 year of experience in handling administrative responsibilities such as dealing with personnel matters, facilitating administrative correspondence, record keeping, handling purchase and stores related matters, liaising with various authorities etc.
Preference	Candidates having good communication, fluent in English and inter-personal skills; knowledge of computerized work environment,

Post - 2	Admin Assistant
	hands on experience in using MS-Office is preferred.
Tenure of the appointment	Initially for a period of one year, extendable for further period subject to satisfactory performance of the incumbent and need for services.
Consolidated emoluments	Rs. 29,800/- per month
Age	Not more than 35 years as on last date for submitting online application

Post - 3	Secretary
No. of posts	01 (One)
Minimum educational qualification	Bachelor's degree in any discipline with minimum 55% marks / equivalent grade from a recognized University
Experience	Minimum 5 years' of experience in providing secretarial assistance to the higher authorities, record keeping, correspondence (Letter writing, emails etc.)
Preference	Candidates who worked as Secretary in Govt. Organizations and familiar with MS-Office Suite, online meeting platforms; certification in short-hand with fluency in English may be preferred.
Tenure of the appointment	Initially for a period of one year, extendable for further period subject to satisfactory performance of the incumbent and need for services.
Consolidated emoluments	Rs. 41,400/- per month
Age	Not more than 45 years as on last date for submitting online application

Post - 4	Communications Manager
Number of posts	01 (One)
Minimum educational Qualifications	M. Sc. in Physics OR Post Graduate Degree in Mass Communication / Journalism
Experience	Minimum 1 years' experience in Science Communication / Science Content Design / Science Outreach / Public Engagement / writing popular science articles, blogs / promotion of science and scientific services.
Preference	Candidates with proven experience in dissemination of scientific information in various channels of media may be preferred.
Tenure of the appointment	Initially for a period of one year, extendable for further period subject to satisfactory performance of the incumbent and need for services.

Post - 4	Communications Manager
Consolidated emoluments	Rs. 41,400/- per month
Age	Not more than 40 years as on last date for submitting online application

General Information / details about the posts

1. Appointments are purely temporary and will terminate automatically without any notice or compensation.
2. The appointed person shall have no claim of appointment / absorption in I-HUB QTF / Funding Agency.
3. The appointment of the applicant will be governed by the terms and conditions of the I-HUB QTF.
4. The qualification prescribed should have been obtained from recognized Universities / Institutions.
5. The prescribed educational qualifications & experience are the bare minimum and mere possession of same does not entitle candidates to be considered for the selection process. Where number of applications received in response to this advertisement is large, it may not be convenient or possible to carry out the selection process for all the candidates. Based on the recommendations of the Screening Committee, the number of candidates to be called for the selection process may be restricted to a reasonable limit after taking into consideration qualification/s and experience/s over and above the minimum prescribed in the advertisement. Therefore, it will be in the interest of the candidates, to mention all the qualifications and experience in the relevant field at the time of applying.
6. Age relaxation commensurate with experience of the applicant may be considered for deserving candidates with the prior approval of the competent authority.
7. Relaxation in requirement of qualification and/or experience may be considered in case of exceptionally meritorious applicants with the prior approval of the competent authority.
8. No TA/DA will be admissible for appearing for the interview.
9. No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
10. Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.

HOW TO APPLY:

Please read following instructions carefully before submitting an online application.

Candidates not having required qualification &/ or experience need not apply.

Last date for submitting online applications is **August 18, 2021**. Applicants need NOT send a hard copy of the application at this stage.

Candidates fulfilling the eligibility criteria may apply online in the prescribed application form by clicking on the "[Apply Online](#)" link available below this advertisement. Please keep personal details, qualification details, details of references, experience details, other relevant details, soft copy of the passport size photograph (Less than 1 MB) with you and printer attached to your desktop before starting the online application.

In case, the name of the degree that you possess is not listed in the drop down option, please select "other" and then enter the Name of the Degree in the appropriate field.

In case the applicant has completed degree/s, course/s through Distance learning / Correspondence / Part – Time method from the recognized Board / University / Institution:

- Please mention in the Specialization field if the particular degree / course has been done through Distance / Correspondence / Part-time as the case may be and then enter specialization i.e. Commerce in the same field.

Final result declared with CGPA / GPA to be converted in % as per the formula given by the respective University / Institute / Board and to be entered in the respective field.

While entering details of employments, write full name of the Organization and complete designation. Do not use abbreviations.

Information not covered in the given fields may be entered in brief in the field at Sr. 12 “Any other relevant Information”.

After you complete the application, click on the “**Preview**” button. Please see the print preview from browser option and adjust page margins if printable area is not covered.

Go to the end of the preview page, click in the box provided for declaration. **Before submitting the application, click on the “Print” button to take printout of the filled application. Please keep one copy for your record.**

Once you submit the application, you will not be able to retrieve the application for printing / editing / reference. After successful submission of online application, candidates shall receive an auto-generated acknowledgement on the email mentioned by the candidate in an online application. Candidates who have submitted “Online application” only shall be considered for the selection process.

Shortlisted candidates only will be informed by Email. Therefore, please mention active email ID and mobile number in the online application form.

FOR UPDATES, INSTITUTE WEBSITE MAY PLEASE BE SEEN REGULARLY.

Certificates in support of age, mark sheets and certificates of educational qualification, experience certificate/s having required details as mentioned in the application form will be collected and verified at an appropriate stage.

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