

**PUNJAB BIOTECHNOLOGY INCUBATOR**

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

C-134, Industrial Focal Point, Phase-VIII, SAS Nagar (Mohali), Punjab- 160071

E-mail : rectt.pbti@gmail.com Website : www.pbttilabs.com

Advt. No. PBTI/2022/PS/04

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	Pay Level (Initial Pay)	Eligibility criteria
1	Scientist (Analytical/Instrumentation)	01 (One) Unreserved	21 (Rs.67400/-)	Qualification and Experience: Essential Qualifications: Master Degree in Life Science/Agriculture Science/Chemical Science/ Pharmaceutical Science. The candidates with Doctorate Degree in the relevant subject would be preferred. Experience: Four year experience after M.Sc. in R&D / industry in the field of chemical / analytical testing (pesticide / drug residue / toxin etc.). The candidate with experience of working with national/international food testing laboratories and having knowledge of Laboratory Quality Management System (ISO/IEC 17025: 2005) and lab accreditation, shall be preferred. Desirable: Hand on experience of equipment like HPLC, GC, GC-MS, AAS etc. Knowledge of testing protocols, national/international standards for quality testing of food and GLP practices. Job Description: The incumbent would be responsible for chemical / analytical testing (pesticide/ drug residues / toxin / elemental analysis / chemical / biochemical analysis etc.) of samples as per national/international standards and responsible for maintaining Technical Management System of the laboratories under Chemical section as per requirements of accreditation body. Age : Not exceeding 40 years
2	Junior Scientific Officer (Chemical)	02 (Two) 01 (One) reserved for SC Category & 01 (one) General category	12 (Rs.43000/-)	Qualification and Experience: 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

				<p>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. Age: 18-37 years</p>
3	Scientific Assistant	<p>02 (Two) 01 (one) Reserved for EX-Servicemen (women) Category & 01 (One) for BC (Women)</p>	9 (Rs.35600/-)	<p>Qualification and Experience: 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. 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 Junior Food Analyst/Food Analyst by FSSAI would be given preference. Job Requirement: The incumbent would be responsible for analysis of agri / food & allied products / Environmental monitoring. Age: 18-37 years</p>
4	Private Secretary	01 (One) Unreserved	18 (Rs.56100/-)	<p>Qualification and Experience : 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. 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. 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. Job Requirement: The incumbent shall be attached with CEO to perform all secretarial work including preparation of agenda notes and</p>

				minutes of meetings, taking follow-up actions for implementation of decisions, MIS reports, maintaining meeting schedules etc. Age: 40 years or below
5	Accounts Assistant	01 (One) Unreserved	9 (Rs.35600/-)	Qualification and Experience: Essential: Graduate in Commerce with 5 years experience in Government PSU's/ Autonomous Bodies Or Manufacturing/ Service Industry/Trading organizations with working Knowledge of Computer Accounting System & Commercial Accounting. 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 GST matters to comply with various provisions contained in these Acts. Preference will be given to candidate also having knowledge of Central Custom Act 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

- a) The initial pay admissible for the ibid post shall be as per Finance Department guidelines. Fixed emolument equal to initial pay without any allowance will be paid during the probation period of 3 years.
- 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. www.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:
Punjab Biotechnology Incubator Lab
Bank Account No. 520101245107793
Union Bank of India, Mohali Urban Estate Branch
SAS Nagar 160062
IFSC UBIN0905658
- on or before **07.11.2022**. No fee will be payable by Schedule Caste (SC) Schedule Tribe (ST) candidates.
- c) 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**
- d) **Incomplete or without fee applications will not be considered.**
- e) **CGPA conversion to percentage formula of University/institute should be provided alongwith photo copy of DMC/Degree.**
- f) The appointing Authority reserves the right to reject any or all applications without assigning any reason.

Admn.cum Fin. & Accounts Officer