

# I-HUB QUANTUM TECHNOLOGY FOUNDATION

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

## ADVT NO: 03/2024

I-HUB Quantum Technology Foundation (I-HUB QTF) is a Section 8 company established with the objective of setting 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.

The following positions are purely on a temporary and contractual basis:

<b>Post - 1</b>	<b>Accounts Assistant</b>
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 one year of experience in handling day-to-day financial transactions/activities of the Accounts department, hands-on experience in using the tally package, MS Office. Statutory compliance. Handle and maintain all records related to finance, purchase, administration, and Liaisoning with various authorities, etc
Preference	Candidates who have cleared ICAI/ICMAI/CS Inter, MBA Finance, M.Com.
Tenure of the appointment	Initially for a period of one year, extendable for a further period subject to satisfactory performance of the incumbent and need for services.
Consolidated emoluments	Rs. 32,400/- per month
Age	Not more than 40 years as of 16.05.2024

<b>Post - 2</b>	<b>Purchase Assistant</b>
Number of posts	1 (One)
Minimum educational Qualification	Bachelor's degree in any discipline with a minimum 55% marks / equivalent grade from a recognized University
Experience	Minimum <b>one</b> year of experience in handling, record keeping, handling purchase and store-related matters, liaising with various authorities, etc.

<b>Post - 2</b>	<b>Purchase Assistant</b>
Preference	Candidates working in government institutes have good communication and knowledge of GFR-2017, CPPP, and GeM.
Tenure of the appointment	Initially for a period of one year, extendable for a further period subject to satisfactory performance of the incumbent and need for services.
Consolidated emoluments	Rs. 32,400/- per month
Age	Not more than 40 years as of 16.05.2024

Day Date & Reporting Time of walk-in interview	Thursday 16.05.2024 The candidate should report before 10:00 AM
Venue	I-Hub QTF, Main Building, First floor, IISER Pune, Dr. Homi Bhabha Road, Pune 411008

At the time of walk-in interviews, applicants need to bring the following:

1. Self-attested photocopies of certificates in support of educational qualification, experience, and date of birth.
2. Original certificates (educational qualification, experience, date of birth, etc.) for the purpose of verification.

**General Information/details about the posts**

3. Appointments are purely temporary and will terminate automatically without any notice or compensation.
4. The appointed person shall have no claim of appointment/absorption in I-HUB QTF / Funding Agency.
5. The appointment of the applicant will be governed by the terms and conditions of the IHUB QTF.
6. The qualification prescribed should have been obtained from recognized Universities / Institutions.
7. 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.
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.

*Approved*  
*[Signature]*