



## PUNJAB BIOTECHNOLOGY INCUBATOR

(Deptt. of Science, Technology & Environment, Punjab)

C-134, Industrial Focal Point, Phase-VIII, SAS Nagar (Mohali), Punjab

E-mail : [rectt.pbti@gmail.com](mailto:rectt.pbti@gmail.com) Website : [www.pbttilabs.com](http://www.pbttilabs.com)

### RECRUITMENT NOTICE

Advt. No. PBTI/2022/CP/2

Punjab Biotechnology Incubator (PBTI) invites the applications for the post of Data Entry Operator (PMC/PMA Cell), purely on contractual basis for a period of 2 years extendable as per requirement.

Sr. No.	Name of Post	Consolidated Emoluments	Eligibility Criteria
1	Data Entry Operator - One	Rs.19000/- per month fixed	<b>Essential:</b> Graduate with 50 % marks, Minimum 02 year office experience and having typing speed of 30 W.P.M in English. Computer course of minimum six months duration from a Government recognised Institution or reputed Institution (ISO 9001 certified) <b>Desirable:</b> BCA/BSc. (IT) with experience in scientific /Technical Institutions. Candidates with knowledge of Punjabi Typing shall be preferred. <b>Age: 37 years or below</b>

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. [pbttilabs.com](http://pbttilabs.com) alongwith the demand draft (Non-refundable) of Rs.500 in favour of Punjab Biotechnology Incubator” payable at Mohali or transferred through NEFT as per details given below, on or before **15.06.2022** :

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

No fee will be payable by Schedule Caste (SC)/Schedule Tribe (ST) candidates. In service candidate shall apply through proper channel or submit NOC at the time of Interview.

**After Sending the hard Copy alongwith documentary evidence of qualification and experience, the Candidates are also required to send a soft copy in MS Word format of the Proforma II through Email on PBTI's e-mail address i.e. [rectt.pbti@gmail.com](mailto:rectt.pbti@gmail.com). Incomplete or without fee applications will not be considered.**

**CGPA conversion to percentage formula of University/institute should be provided alongwith photo copy of DMC/Degree.**

**The appointing Authority reserves the right to reject any or all applications without assigning any reason. The above post would be temporary post for fixed duration.**

**Admn. cum Fin. & Accounts Officer**