



Advt. No. PBTI/2023/PS/03

RECRUITMENT NOTICE

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

Sr. No.	Name of Post	Minimum Admissible Pay as per 7 th CPC	Eligibility criteria
1	Administrative cum Finance & Accounts Officer - 01 (One) Unreserved (Direct Recruitment/ on Deputation)	Rs.47600/-	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. 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: 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

Instructions for the applicants:

- The **last date** for receipt of application(s) is **20.07.2023**
- The initial pay admissible for the ibid post shall be as per Finance Department instructions dated 24.11.2020. Fixed emolument equal to initial pay without any allowance will be paid during the probation period of 3 years.
- Candidates should carefully read the required minimum essential qualifications, age and eligibility, experience criteria etc. mentioned in the advertisement before applying for the post
- The application(s) (**Hard Copy**) must be submitted 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. **The duly filled Proforma-II shall also be send (in word format) through e-mail at rectt.pbti@gmail.com**
- Application Fee:** A demand draft (Non-refundable) of Rs.500 in favour of "Punjab Biotechnology Incubator" payable at Mohali **OR** Rs. 500 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

- f) No fee will be payable by Schedule Caste (SC), Schedule Tribe (ST) candidates
- g) Age Relaxation:
 - i. *For Scheduled Castes and Backward Classes of Punjab age limit may be relaxed upto 5 years as per Punjab Govt. Rules.*
 - ii. *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.*
 - iii. *There shall be no age limit for internal candidates*
- h) **Age of the candidates should not be below/above age limits, as mentioned for respective posts, as on 01.01.2023**
- i) In service candidate shall apply through proper channel or submit NOC at the time of Interview.
- j) The candidates should apply separately for each post. Single application for multiple positions shall be summarily rejected.
- k) Incomplete or without fee applications will not be considered.
- l) **CGPA conversion to percentage formula of University/institute should be provided alongwith photo copy of DMC/Degree, if applicable.**
- m) The appointing Authority reserves the right to reject any or all applications without assigning any reason.
- n) Candidates are required to visit PBTI's website i.e. www.pbtirlabs.com regularly for any subsequent corrigendum/addendum etc.

Admn.cum Fin. & Accounts Officer (Officiating)