

**PUNJAB BIOTECHNOLOGY INCUBATOR****(Deptt. of Science, Technology & Environment, Punjab)**

Sector- 81, Knowledge City, SAS Nagar (Mohali), Punjab- 140306

E-mail : rectt.pbti@gmail.com Website : www.pbttilabs.com**Advt. No. PBTI/2024/PS/01**

Punjab Biotechnology Incubator (PBTI) invites applications for following posts through direct recruitment purely on contractual basis for a period of 5 years extendable as per requirement of PBTI.

Sr. No.	Name of Post	No. of posts/ Category	Monthly Initial Pay	Eligibility criteria
Administrative Positions:				
1	Private Secretary	01 (One) Unreserved	Rs. 47,600/-	<p>Qualification and Experience:</p> <p>Essential: Graduate with minimum 50% marks having 5 years experience as Personal Assistant or 10 years as Senior Scale Stenographer in Govt. Departments/Undertakings or Graduate with minimum 50% marks having 10 years of experience as PA/Executive to Senior functionary in Private Sector. Knowledge of MS Office software and other computer peripherals is pre-requisite.</p> <p>Candidates must have qualified in Punjabi language upto matric standard or should have passed the Punjabi language proficiency test held by Department of Languages, Punjab.</p> <p>Desirable: MBA from a recognized University/Institute having experience of working with Head of Scientific/Technical organization. Should possess multi-tasking skills and should be able to take up slew of responsibilities and handle diverse activities.</p> <p>Job Requirement: The incumbent shall be attached with CEO to perform all secretarial work including preparation of agenda notes and minutes of meetings, taking follow-up actions for implementation of decisions, MIS reports, maintaining meeting schedules etc.</p> <p>Age: 40 years or below</p>

2	Personal Assistant	01 (One) Unreserved	Rs. 35,400/-	<p>Qualification and Experience :</p> <p>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. Candidate must have qualified in Punjabi language upto Matric standard or should have passed the Punjabi Language proficiency test held by Department of Languages Punjab.</p> <p>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.</p> <p>Age: 18-37 years</p>
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****Note-** The Candidates who have already applied for the above posts vide Advertisement No- PBTI/2023/PS/PRO/04 dated 09.09.2023 and Advertisement No- PBTI/2023/PS/05 dated 29.09.2023, need not apply again.

Scientific Positions:

1	Junior Scientific Officer (Chemical)	01 (One) reserved for Ex-Serviceman (woman)/ wife or Dependent child (woman)/ grand-child (woman) of a Gallantry Award Winner	Rs. 35,400/-	<p>Qualification and Experience:</p> <p>Essential: 1st class Master Degree in Basic / Life / Environmental Sciences / Food Sciences OR 1st Class B.Tech or equivalent in Biotechnology / Food Technology / Dairy Technology OR 1st Class B. Pharma from a recognized University / institute with atleast 2 years analytical experience in the relevant field after essential qualification.</p> <p>Desirable: Experience of working with national / international testing & certification laboratories / organizations. Knowledge of national / international laboratory quality management systems and standards for quality testing. The candidate qualified as Food Analyst by FSSAI would be given preference.</p> <p>Job Requirement: The incumbent would be responsible for analysis of agri / food & allied products / Environmental monitoring.</p> <p>Age: 18-37 years</p>
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General Instructions for the applicants:

- a) The **last date** for receipt of application(s) is **23.02.2024**.
- b) The initial pay admissible for the ibid post shall be as per Finance Department instructions. Fixed emolument equal to initial pay without any allowance will be paid during the probation period of 3 years.
- c) Candidates should carefully read the required minimum essential qualifications, age and eligibility, experience criteria etc. mentioned in the advertisement before applying for the post.
- d) The application(s) (**Hard Copy**) must be submitted in the prescribed application format (Proforma-I & Proforma-II) available on the website of PBTI i.e. www.pbttilabs.com with self-attested documentary proofs. **The duly filled Proforma-II shall also be send (in word format) through e-mail at rectt.pbti@gmail.com**
- e) **Application Fee:** A demand draft (Non-refundable) of Rs. 590/- in favour of "Punjab Biotechnology Incubator" payable at Mohali **OR** Rs. 590/- transferred through **NEFT**
Details of PBTI's Bank Account:

Punjab Biotechnology Incubator Lab
Bank Account No. 520101245107793
Union Bank of India, Mohali Urban Estate Branch
SAS Nagar 160062
IFSC UBIN0905658

- f) No fee will be payable by Schedule Caste (SC), Schedule Tribe (ST) candidates
- g) Age Relaxation:
 - i. *Ex-servicemen of Punjab Domicile shall be allowed to deduct the period of his service in the Armed forces of Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the service Rules concerned by more than three years, he shall be deemed to satisfy the condition regarding age limit.*
 - ii. *There shall be no age limit for internal candidates.*
- h) **Age of the candidates should not be below/above age limits, as mentioned for respective posts, as on 01.01.2024**
- i) **Applications from employees of Government Departments will be considered only if forwarded through proper channel, certified by the employer that the applicant, if selected, will be relieved within one month of the receipt of the appointment orders. However, advance copy of the application may be submitted before 23.02.2024, 17.00 Hrs. IST or submit NOC at the time of Interview.**
- j) The candidates should apply separately for each post. Single application for multiple positions shall be summarily rejected.
- k) Incomplete or without fee applications will not be considered.
- l) **CGPA conversion to percentage formula of University/institute should be provided alongwith photo copy of DMC/Degree.**
- m) The appointing Authority reserves the right to reject any or all applications without assigning any reason.
- n) Candidates are required to visit PBTI's website i.e. www.pbttilabs.com regularly for any subsequent corrigendum/addendum etc.

Admn.cum Fin. & Accounts Officer