

**PUNJAB BIOTECHNOLOGY INCUBATOR**

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

SCO : 7-8, Phase-V, Mohali, Punjab

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Advt. No. PBTI/2019-20/PS/05

**RECRUITMENT NOTICE**

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

Sr. No.	Name of Post	Pay scale	Eligibility criteria
1	Administrative cum Finance & Accounts Officer - <b>01 (One)</b>  (Direct Recruitment / By Deputation)	Rs.15600-39100 (Grade Pay Rs.6600)	<b>Essential:</b> M.Com with minimum 10 years of experience in Accounts, Finance & Administration OR MBA (Finance)/C.A. (inter) with minimum 7 years experience in Public Sector Undertaking / Industry etc. <b>Desirable:</b> Preference will be given to persons who are well versed in Computerized Accounting & Computer Applications in Administration. <b>Job Requirements:</b> The incumbent will execute and monitor the Finance, Accounts & Administration of the Biotechnology Incubator. Will be responsible for formulation of Plans, Budgets and Personnel Policies and liaise with Banks, Govt. Departments, Personnel at all levels. Execute the financial and personnel policies in a dynamic and growth-oriented manner. Develop high degree of motivation and commitment in the organization. Monitor project fund/sponsored by the State / Central Govt. <b>Age:</b> 50 years or below. The Appointing Authority may relax the age in case of deserving person with relevant & higher experience

**By deputation:** Officials of the Central Government, State Governments, Central / State Government Universities / Autonomous Institutions, Public Sector Undertakings, subject to fulfillment of the following conditions:

- Holding analogous post in the parent cadre and
- Possessing the educational qualifications and experience prescribed for direct recruits.
- Serving employees should submit their applications through proper channel with an advance copy to PBTI within specified date, alongwith attested copies of their ACRs for the last five years and Vigilance clearance certificate.

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](http://www.pbttilabs.com) along with the demand draft (Non-refundable) of Rs. 500/- (for each post) in favour of "Punjab Biotechnology Incubator" payable at Mohali **on or before 28/01/2020**. No fee will be payable by Schedule Caste (SC)/ Schedule Tribes (ST) candidates. In-service candidates shall apply through proper channel or submit NOC at the time of Interview. After sending the hard copy, the candidates are also required to send a soft copy in MS Word format of the **PROFORMA-II** through e-mail on PBTI's e-mail address i.e. [rectt.pbti@gmail.com](mailto: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.

**Admn. Officer**