

**University Institute of Engineering and Technology  
Panjab University, Sector-25, Chandigarh 160014**

**Advertisement**

Applications are invited along with bio-data and attested copies of the certificates of qualification, and experience, for position of **Executive Assistant (Project/Accounts)** at University Institute of Engineering and Technology (UIET), Panjab University, Chandigarh under the project entitled '**Multi-Modal Framework for Monitoring Active Fire Locations (AFL) & Precision in Allied Agricultural Activities using Communication Technologies**' sanctioned by Ministry of Electronics & Information Technology of Government of India.

The position of **Executive Assistant (Project/Accounts)** is for a period of 01 year OR coterminous with project and depending upon the satisfactory performance of the candidate.

**Executive Assistant (Project/Accounts): 01**

**Essential Qualifications:**

*First class in Bachelor of Commerce / Master of Commerce with at least 60% marks in the qualify degree with minimum of two years of experience. The candidate shall have sufficient knowledge of GEM portal, report preparation, computer office applications, M.S Word, Excel, Power-point or equivalent.*

**Emoluments per month:** Rs. 25,000/- (Fixed)

**Applications with complete Curriculum Vitae containing Qualifications, Experience, Mailing Address, Email-ID, and Phone Number by scanned self-attested copies of all relevant documents should be uploaded on Google form <https://forms.gle/Sz16hFUfi8bKoPaZ7> by 23rd March 2023.**

**The advertisement is published at Panjab University's website.**

The incumbent is expected to work on Saturdays/Sundays and maybe on holidays also for any project exigency.

The date and venue of the interview will be conveyed to the eligible candidates through email or phone. No separate call letters will be issued for the interview. No TA/DA will be paid to the candidates for attending the interview.

**Dr. Harish Kumar  
Principal Investigator and Professor, CSE  
UIET, Panjab University, Chandigarh**