**Advertisement**

 Date:6/6/2024

Applications are invited for the following post at Bhaskaracharya Pratishthana, Pune.

**Name of the Post**: **Project Assistant**

Qualifications: Graduate from a recognized institution/university with proficiency in using Excel, Word and PowerPoint.

Candidates with an experience of using the accounting software 'Tally' will be preferred. Good communication skills in spoken as well as written English.

Duty Hours: 11.30 a.m. to 5.30 p.m.

Duration of the Appointment: 11 months from the date of appointment.

Nature of the work: Secretarial and administrative assistance for the programmes and projects undertaken by Bhaskaracharya Pratishthana, Pune.

Salary: Rs. 25,000 per month.

Interested candidates should send their applications giving the following details:

Full Name, Postal Address, Email Id, Mobile Number.

Also attach your resume which includes academic credentials, experience, etc.

Applications should be sent to the email ID: bhaskaraprim@gmail.com on or before Thursday, 20th June, 2024.

Shortlisted candidates will be invited for an interview.

 V. M. Sholapurkar                                             S. A. Katre

Member, Governing Body, Custodian,

Bhaskaracharya Pratishthana                           Bhaskaracharya Pratishthana