



PUNJAB BIOTECHNOLOGY INCUBATOR

(Department of Science, Technology & Environment, GoP)

Knowledge City, Sector - 81, SAS Nagar (Mohali), Punjab - 140306

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

Advt. No. PBTI/2025/PS/04

Punjab Biotechnology Incubator (PBTI) invites applications on prescribed format for the following posts, through direct recruitment/on deputation purely on contractual basis for a period of Five (05) years, extendable as per requirement of PBTI:

Sr. No.	Name of Post,	No. of posts/Category	Minimum Admissible Pay per month	Eligibility criteria
1	Private Secretary Direct Recruitment/ On Deputation)	One (01) Unreserved	Rs 47,600/-	Qualification and Experience: Essential: Graduate with minimum 50% marks having 5 Years experience as Personal Assistant or 10 years as Senior Scale Stenographer in Government 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 minutes of meetings, taking follow-up actions for implementation of decisions, MIS reports, maintaining meeting schedules etc. Age: 40 years or below (as on 01.01.2025)

2	Personal Assistant Direct Recruitment/ On Deputation)	One (01) Unreserved	Rs 35,400/-	Qualification and Experience: 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. Candidate must have qualified in Punjabi language upto Matric standard or should have passed the Punjabi Language proficiency test held by Department of Languages Punjab. 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: 18-37 years (as on 01.01.2025)
3	Junior Engineer (IT) Direct Recruitment/ On Deputation)	One (01) Unreserved	Rs 35,400/-	Qualification and Experience: Essential: i. Three (03) year Diploma in Computer Science/ Electronics & Communication with 1st Class or equivalent Grade from a recognized University/Institution and ii. Certification preferably in Cisco Certified Network Associate (CCNA)/ Microsoft Certified Technology Specialist (MCTS) or equivalent iii. Punjabi language upto matric standard or having passed the Punjabi language proficiency test held by Department of Languages, Punjab is must. Desirable: Experience (Post Diploma) of Implementation/Maintenance of Security measures for the Data Security of Network, and Maintenance of hardware in an organization having at least 50 computers. Job Requirement: All IT related matters including Implementation /Maintenance of Security measures, Data Security of Network, LAN/Cloud based software, hardware, website, etc. Age: 18-37 years (as on 01.01.2025)

Instructions for the applicants:

1. The **last date** for receipt of application(s) is **16.04.2025**.
2. The initial pay admissible for the ibid post shall be as per Finance Department instructions. Fixed emolument equal to initial pay without any allowance will be paid during the probation period of 3 years.
3. Candidates should carefully read the required minimum essential qualifications, age and eligibility, experience criteria etc. mentioned in the advertisement before applying for the post.
4. The application(s) (**Hard Copy**) must be submitted, in **an Envelop Super-scribing the post applied for**, in the prescribed application format (Proforma-I & Proforma-II) available on the website of PBTI i.e. www.pbttilabs.com with Self attested documentary proofs at:
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by Registered post/ speed post/ courier/ by hand with due date.

The duly filled Proforma-II shall also be sent (in word format) through e-mail at rectt.pbti@gmail.com before due date.

5. **Application Fee:** A demand draft (Non-refundable) of **Rs.590/-** in favour of “Punjab Biotechnology Incubator” payable at Mohali OR **Rs.590/-** transferred through **NEFT**

Details of PBTI’s **Bank Account:**

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

6. No fee will be payable by Schedule Caste (SC), Schedule Tribe (ST) candidates.
7. Age Relaxation:
 - i. Ex-servicemen of Punjab Domicile shall be allowed to deduct the period of his service in the Armed forces of Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the service Rules concerned by more than three years, he shall be deemed to satisfy the condition regarding age limit.
 - ii. There shall be no age limit for internal candidates.
8. Age of the candidates should be, as mentioned for respective posts, as on **01.01.2025**
9. **Applications from employees of Government Departments will be considered only if forwarded through proper channel, certified by the employer that the applicant, if selected, will be relieved within one month of the receipt of the appointment orders. However, advance copy of the application may be submitted before 16.04.2025, 17.00 Hrs. IST or submit NOC at the time of Interview.**
10. The candidates should apply separately for each post. Single application for multiple positions shall be summarily rejected.
11. Incomplete application forms and applications that are not in proper format or without fee will not be considered.
12. Number of posts may be increased or decreased as per the decision of PBTI.
13. **CGPA conversion to percentage formula of university/institute should be provided along with photo copy of DMC/Degree.**
14. The appointing Authority reserves the right to reject any or all applications without assigning any reason.
15. Candidates are required to visit PBTI’s website i.e. www.pbttilabs.com regularly for any subsequent corrigendum/addendum etc.

Admn. cum Fin. & Accounts Officer