



PUNJAB BIOTECHNOLOGY INCUBATOR

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

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

Advt. No. PBTI/2018 /PA/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 : Personal Assistant - **01 (One)**
Pay Scale : Rs.10300-34800 (Grade Pay Rs. 4800)

*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

Essential: A graduate with 3 years experience as Junior Scale Stenographer or 7 years experience as Steno-typist with a speed of 100/35 w.p.m. in English shorthand & Typing and 80/25 w.p.m. in Punjabi Shorthand & Typing. Knowledge of MS Office software and other computer peripherals is pre-requisite. Fluency in English is essential.

Job Requirement: The incumbent should have knowledge of all secretarial functions, office routine, capable of independently handling administrative matters including correspondence, personnel matters, public relations and coordination apart from maintaining office files of the concerned officer.

Age: Below 35 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 i.e 19.09.2018:**

- 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 un-reserved applicants in original. (Applicants are required to mention the name & post applied for on back side of DD). 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 of the PROFORMA-II in M.S. Word format through e-mail on 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