

Date: July 08, 2020

ADVT. NO.: 26/2020

CANDIDATES SHORTLISTED FOR INTERVIEW FOR THE POSITION OF
“OFFICE ASSISTANT” [TEMPORARY AND CONTRACTUAL]
(Incumbent shall be appointed through Institute’s empaneled Manpower Agency)

ON FRIDAY, JULY 17, 2020

INTERVIEWS SHALL BE CONDUCTED OVER VIDEO CALL

Candidates having relevant experience (which includes Tally and or / ERP software) of minimum 3 years only have been shortlisted for the interview over Video Call.

Accordingly, following candidates have been provisionally shortlisted assuming that they have Bachelors’ / Masters’ degree in Commerce with minimum 55% marks / equivalent grade, possess relevant experience as mentioned above and fulfill other advertised criteria.

Sr.	Name of the candidates	Tentative time of interview over Video call
1	Parul Mehta	10.00 AM
2	Rahul Dattatraya Pawar	10.15 AM
3	Rahul Pandurang Kesarkar	10.30 AM
4	Reshma Sachin Bhujbal	10.45 AM
5	Sushant Diliprao Lukke	11.00 AM
6	Suvarna Laxman Gabhale	11.15 AM
7	Umesh Ramesh Deorukhkar	11.30 AM
8	Vijay Rajendra Patil	11.45 AM

GENERAL INFORMATION AND INSTRUCTIONS FOR CANDIDATES

Details for Video Call and other instructions are being sent on the email ID given by the candidates in the application form.

Candidates are advised to send scanned copies (PDF format) of following documents and confirm attendance for interview [through video call] by sending an email on recruitment@iiserpune.ac.in on or before July 12, 2020 by 05.30 PM failing which it will be presumed that you are not interested :

1. Certificate regarding date of birth (Birth certificate / 10th certificate having DoB)
2. Mark sheets having final result & percentage of B. Com / M.Com, Tally certificate and any other relevant qualification as mentioned in the application.
3. Certificate regarding experience/s as mentioned in the application.

4. One Photo Identity proof

Mere appearance for the interview [through video call] shall not entitle applicant to continue in the selection process. Physical verification of documents shall be done at an appropriate stage.

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