



PUNJAB BIOTECHNOLOGY INCUBATOR
(Deptt. of Science, Technology & Environment, Punjab)
SCO : 7&8, Phase-V, SAS Nagar, (Mohali)-Punjab
E-mail : rectt.pbti@gmail.com, Website : www.pbttilabs.com

Advt. No. PBTI/2019 /PS/03

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:

Name of Post : **Accounts Assistant - One**

Pay Scale : Rs 10300-34800+ Rs 3200/-Grade pay (As per Punjab Govt. norms)

Qualification and Experience

Essential: Graduate in Commerce with 5 years experience in Government PSU's/ Autonomous Bodies. Working Knowledge of Computer Accounting System.

Desirable: 1) Having Experience in preparation of Profit and Loss/ Income and Expenditure statement and Balance Sheet. Also having the knowledge to get the accounts audited from Statutory, Tax, Auditors and A.G Audit.

2) Well versed with Income tax and Service Tax matter to comply with various provisions contained in these Acts. Preference will be given to candidate also having knowledge of Central Custom and Excise Act.

Job Requirement: The incumbent will be responsible for preparing and completion of Annual Accounts of the society as per the laid down procedures and provisions of various acts as applicable from time to time.

Age: 18-37 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. 28.11.2019**:

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, as applicable, 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). 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. Any corrigendum in this regard shall be uploaded on the website www.pbttilabs.com.

Admn. cum Fin. & Accounts Officer