

## Administrative Assistants (PKC Project)

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**Pay Scale / Remuneration:** Up to Rs. 30,000/- per month consolidated, depending on experience.

**No. of Post(s):** 03 (Three)

**Age Limit:** 35 years (Relaxation as per Govt. of India norms)

### **General Statement and Description:**

The Government of India, through the office of its Principal Scientific Adviser (PSA), has sanctioned the **Pune Knowledge Cluster (PKC)** with the goal of connecting organisations with high-level of expertise in diverse domains of Science and Technology, Innovation and Entrepreneurship, in and around Pune. These include universities and colleges, research laboratories, R&D establishments at the National and State level and leading industries that are situated in Pune.

The initial short- and long-term projects of the PKC for Pune City that are to be developed and executed are grouped under the following verticals:

- **Education and Skills Development:** Capacity building and skill development of students and young professionals and, thereby, improving their employability.
- **Environment:** (i) Study and improve the tree coverage in Pune and (ii) Sustainable water management.
- **Sustainable Mobility:** (i) Study and model last mile connectivity by E-transport, (ii) Pilot study to connect electric vehicles to grid/home and (iii) Integrated electric multi-modal transport.
- **Health:** Develop comprehensive and dynamic epidemiological database for the present and the future.

The above projects are illustrative and other projects and verticals will be identified over a period of time. All projects will be jointly developed and executed by educational and research institutions, R&D laboratories, industry and citizen groups.

Further information can be found at [About PKC](#).

### **Qualification & Experience:**

Bachelor's degree with at least 5 years of experience in administration and office logistics related matters.

Prior experience of logistics of organizing large meetings (both physical and online), documentation/record keeping etc. Experience with the use of office automation and related software. Knowledge of finance and accounts.

### **Job Description:**

Assisting all members and staff of PKC in their project-related work, general administration, accounts, meeting logistics etc.

**Period of Contract:** Initially for a year (annually reviewed and renewable upto maximum of three years depending on performance). The contract can be terminated by either party with a notice of one month.

**Last date of application:** October 25, 2020