



PUNJAB BIOTECHNOLOGY INCUBATOR

(An establishment of Punjab Govt.)

SCO : 8 (First Floor), Phase-V, SAS Nagar, (Mohali)-Punjab

E-mail : rectt.pbti@gmail.com, Website : www.pbttilabs.com

Advt. No. PBTI/2018 /PS/01

Punjab Biotechnology Incubator (PBTI) invites the applications to fill up the following post purely on contractual basis for a period of 5 years extendable as per requirement of PBTI :

Name of Post : Private Secretary - 01 (One)

Pay Scale : Rs.15600-39100 (Grade Pay Rs. 5400)*

*The pay scales for the above post will be as per Punjab Govt. Notification No.7/204/2012-4 F.P.1/60 dated 15.1.2015, circular No. 7/204/2012-4 F.P.1/66 dated 15.01.2015 and Notification No. G.S.R.56/Const./Art.309/Amd.(18)2016 dated 05.09.2016 and any other instructions issued by Punjab Govt. from time to time in this regard.

Qualification and Experience

Graduate having 5 years experience as Personal Assistant or 10 years as Senior Scale Stenographer in Govt. Departments/Undertakings. Persons working in equivalent or higher posts in Public/Private Sector are also eligible. He/she should have a minimum speed of 120/45 w.p.m. in Shorthand & Typing both in English and Punjabi. Must be fluent in English and Punjabi. Knowledge of MS Office software and other computer peripherals is pre-requisite.

Job Requirement: The incumbent should be mature, dynamic, result-oriented with an extremely cooperative, non-bureaucratic attitude. To handle all correspondence, maintain diary & the record register and responsible for all secretarial functions.

Additionally he/she should also deal with administrative matters of PBTI.

Age: Below 40 years.

Candidates having requisite qualifications and experience may submit application in the prescribed format **PROFORMA-I** which is available on the website of PBTI i.e. www.pbttilabs.com along with the demand draft (Non-refundable) of Rs. 500/- in favour of "Punjab Biotechnology Incubator" payable at Mohali and accompanied with the copy of following documents be submitted on or before the due date:

- 1) Matriculation Certificate (for age proof) ;
- 2) Certificate of Qualifying Degree along with mark sheets ;
- 3) Certificates of other qualifications, if any ;
- 4) Certificates in proof of experience clearly indicating the length and line of experience as per eligibility conditions ;
- 5) Community certificate, if applicable ;
- 6) DD for Rs. 500/- for UR applicants in original. (Applicant are required to mention the name & post applied for on back side of DD) on or before **13.04.2018**. No fee will be payable by Schedule Caste (SC)/ Schedule Tribes (ST) candidates. After sending the hard copy, the candidates are also required to send a soft copy in M.S. Word format of the **PROFORMA-II** through e-mail on PBTI's e-mail address i.e. rectt.pbti@gmail.com Incomplete or without fees applications will not be considered. The Appointing Authority reserves the right to reject any or all applications without assigning any reason.

Adm.cum Fin. & Accounts Officer