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

Walk-in-Interview

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. **Office Assistant (01)**
2. **Office Boy/ Attendant (01)**

Applicant shall be dynamic and self- motivated person possessing relevant experience in Start-up Ecosystem and interested candidate come with application and relevant documents & relevant certificates (academic/work experience) for walk in interview at PAH Solapur University, Solapur.

Note: 1) No correspondence will be made with individual candidates regarding this recruitment. Candidates are advised to regularly visit the following website for updates and further information http://incubation.sus.ac.in/

Sd/-

President Uddyam

PAHSUI Foundation

Uddyam PAHSUI Foundation, Solapur

(Section 8 Company)

An incubation Centre of Punyashlok Ahilyadevi Holkar Solapur University, Solapur
Website- https://incubation.sus.ac.in/, Email- office.uddyam@sus.ac.in Tel: 02132017 2744770

ADVT NO. "UDDYAM/01/2026"

Uddyam PAHSUI Foundation invites eligible and interested candidates for a **Walk-in Interview** for the following positions at its Incubation Centre 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	**Office Assistant (01)**
2	**Office Boy/ Attendant (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. For more Details visit link: http://incubation.sus.ac.in/

Kindly refer the application format (See Appendix-1) and interested candidate come with 02 hard copies with relevant certificates (academic/work experience) on walk in interview at Uddyam PAHSUI Foundation, PAH Solapur University, Solapur.

The date for Walk- in- Interview is on 17.09.2026 at 10.30 am Uddyam PAHSUI Foundation, Punyashlok Ahilyadevi Holkar Solapur University, Solapur **Address: Uddyam PAHSUI Foundation, 1st floor, Instrumentation Building, Punyashlok Ahilyadevi Holkar Solapur University Campus, Solapur 413 255 (M.S.)".**

Sd/-
President
Uddyam PAHSUI Foundation, Solapur

1. 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.
c. Support in grant utilization records and fund disbursement documentation.
d. Provide clerical support during events, hackathons, training programs, and workshops.

➢ **Essential qualification, experience, and age**

A. Educational Qualification:
a. Bachelor's degree in Commerce (B. Com).
b. Tally / GST / Accounting software knowledge.

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. Candidates must be 18–35 years of age as on the application closing date.
d. Qualification and age mentioned here can be relaxed based on the experience of the candidate

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. English / Marathi Typing: 40 / 30 WPM (Certified)
e. Ability to multitask and handle responsibilities independently.
f. Experience in Tally Certified, taxation, accounting, bookkeeping, and day-to-day financial record management.
g. Strong organizational and time management skills.

➢ **Desirable**

h. Candidate who has sound knowledge of Startup Ecosystem/ Entrepreneurship domain will be preferred.
a. Operational knowledge of PFMS, GST, and taxation laws

2. Office Boy/ Attendant

➢ **Job Profile**

1. Perform day-to-day office support. Maintain cleanliness and proper arrangement of office premises, meeting rooms, and common areas.
2. Handle photocopying, printing, scanning, filing, and distribution of documents. Deliver and collect official documents, letters, and correspondence as required.
3. Assist in arranging meetings, workshops, training programs, and incubation centre events.
4. Maintain basic office supplies and inform the concerned person when stock is low. Assist staff members with routine office work and other day-to-day requirements.
5. Ensure office equipment, furniture, and common areas are kept properly organized. Perform any other duties assigned by the management from time to time.

➢ **Qualifications & Experience**

Minimum 10th Pass, Basic knowledge of Marathi; relevant office-support experience preferred.

a. Candidates must be 21–45 years of age as on the application closing date.
b. Qualification and age mentioned here can be relaxed based on the experience of the candidate

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Appendix-1

Application Format

Latest Photo

To,
The Director,
Innovation, Incubation & Linkages,
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)
   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 :

6. (a) Nationality: (b) Languages known:

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