



पुन्याश्लोक अहिल्यादेवी होळकार
सोलापूर विद्यापीठ
॥ विद्याया मृतमश्नुते ॥

Punyashlok Ahilyadevi Holkar Solapur University, Solapur
Solapur-Pune National Highway, KegaonSolapur-413255
Website- <https://www.sus.ac.in>
Email- registrar@sus.ac.in Tel: (0217) 2744770/2744771



Recruitment Advertisement

Applications are invited for BIRAC E-YUVA Centre, School of Life Sciences for the following posts;

1. **Coordinator (01)**
2. **Project Assistant (01)**
3. **Office Assistant (01)**

Applicant shall be dynamic and self- motivated person possessing relevant experience in Innovations, Research & Development in Life/Chemical/Physical Sciences, For more details visit: <http://www.sus.ac.in/> and interested candidate can submit application on or before 24th August 2024 in a prescribed format as stated in advertisement to **Prof. Vikas B. Patil**, Principal Investigator, BIRAC, E-YUVA Centre & Director, School of Life Sciences, Punyashlok Ahilyadevi Holkar Solapur University, Solapur-413255.

Advt. No. PAHSUS/SLS/2024/220
Date : 09/08/2024

Sd/-
Yogini Ghare
Registrar



Punyashlok Ahilyadevi Holkar Solapur University, Solapur

Website-<https://www.sus.ac.in/>, Email- vbpatil@sus.ac.in Tel 021744771

ADVT NO. "BIRAC E-YUVA/01/2024"

Applications in the prescribed format are invited from the eligible candidates for the following Posts to be filled in the BIRAC E-YUVA Centre, Punyashlok Ahilyadevi Holkar Solapur University, Solapur. **These appointments will be purely on the temporary basis for a period of three years. The candidates appointed will not be entitled to claim the regular appointment.**

Sr No	Name of the Post
1.	Coordinator
2.	Project Assistant
3.	Office Assistant

Application should include detailed CV of the candidate as per the format provided (See Appendix-1)

Note that Punyashlok Ahilyadevi Holkar Solapur University, Solapur 413 255 (M.S.) reserves right to fill up or to modify or alter or cancel the advertisement at any stage.

The candidate needs to download the application format and send its scanned copy and detailed CV to the email < vbpatil@sus.ac.in > and submit its 02 hard copies with relevant certificates (academic/work experience) by post/ courier to the postal address, **"Prof. Vikas B. Patil, Principal Investigator, BIRAC E-YUVA Centre, School of Life Sciences , Punyashlok Ahilyadevi Holkar Solapur University, Solapur, 413 255 (M.S.)"**.

Mention the advertisement number as "BIRAC E-YUVA/01/2024 and Application for the post of-----" on the envelope.

The last date for submission of duly completed application in the prescribed format along with detail CV and relevant certificates (academic/work experience) is on or before 24.08.2024.

Date:
09.08.2024

Sd/-
Registrar

1. Coordinator



Job Profile

- The Project Coordinator is to be appointed under the aegis of BIRAC E-YUVA Centre, Punyashlok Ahilyadevi Holkar Solapur University and will work under Prof. Vikas B. Patil, Principal Investigator, BIRAC EYUVA Centre, Punyashlok Ahilyadevi Holkar Solapur University, Solapur.
- The Project Coordinator is required to be self-motivated and shall handle all day to day functioning of the BIRAC E-YUVA Center especially related to the Innovations, Research and Development, provide mentorship and holding domain expertise, Provide platform/ opportunities for interaction with experts etc.
- Organizing periodic meetings, Monitor the target mile stones, Entrepreneurship and IP Management activities, mobilizing resources and business development related activities etc.
- The Project Coordinator will be reporting to the Principal Investigator-BIRAC E-YUVA Centre, PAH University, Solapur who shall play a crucial role



Essential qualification, experience, and age:

- The candidate should have doctoral degree from Life/ Chemical/Physical Sciences discipline from accredited and nationally reputed institute/university.
- 10 years of total experience in Innovation, Research & Development.
- Preferable age of the candidate is upto 40 years.
- Qualification and age mentioned here can be relaxed based on the experience of the candidate.

➤ Desirable Experience

Candidate with outstanding experience of handling /Coordinating Research & Development project will be given preference.

Skills:

- Strong organizational and multitasking skills.
- Excellent written and verbal communication skills.
- Proficiency in project management software (e.g., Microsoft Project, Asana, Trello).
- Ability to work under pressure and meet deadlines.
- Strong problem-solving and decision-making skills.
- Knowledge of budgeting and financial management.

2. Project Assistant



Job Profile

- The Project Assistant is to be appointed under the aegis of BIRAC E-YUVA Centre, Punyashlok Ahilyadevi Holkar Solapur University and will work under Prof. Vikas B. Patil, Principal Investigator, BIRAC E-YUVA Centre Punyashlok Ahilyadevi Holkar Solapur University, Solapur.
- The Project Assistant supports project coordinator and teams by performing various administrative and logistical tasks. This role is essential for ensuring projects run smoothly, stay on schedule, and meet deadlines. The Project Assistant helps with coordination, communication, and documentation throughout the project lifecycle.

- The Project Assistant is required to be self- motivated and shall handle all day-to-day activities related to Research & Development activities of the BIRAC E-YUVA Centre, to be provided to the UG and PG E-YUVA fellows.
- Organizing periodic meetings, Monitor the target mile stones, Entrepreneurship and IP Management activities, mobilizing resources and business development related activities etc.
- Expected to be well suited in conceptualizing, compiling, and putting together papers & presentations, documents, proposals, etc. The Project Assistant Coordinator will be reporting to the Principal Investigator-BIRAC EYUVA Centre, PAH University, Solapur who shall play a crucial role



Essential qualification, experience, and age:

- The candidate should have minimum Master's degree from Life/ Chemical/Physical Sciences discipline from accredited and nationally reputed institute/university.
- The candidate should have experience to work as JRF/SRF on R & D project.
- Preferable age of the candidate is upto 35 years.
- Age mentioned here can be relaxed based on the experience of the candidate.



Desirable Experience

- Candidate with outstanding experience of working in Innovation, Research and Development will be preferred.

Skills

- Strong organizational and multitasking skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Graphic Design.
- Strong attention to detail and accuracy.

3. Office Assistant

Job Profile

- The Office Assistant is to be appointed under the aegis of BIRAC E-YUVA Centre, Punyashlok Ahilyadevi Holkar Solapur University and will work under Prof. Vikas B. Patil, Principal Investigator, BIRAC E-YUVA Centre, Punyashlok Ahilyadevi Holkar Solapur University, Solapur.
- Maintain accurate records of office activities and transactions.
- Assist with preparing reports, presentations, and other documentation.
- Assist with organizing office events and activities.
- Maintain and update filing systems, both electronic and physical.
- The Office Assistant Coordinator will be reporting to the Principal Investigator-BIRAC E-YUVA Centre, PAH University, Solapur who shall play a crucial role

Experience

- Previous experience in an administrative or office support role is preferred but not always required.

Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Graphic design tools.
- Typing speed Marathi-30 and English-40
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Ability to multitask and prioritize tasks effectively.
- Attention to detail and accuracy in performing tasks.

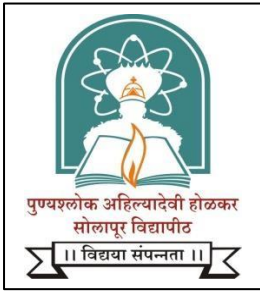
Emoluments:

Manpower for EYC (@ 5 % increase/Yr.)

- 1) Coordinator-1 @ INR 75000.
- 2) Project Assistant -1 @ INR 25000.
- 3) Office Assistant-1 @ INR 15000.

***The services of the staff appointed for BIRAC E-YUVA Centre is purely temporary for the period of 3 Years or the completion of the project whichever is earlier.**

***If the performance of the staff is not satisfactory, the services of the staff will be terminated without intimation.**



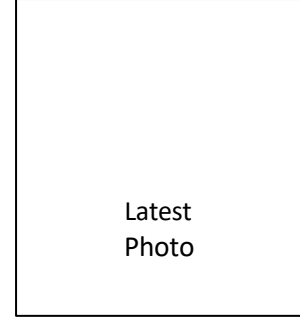
Punyashlok Ahilyadevi Holkar Solapur University, Solapur

Website-<https://www.sus.ac.in/>, Email- registrar@sus.ac.in Tel: 02132017 2744770

Appendix-1

Application Format

To,
Principal Investigator
BIRAC E-YUVA Centre
PAH Solapur University, Solapur 413 255



Subject: Application for the post of _____

Sir,

I, hereby, submitting my application for the post mentioned above, with the following details:

1. Name in Full (in Capital Letters)

Dr./Mr./Ms.

2. Postal Address in Full:

Phone No. with STD code:

Mobile No.

e-mail ID (essential):

3. Date of Birth:

4. Age:

5. Sex:

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6. (a) Nationality:

(b) Languages
known:

7. Educational Qualification

Examination	University/ Board	Month & year of passing	Subjects	% of Marks	Class/Div Grade awarded

8. Experience:

Organization	Position Held	Nature of Appointment	Period of Appointment		
			From	To	Total

9. Research Publications:

10. IPR:

11. Awards & Recognitions:

12. Research and Development Experience:

13. Research Project Completed:

14. Any Other relevant information:

15. List of Documents enclosed:

DECLARATION

- I, hereby, declare that all information submitted in this application and in its accompaniments is true, complete and correct to the best of my knowledge and belief. I accept that in the event of any information being found false, incomplete, or incorrect, my candidature/appointment is liable to be cancelled/ terminated at any stage. I have read carefully all instructions given in advertisement or the website of www.sus.ac.in, Punyashlok Ahilyadevi Holkar Solapur University, Solapur.

Place:

Date:

Name and Signature