



Bioinformatics Centre  
Savitribai Phule Pune University

**ADVERTISEMENT**

Applications are invited for the following positions (purely on a temporary basis) to be filled up at the Bioinformatics Centre, Savitribai Phule Pune University under the projects as listed ahead.

Name of Project	:	Establishment of Bioinformatics and Computational Biology Centre (BIC) for Viral Bioinformatics at SPPU
Name of Position	:	<b>Administrative Assistant</b>
Number of Positions	:	1
Category	:	Open to all (1 position)
Qualifications	:	Graduate Degree in any discipline Preference will be given to candidates with prior experience of providing administrative assistance in academic/research organisations
Upper Age Limit	:	50
Total emoluments	:	Rs. 18,000 P.M. + HRA
Tenure	:	Up to the tenure of the Project (July 2026)

**General Instructions and Information:**

1. Link for online application form: <http://bioinfo.net.in/adv-t-bioinfo-2025.html>
2. The last date to apply for position is September 1, 2025 upto 6:00 pm.
3. Position details are as per DST Office Memorandum Ref. SR/S9/Z-05/2019 dated 10 July, 2020  
Subject: Scientific / Technical Manpower other than JRF/SRF/RA in R&D programmes of Central Government Departments / Agencies: Guidelines and emoluments.
4. Candidates are requested to read the details of the advertised positions and instructions carefully.
5. Qualifications/degree should be from a recognised Institution/University.
6. Only shortlisted candidates will be called for interview. Mere submission of application and fulfilment of minimum qualification does not entitle a candidate to be called for interview.
7. Shortlisted candidates will be informed by email regarding the date, time, venue and mode of interview.
8. Mere fulfilling the essential qualifications/experience does not guarantee selection.
9. No TA/DA will be paid for attending the interview/joining the post.

Place: Pune

Date: 22/08/2025



*(Signature)*  
Director  
Bioinformatics Centre  
Savitribai Phule Pune University  
Pune - 411 007.