Yashwantrao Chavan Academy of Development Administration (YASHADA)

Rajbhavan Complex, Baner Road, Pune 411 007

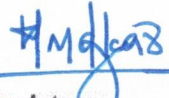## Advertisement on the official website of YASHADA

YASHADA is calling applications for shortlisting a candidate for the post of **Assistant** in 'Project Guidance and Monitoring Unit' at Centre for Land Titling, YASHADA. The post is being filled on ToR purely on temporary basis for the duration of 11 months. The details are as follows:

Sr. No.	Name of the Post	No. of vacancies	Total honorarium per month (Rs. per month, Incl of all)	Educational Qualification	Age limit	Experience
1	**Assistant** in 'Project Guidance and Monitoring Unit' at Centre for Land Titling, YASHADA	01 (One)	Upto Rs. 40,000/-	**A) Basic Qualifications** 1. Graduation in any stream from a recognised University. 2. Any certificate / diploma from a recognised institute in Land Administration and Management would be considered favourably. 3. Any certificate/ diploma from a recognized institute in research/ training management would considered favourably. **B) Computer Proficiency** Must be able to work independently on a computer and use basic Office Applications, internet and email. Must be able to draft and edit presentations, documents and spreadsheets, etc., without assistance. Knowledge of qualitative & quantitative data analysis software, Learning Management Systems	**Min Age :** 21 Years **Max Age :** 45 Years	**Work Experience:** Min. 3 years of experience in research / training / management preferably in government, academic or corporate set up, research organizations, training institutes. Ability to work in teams on a common project. Experience of coordinating with various departments of governments would be considered favourably.

				(LMS) for training and Project Management Platforms would be an added advantage. Knowledge of HTML, CSS and JavaScript would be considered favourably. **C) Language Proficiency** Listening, speaking, reading and writing skills in English, Marathi and Hindi are necessary.		

Instructions:

1. Interested and qualified candidates may send their applications in the prescribed format along with their biodata, certificates regarding educational qualifications and work experience, etc to coe-lam@yashada.org before 6:00 PM on 9th May, 2025.

2. Persons having residence in Pune District only shall apply. Candidates may note that no HRA or any other extra allowance will be paid to them.

Registrar,
Yashada, Pune