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SANSKRIT DICTIONARY PROJECT
Deccan College
Post Graduate and Research Institute
Pune-6
(Deemed University)

Advertisement
(SKT/2017/1)

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Applications are invited on plain paper from eligible candidates for the following contract basis posts in the Sanskrit Dictionary Project, Deccan College, Pune – 411 006.

A. Essential and Minimum Qualifications of the Post :
1. Accountant : One Post (Rs. 15000/- P.M., One year) (Open Category)
Essential : M.Com. from any recognized University, Computer knowledge in Tally and MS-CIT. Knowledge of preparation of annual statistical returns, monthly bank reconciliation statements, Utilization Certificates etc. Knowledge of writing various Accounts, Ledgers, Cashbook etc.
Desirable : Experience of minimum one year up to finalization of yearly accounts in any Educational Institution.
Age Limit : up to 35 years

2. Clerk : One Post (Rs. 12000/- P.M., One year) (Open Category)
Essential : Graduation from any recognized University, MS-CIT, English Typing 40 w.p.m. and Marathi Typing 30 w.p.m. Knowledge of writing various Accounts, Ledgers, Cashbook etc.
Desirable : Experience of minimum one year as Clerk in any Educational Institution.
Age Limit : up to 35 years

3. Peon : One Post (Rs. 10000/- P.M., One year) (Open Category)
Essential : 8th Std. Pass. Knowledge of routine office work.
Desirable : Experience of minimum two years as Peon in any Educational Institution.
Age Limit : up to 35 years

Candidates fulfilling the above qualifications and age shall apply on plain paper enclosing copies of their bio-data along with attested copies of necessary documents to the undersigned within 10 days from the date this advertisement.

The right to fill or not to fill the post(s) is reserved with the Project authorities and the decision of the Project authorities will be final and binding on all concerned.

The last date for receiving application in the office of the undersigned is up to 10/07/2017.

Date : 30/06/2017

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Secretary (A)
Sanskrit Dictionary Project

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