

**PUNJAB BIOTECHNOLOGY INCUBATOR**

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

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

E-mail : rectt.pbti@gmail.com Website : www.pbttilabs.com**Advt. No. PBTI/2023/PS/PRO/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	Minimum Admissible Pay	Eligibility criteria
1	Administrative cum Finance & Accounts Officer	01 (One) Unreserved (Direct Recruitment / on Deputation)	Rs.47600/-	Qualification and Experience : 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

2	Personal Assistant	01 (One) Unreserved	Rs.35,400/-	<p>Qualification and Experience :</p> <p>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.</p> <p>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.</p> <p>Age: 18-37</p>
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Instructions for the applicants:

1. The **last date** for receipt of application(s) is **03.10.2023**.
2. The initial pay admissible for the ibid post shall be as per Finance Department instructions Fixed emolument equal to Minimum Admissible 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 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**
5. **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

6. No fee will be payable by Schedule Caste (SC), Schedule Tribe (ST) candidates

7. Age Relaxation:
 - i. *There shall be no age limit for internal candidates*
8. **Age of the candidates should not be below/above age limits, as mentioned for respective posts, as on 01.01.2023**
9. **In service candidate shall apply through proper channel 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 or without fee applications will not be considered.
12. **CGPA conversion to percentage formula of University/institute should be provided alongwith photo copy of DMC/Degree.**
13. The appointing Authority reserves the right to reject any or all applications without assigning any reason.
14. 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