



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/ on deputation:

Sr. No.	Name of Post	Pay scale	Eligibility criteria
1	Administrative cum Finance & Accounts Officer - 01 (One) (Direct Recruitment / By Deputation)	Rs.15600-39100 (Grade Pay Rs. 6600)	Essential: 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. Desirable: Preference will be given to persons who are well versed in Computerized Accounting & Computer Applications in Administration. Job Requirements: 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. Age: 50 years or below. The Appointing Authority may relax the age in case of deserving person with relevant & higher experience
2	Private Secretary - 01 (One) (Direct Recruitment / By Deputation)	Rs.15600-39100 (Grade Pay Rs. 5400)	Graduate having 5 years experience as Personal Assistant or 10 years as Senior Scale Stenographer in Govt. Departments/Undertakings. Persons working in equivalent or higher posts in Public/Private Sector are also eligible. He/she should have a minimum speed of 120/45 w.p.m. in Shorthand & Typing both in English and Punjabi. Must be fluent in English and Punjabi. Knowledge of MS Office software and other computer peripherals is pre-requisite. Job Requirement: The incumbent should be mature, dynamic, result-oriented with an extremely cooperative, non-bureaucratic attitude. To handle all correspondence, maintain diary & the record register and responsible for all secretarial functions. Additionally he/she should also deal with administrative matters of PBTi. Age: Below 40 years
3	Personal Assistant - 01 (One) (Direct Recruitment / By Deputation)	R Rs.10300-34800 (Grade Pay Rs. 4800)	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.
4	Junior Scientific Officer (Biology)- One (Direct Recruitment)	Rs.10300-34800 (Grade Pay Rs.4200)	Essential: 1 st class Master Degree in Basic / Life / Environmental Sciences / Food Sciences OR 1 st Class B.Tech or equivalent in Biotechnology / Food Technology / Dairy Technology OR 1 ST Class B. Pharma from a recognized University / institute with atleast 2 years analytical experience in the relevant field after essential qualification. 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 Job Requirement: The incumbent would be responsible for microbiological / molecular biological testing (microbial pathogens, toxins, Genetically Modified products, purity of germ plasm etc.) of agri / food & allied products / Environmental monitoring as per national/international standards and responsible for maintaining Technical Management System of the laboratories under Biological section as per the requirement of accreditation agency. Age : Below 35 years.

(The pay and allowances of the above posts shall be as per Punjab Govt. norms and salary of person appointed on deputation shall be protected as per Punjab Govt. norms)

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:

- a. Holding analogous post in the parent cadre and
- b. Possessing the educational qualifications and experience prescribed for direct recruits.
- c. 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.pbtirlabs.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 29.03.2019**. 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 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.

Adm.cum Fin. & Accounts Officer