

दिनांक / Date: 25.08.2026

विज्ञापन सं. / ADVERTISEMENT NO.: 73/2026

[01.09.2026 एवं 03.09.2026 को वॉक-इन इंटरव्यू / Walk-in interviews on 01.09.2026 & 03.09.2026]

[अस्थायी एवं संविदात्मक आधार पर / Temporary and Contractual Basis]

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान (आईआईएसईआर) पुणे बुनियादी विज्ञान में अनुसंधान और शिक्षण के लिए समर्पित प्रमुख संस्थान है। यह मानव संसाधन विकास मंत्रालय (अगस्त 2020 में नाम बदलकर शिक्षा मंत्रालय कर दिया गया) द्वारा वर्ष 2006 में स्थापित किया गया। वर्ष 2012 में, आईआईएसईआर पुणे को संसद के अधिनियम द्वारा राष्ट्रीय महत्व के संस्थान के रूप में घोषित किया गया।

The Indian Institute of Science Education and Research (IISER) Pune is a premier institute dedicated to research and teaching in the basic sciences. It was established in 2006 by the Ministry of Human Resource Development (renamed Ministry of Education in August 2020). In 2012, IISER Pune was declared as an Institute of National Importance by an Act of Parliament.

संस्थान में आयोजित निजी एजेंसी द्वारा वित्त पोषित परियोजना के तहत वॉक-इन इंटरव्यू में निम्नलिखित विज्ञापित मानदंडों को पूरा करने वाले उम्मीदवार भाग ले सकते हैं जो हैं:

Indian Nationals fulfilling following advertised criteria may attend Walk-in Interviews for the following positions which are under the project funded by Private Agency:

[01.09.2026 को वॉक-इन इंटरव्यू / Walk-in interviews on 01.09.2026]

पदनाम / Name of the Post	वरिष्ठ प्रशासनिक सहायक / Senior Administrative Assistant
पदों की संख्या / No. of posts	01 (one)
न्यूनतम शैक्षिक अर्हता / Minimum Educational Qualification	Bachelor's degree in Administration or Commerce or Management with a minimum of 50% marks or equivalent grade.
अनुभव / Experience	Minimum 5 years' of relevant experience as mentioned under 'Job requirements'
प्राथमिकता / Preference	Candidates having experience/s in Administration and / or Purchase matters in Government Organizations / Institutes and Managing Official Correspondence will be preferred.
कार्य अपेक्षाएं / Job requirements	Incumbent is expected to do the following: 1. Obtaining budget approvals for training programmes, workshops and related outreach activities, and processing honorarium payments and settlement of bills for resource persons and trainers.

	2. Preparation of outreach workshop expenditure budgets, test reports, GeM reports, and related documentation following the finalization of quotations and purchase/service orders. 3. Raising purchase indents and coordinating the timely settlement of bills related to procurement, services, and programme activities. 4. Processing and coordination of indigenous payments to suppliers and service providers. 5. Coordination and facilitation of purchase- and accounts-related meetings, including tender openings, procurement-related matters, and requirement assessment. 6. Managing hospitality arrangements for workshop resource persons and participants, including accommodation, food, and other related requirements. 7. Coordination and support for audit-related activities associated with CSR projects. 8. Ensuring smooth coordination and execution of all administrative and logistical requirements related to outreach training programmes, including scheduling, venue arrangements, participant coordination, resource management, and other on-ground requirements. 9. Any other administrative work as assigned by Project Investigator <i>Note: While the job headquarters will be in Pune, travelling to different urban and rural areas across the country will be necessary.</i>
नियुक्ति का कार्यकाल / Tenure of the appointment	Initially for a period of 1 year extendable for a further period subject to satisfactory performance of the incumbent and continuation of the project.
समेकित परिलब्धियां प्रति माह /Consolidated emoluments per month	Rs. 40,000/- to Rs. 50,000/- based on experience/s.
वॉक-इन इंटरव्यू की तिथि के अनुसार आवेदक की आयु / Age of applicant as on date of walk-in interview	Not more than 45 years Age relaxation commensurate with educational qualification/s and / or experience/s of the applicant may be considered for applicant/s having qualification and experience higher than the advertised with the prior approval of the competent authority.
पदनाम / Name of the Post	बहु-कौशल सहायक (लेखा) / Multi- Skilled Assistant (Accounts)
पदों की संख्या / No. of posts	01 (One)
न्यूनतम शैक्षिक अर्हता / Minimum educational Qualification	Bachelor's degree in Administration or Commerce or Management with a minimum of 50% marks or equivalent grade.

अनुभव / Experience	Minimum 1 years of relevant experience in office environment as mentioned in 'Job requirements' Note: Relaxation in experience criteria may be considered, if a suitable number of applications are not received as per the advertised criteria.
प्राथमिकता / Preference	Candidates having the following will be preferred: 1. Qualified Inter / Equivalent in CA / CMA / CS 2. Willingness to adapt and work in a time-bound environment. 3. Well versed in IT skills, MS Office, and Tally & capable of working on in-house accounting software. 4. Knowledge of Administration and/or Purchase matters in Government Organisations / Institutes and Managing Official Correspondence. 5. Knowledge of PFMS (Public Financial Management System) and Government e-Procurement systems. 6. Familiarity with General Financial Rules (GFR) and other government accounting norms. 7. Good communication in (written and oral) English, Hindi and Marathi. 8. Initiative skills and effective interpersonal communication.
कार्य अपेक्षाएं / Job requirements	Incumbent is expected to do the following: • Assisting in Day-to-day Accounting work, Statement of Expenditure (SoE), Utilization Certificate (UC) of various funding agencies. • Assisting in scrutinizing and processing bills / invoices and proper maintenance of records. • Assisting with coordination with the outreach department. • Coordination with the outreach team for other requirements. • Maintain reports, spreadsheets and related documents. • Maintaining filing structure, save and retrieve important documents and information in collaboration with the team. • Use in-house accounting and purchase software. e.g. Tally, ERP. • Work on accounting, auditing, etc. and assist in preparing financial documents dispatched to funding agency

	- Handle and maintain all records related to finance, purchase, and administration. - Do any other administration work as assign by the reporting authority <i>Note: While the job headquarters will be in Pune, travelling to different urban and rural areas across the country will be necessary.</i>
नियुक्ति का कार्यकाल / Tenure of the appointment	Initially for a period of 1 year extendable for a further period subject to satisfactory performance of the incumbent and continuation of the project.
समेकित परिलब्धियां प्रति माह / Consolidated emoluments per month	Rs. 35,000/- to Rs. 40,000/- based on experience/s
वॉक-इन इंटरव्यू की तिथि के अनुसार आवेदक की आयु / Age of applicant as on date of walk-in interview	Not more than 35 years Age relaxation commensurate with educational qualification/s and / or experience/s of the applicant may be considered for applicant/s having qualification and experience higher than the advertised with the prior approval of the competent authority.

वॉक-इन इंटरव्यू का विवरण / Details of Walk-in Interviews

वॉक-इन इंटरव्यू का दिन, तारीख **Tuesday. 01.09.2026**

एवं रिपोर्टिंग समय / Day Date 09.30 AM

& Reporting Time of walk-in interview

Candidates reporting after 10.00 AM will not be considered for the selection process.

स्थान / Venue

Guest House, IISER Pune Campus.

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[03.09.2026 को वॉक-इन इंटरव्यू / Walk-in interviews on 03.09.2026]

पद नाम / Name of the Post	प्रशासनिक सहायक / Administrative Assistant
पद की संख्या / No. of post	01 (One)
न्यूनतम शैक्षिक अर्हता / Minimum educational Qualification	Bachelor's degree in Administration or Commerce or Management with a minimum of 50% marks or equivalent grade.
अनुभव / Experience	Minimum 1 year of relevant experience as mentioned under 'Job requirements'
प्राथमिकता / Preference	Candidates having following will be preferred: 1. Experience in Day to day office work and financial transactions. 2. Well versed in IT skills, MS-Office, Accounting software etc.

	3. Administration and/or Purchase matters in Government Organizations / Institutes and Managing Official Correspondence. 4. Accomplished with social media, data analysis, technical writing and project management. 5. Experience in drafting official letters and other communication.
कार्य अपेक्षाएं / Job requirements	Incumbent is expected to do following: • Maintain reports, spreadsheets and list & contacts of participants, workshop materials, bills, purchase procedure documents and related activities • Assisting in maintaining filing structure, saving and retrieving important documents and information. • Handle and maintain all records related to finance, purchase, and administration and coordinating with various educational institutions, schools and other authorities, etc. • Maintain equipment logs, manage inventories, and maintain record of workshop activities. • Any other administrative work as assigned by Project Investigator. <i>Note: While the job headquarters will be in Pune, travelling to different urban and rural areas across the country will be necessary.</i>
नियुक्ति का कार्यकाल / Tenure of the appointment	Initially for a period of one year extendable for further period subject to satisfactory performance of the incumbent and continuation of the project.
समेकित परिलब्धियां प्रति माह / Consolidated emoluments per month	Rs. 30,000/- to Rs. 35,000/- based on experience/s
वॉक-इन इंटरव्यू की तिथि के अनुसार आवेदक की आयु / Age of applicant as on date of walk-in interview	Not more than 35 years Age relaxation commensurate with educational qualification/s and / or experience/s of the applicant may be considered for applicant/s having qualification and experience higher than the advertised with the prior approval of the competent authority.

वॉक-इन इंटरव्यू का विवरण / Details of Walk-in Interviews

वॉक-इन इंटरव्यू का दिन, तारीख **Thursday, September 03, 2026**

एवं रिपोर्टिंग समय / Day Date **09.30 AM**

& Reporting Time of walk-in
interview

Candidates reporting after 10.00 AM will not be considered for the selection process.

स्थान / Venue

Guest House, IISER Pune Campus.

किसी भी प्रश्न के लिए कृपया निम्नलिखित ईमेल पते पर लिखें / For any queries please write to following email address: scienceactivitycentre@iiserpune.ac.in या कॉल करें / Call on (020) 2590 8079.

वॉक-इन इंटरव्यू के समय, आवेदकों को निम्नलिखित लाना होगा:

1. विधिवत भरा हुआ निर्धारित आवेदन पत्र। आवेदन पत्र डाउनलोड करने के लिए विज्ञापन लिंक के नीचे उपलब्ध '**Apply Now**' लिंक पर क्लिक करें।
2. सभी मूल और स्व-सत्यापित फोटो प्रतियों का एक सेट:
 - I. जन्म तिथि के संबंध में प्रमाण पत्र
 - II. शैक्षिक योग्यता के संबंध में अंक पत्र और प्रमाण पत्र (10 वीं से शुरू)
 - III. आवेदन पत्र में उल्लिखित अनुभव के संबंध में सभी प्रमाण पत्र
 - IV. एक फोटो पहचान प्रमाण (सरकार द्वारा जारी)
3. एक हालिया पासपोर्ट आकार का रंगीन फोटोग्राफ।

At the time of Walk-in interview, applicants need to bring following:

1. Duly filled prescribed application form. To download the application form, click on '**Apply Now**' Link available below advertisement link.
2. All the originals and one set of self-attested photocopies of:
 - I. Certificate regarding date of birth
 - II. Mark sheets and certificates (starting from 10th onward) regarding educational qualification
 - III. All Certificate/s regarding experience/s as mentioned in the application form
 - IV. One Photo Identity proof (Government issued)
3. One recent passport-size color photograph.

पद के बारे में सामान्य जानकारी / विवरण **General Information / details about the post**

1. नियुक्ति अस्थायी है और परियोजना की समाप्ति पर बिना किसी सूचना या मुआवजे के स्वतः समाप्त हो जाएगी।
The appointment is purely temporary and will terminate automatically without any notice or compensation on termination of the project.
2. नियुक्त व्यक्ति का निधीयन संस्था एवं आईआईएसईआर पुणे में नियुक्ति / अवशोषण का कोई दावा नहीं होगा।
The appointed person shall have no claim of appointment / absorption in Funding Agency or in IISER Pune.
3. आवेदक की नियुक्ति विशेष रूप से उक्त परियोजना के लिए लागू निधीयन संस्था के नियमों और शर्तों द्वारा शासित होगी।
The appointment of the applicant will be governed by the terms and conditions of the funding agency particularly applicable to the said project.
4. ऊपरी आयु सीमा, शैक्षिक अर्हता या अनुभव निर्धारित करने की तिथि आवेदन जमा करने की अंतिम तिथि होगी।

The prescribed date for determining the upper age limit, educational qualifications or experience shall be the last date for submitting applications.

5. निर्धारित शैक्षिक अर्हता मान्यता प्राप्त विश्वविद्यालयों / संस्थानों से प्राप्त होनी चाहिए।

The prescribed educational qualification should have been obtained from recognized Universities / Institutions.

6. निर्धारित शैक्षणिक अर्हताएँ / अनुभव आदि न्यूनतम हैं और उनके मात्र होने से उम्मीदवार साक्षात्कार के लिए बुलाए जाने को हकदार नहीं होते। यदि विज्ञापन के जवाब में प्राप्त आवेदनों की संख्या अधिक होगी, तो सभी उम्मीदवारों का साक्षात्कार करना सुविधाजनक या संभव नहीं होगा। परियोजना अन्वेषक, जांच समिति की सिफारिश के आधार पर विज्ञापन में निर्धारित न्यूनतम शैक्षिक अर्हता / अनुभव को ध्यान में रखते हुए साक्षात्कार के लिए उम्मीदवारों की संख्या को एक उचित सीमा तक सीमित कर सकता है। अतः आवेदकों के हित में होगा कि वे आवेदन करते समय संबंधित क्षेत्र में सभी शैक्षिक अर्हताएँ एवं अनुभव का उल्लेख करें।

The prescribed educational qualification/s are the bare minimum and mere possession of same does not entitle candidates to be called for interview. Where number of applications received in response to this advertisement is large, it may not be convenient or possible to interview all the candidates. Based on the recommendations of the Screening Committee, the Project Investigator may restrict the number of candidates to be called for the interview to a reasonable limit after taking into consideration minimum educational qualifications and experience over and above the minimum prescribed in the advertisement. Therefore, it will be in the interest of the applicants, to mention all the educational qualifications and experience in the relevant field at the time of applying.

7. चयन प्रक्रिया के दौरान आवश्यकता के आधार पर पदों की संख्या भिन्न हो सकती है।

Number of posts may vary depending upon the requirements during the selection process.

8. सक्षम प्राधिकारी के पूर्व अनुमोदन से प्राप्त आवेदनों के समूह के आधार पर अनुभव की आवश्यकता में छूट दी जा सकती है।

The experience requirement may be relaxed based on the cohort of applications received, with the prior approval of the competent authority.

9. आवेदक के शैक्षिक अर्हता और / या अनुभव के अनुरूप आयु में छूट पर सक्षम प्राधिकारी के पूर्व अनुमोदन के साथ विज्ञापित अर्हता और अनुभव से अधिक योग्यता रखने वाले उम्मीदवारों के लिए विचार किया जा सकता है।

Age relaxation commensurate with educational qualification/s and / or experience/s of the applicant may be considered for candidates having qualification and experience higher than the advertised with the prior approval of the competent authority.

10. यदि कोई चयनित उम्मीदवार पदभार ग्रहण नहीं करता है या पदभार ग्रहण करने के बाद इस्तीफा देता है, तो प्रतीक्षा सूची वाले उम्मीदवारों को पद पर नियुक्त किया जा सकता है।

In case, a selected candidate does not join or resigns after joining the post, waitlisted candidate/s may be offered the position.

11. साक्षात्कार के लिए उपस्थित होने के लिए कोई टीए/डीए स्वीकार्य नहीं होगा।

No TA/DA will be admissible for appearing for the interview.

12. किसी भी प्रकार की अंतरिम पूछताछ / पत्राचार / संचार पर इस मामले में विचार नहीं किया जाएगा।

No interim enquiries / correspondence / communication of any sort will be entertained on the matter.

13. आवेदित पद के लिए राजनीतिक, या अन्यथा किसी भी रूप में प्रभाव, अयोग्यता के रूप में माना जाएगा।

Bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.

अद्यतन जानकारी के लिए संस्थान की वेबसाइट को नियमित रूप से देखें।

For updates, Institute website may please be seen regularly.

कुलसचिव / Registrar