



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 Tel: 02132017
2744770

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 applications for the post of **Office Assistant (01)**. Applicant shall be dynamic and self-motivated person possessing relevant experience. For more details visit: <http://incubation.sus.ac.in/> and interested candidate can submit his/her application on or before 27th Jan, 2025 in a prescribed format as stated in advertisement.

Date : 18/01/2025

Sd/-

President
Uddyam PAHSUI Foundation

ADVT NO. "UDDYAM/01/2025"

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 for the period of 11 months. The candidates appointed will not be entitled to claim the regular appointment.

Sr. No	Name of the Post	No. Post
1	Office Assistant	01

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, diil@sus.ac.in / ceo.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" floor, Instrumentation Building, Punyashlok Ahilyadevi Holkar Solapur University, Solapur 413 255 (M.S.)".

Mention the advertisement number as "UDDYAM/01/2025" 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 or before... 27th Jan, 2025 to the diil@sus.ac.in along with detail CV and relevant certificates (academic/work experience). The last date for receipt of hard copy is- on or before 29th Jan 2025.

Date: 18/01/2025

Sd/-

President

Uddyam PAHSUI Foundation, Solapur

Office Assistant – Uddyam PAHSUI Foundation

Job Description:

We are seeking a highly motivated and experienced office assistant to join our dynamic team. You will be responsible for overseeing all financial operations of the foundation, ensuring financial compliance, and providing sound financial advice to support our growth and objectives.

Responsibilities:

- Maintain accurate record of Uddyam PAHSUI Foundation Incubation Centre's activities and transactions.
- Manage the full financial cycle, including accounts payable, accounts receivable, payroll, and budgeting.
- Maintain accurate and timely financial records in accordance with accounting principles and statutory requirements.
- Prepare and analyze financial statements, reports, and forecasts.
- Implement and maintain internal controls to safeguard financial assets.
- Oversee PFMS, GST, and taxation compliance.
- Liaise with auditors and government agencies.
- Manage cash flow and optimize financial resources.
- Provide financial insights and recommendations to support strategic decision-making.

Eligibility Criteria:

- Bachelor's degree in Commerce with Master's degree (M.Com / MBA preferred).
- Minimum of 3-5 years of experience in accounting, with 1-2 years preferably in startups/incubators, industry.
- Operational knowledge of PFMS, GST, and taxation laws.
- Experience in financial reporting, budgeting, and forecasting.
- Excellent analytical and problem-solving skills.
- Strong communication, interpersonal, and leadership skills.
- Ability to work independently and as part of a team.
- Proficient in accounting software and MS Office suite & Tally Prime
- English / Marathi Typing - 40/30

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