



## **Uddyam PAHSUI Foundation, Solapur**

(Section 8 Company)

An incubation Centre of PAH Solapur University, Solapur

Website- <https://incubation.sus.ac.in/>, Email- [diil@sus.ac.in](mailto:diil@sus.ac.in) Tel: 02132017

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### **Recruitment Advertisement**

Uddyam PAHSUI Foundation Solapur is an Incubation Center (Section 8 Company CIN: U80300PN2019NPL187196) hosted by Punyashlok Ahilyadevi Holkar Solapur University, Solapur.

Uddyam PAHSUI Foundation invites the application for the post of

- 1. Assistant Manager-Skill Development & Entrepreneurship (01)**
- 2. Office Assistant. (01)**

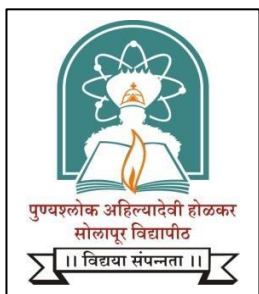
Applicant shall be dynamic and self- motivated person possessing relevant experience in Start-up Ecosystem. For more details visit: <http://incubation.sus.ac.in/> and interested candidate can submit application on or Before 18<sup>th</sup> Sep, 2025 in a prescribed format as stated in advertisement

Date : 03/09/2025

Sd/-

**President**

**Uddyam PAHSUI Foundation**



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(Section 8 Company)

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Website- <https://incubation.sus.ac.in/>, Email- [office.uddyam@sus.ac.in](mailto:office.uddyam@sus.ac.in) Tel: 02132017 2744770

### ADVT NO. "UDDYAM/02/2025"

Applications in the prescribed format are invited from the eligible candidates for the following Post to be filled in the Uddyam PAHSUI Foundation Solapur which is promoted by PAH Solapur University & supported by Maharashtra State Innovation Society. These appointments will be purely on the temporary basis. The candidates appointed will not be entitled to claim the regular appointment.

Sr No	Name of the Post
1	Assistant Manager-Skill Development & Entrepreneurship
2	Office Assistant

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

Note that Uddyam PAHSUI Foundation Solapur 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 < [office.uddyam@sus.ac.in](mailto:office.uddyam@sus.ac.in) > and submit its 02 hard copies with relevant certificates (academic/work experience) by post/ courier to the postal address, "The Director, Innovation, Incubation & Linkages, 1<sup>st</sup> floor, Instrumentation Building, Punyashlok Ahilyadevi Holkar Solapur University, Solapur 413 255 (M.S.)".

Mention the advertisement number as "UDDYAM/02/2025 and Application for the post of -----" on the envelope.

The last date for submission of duly completed application in the prescribed format is to be sent on before 18.09.2025 to the mail [office.uddyam@sus.ac.in](mailto:office.uddyam@sus.ac.in) along with detail CV and relevant certificates (academic/work experience). The last date for receipt of hard copy is 22.09.2025.

Sd/-

President

Uddyam PAHSUI Foundation, Solapur

## **1. Assistant Manager-Skill Development & Entrepreneurship**

### **➤ Job Profile**

- The Assistant Manager-Skill Development & Entrepreneurship is to be appointed under the aegis of Uddyam PAHSUI Foundation and will be the operational and de-facto executive head of Uddyam PAHSUI Foundation, a not-for profit, Section 8 company of Punyashlok Ahilyadevi Holkar Solapur University, Solapur.
- The Assistant Manager-Skill Development & Entrepreneurship is required to be self-motivated and shall handle all day-to-day activities related to the skill development & Entrepreneurship activities of the Uddyam Incubation Center to be provided to the students and incubate.
- Conducting inspirational events and capacity building programs among the stakeholders of the society.
- Expected to be well suited in conceptualizing, compiling, and putting together papers & presentations, documents, proposals, etc. towards skill development and entrepreneurship.
- The Assistant Manager- Skill Development & Entrepreneurship will be reporting to the Director-Innovation, Incubation & Linkages PAH University, Solapur who shall play a crucial role

### **➤ Essential qualification, experience, and age:**

- The candidate should have minimum bachelor's degree from Science / Technology / Commerce / Management discipline from accredited and nationally reputed institute/university.
- Preferable age of the candidate is about 35 years.
- Qualification and age mentioned here can be relaxed based on the experience of the candidate.

### **➤ Desirable**

- About 05 years of total experience out of which about 02 years in the start-up ecosystem (Skilling / Entrepreneurship domain, either as a start-up founder / co-founder / Core team member / key employee of a start-up and / or lead position promoting in a start- up)
- Candidate with outstanding experience of working in skill development/Entrepreneurship domain will be preferred.

## 2. Office Assistant — Uddyam PAHSUI Foundation

### ➤ Job Profile

#### A. **Administrative Support :-**

- a. Manage incoming and outgoing correspondence (emails, letters, phone calls).
- b. Maintain office records, filing systems, and documentation of programs/events.
- c. Handle travel bookings, visitor coordination, and office logistics.
- d. Provide general support to incubated start-ups and staff members.

#### B. **Accounting & Finance**

- a. Maintain day-to-day financial records, cash book, and ledgers.
- b. Handle petty cash, vouchers, and expense reimbursements.
- c. Prepare invoices, receipts, and payment records.
- d. Assist in preparation of budgets, financial statements, and reports.
- e. Ensure compliance with accounting policies, statutory norms, and audits.
- f. Coordinate with external accountants/auditors when required.

#### C. **Program Support**

- a. Maintain database of start-ups, beneficiaries, and stakeholders.
- b. Assist in preparing reports for funding agencies (MSInS, MSME, etc.).
- c. Support in grant utilization records and fund disbursement documentation.
- d. Provide clerical support during events, hackathons, training programs, and workshops.

### ➤ Qualifications & Experience

#### A. Educational Qualification:

- a. Bachelor's degree in Commerce (B. Com).
- b. Tally / GST / Accounting software knowledge preferred.

#### B. Experience:

- a. Minimum 1–2 years of experience in office administration and accounting.
- b. Experience in NGO/Foundation/Incubation Centre will be an added advantage.

#### C. Skills Required:

- a. Knowledge of accounting principles, GST, and financial reporting.
- b. Good communication skills (English, Marathi, Hindi).
- c. Proficiency in MS Office (Word, Excel, PowerPoint).
- d. Ability to multitask and handle responsibilities independently.
- e. Strong organizational and time management skills.

### ➤ Desirable

- a. English / Marathi Typing - 40/30
- b. Operational knowledge of PFMS, GST, and taxation laws

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Website- <https://incubation.sus.ac.in/>, Email- [office.uddyam@sus.ac.in](mailto:office.uddyam@sus.ac.in) Tel: 2017  
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## Appendix-1

### Application Format

To,  
**The Director,**  
Innovation, Incubation & Linkages,  
PAH Solapur University, Solapur 413 255

Latest  
Photo

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)

**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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(b) Languages  
known:

6. (a) Nationality:

7. Educational Qualification

Examination	University/ Board	Month & year of passing	Subjects		Marks		% of Marks	Class/Div Grade awarded
			SPL	Gem				
			Prin	Sub	Obt	Out of		

8. Experience:

Organization/ Startup / Company/ Incubator	Position Held	Nature of Appointment	Period of Appointment		
			From	To	Total

9. Name, Addresses and contact numbers of two persons to whom reference may be made.

10. 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 Uddyam PAHSUI Foundation, Solapur and the host Institution Punyashlok Ahilyadevi Holkar Solapur University, Solapur.

Place:

Date:

Name and signature