



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/2024/PRO/07

Punjab Biotechnology Incubator (PBTi) invites the applications for the post of Data Entry Operator (PMC/PMA Cell), purely on contractual basis for a period of 3 years extendable as per requirement :

Sr. No.	Name of Post	Consolidated Emoluments	Eligibility Criteria
1	Data Entry Operator - One	Rs.21850/- per month fixed	Essential: Graduate with 50 % marks, Minimum 02 year office experience and having typing speed of 30 W.P.M in English. Computer course of minimum six months duration from a Government recognized Institution or reputed Institution (ISO 9001 certified) Desirable: BCA/BSc. (IT) with experience in scientific /Technical Institutions. Candidates with knowledge of Punjabi Typing shall be preferred. Age: 37 years or below

Instructions for the applicants:

1. The **last date** for receipt of application(s) is **24.01.2025**.
2. The above post would be temporary & purely on contractual basis and for fixed duration.
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 at **Punjab Biotechnology Incubator, Knowledge City, Sector – 81, SAS Nagar (Mohali), Punjab - 140306**. 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.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. Incomplete or without fee applications will not be considered.
8. CGPA conversion to percentage formula of University/institute should be provided alongwith photo copy of DMC/Degree.
9. The appointing Authority reserves the right to reject any or all applications without assigning any reason.
10. 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