

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

Advertisement Applications are invited along with bio-data and attested copies of the certificates of qualification, experience, etc. for the position of Administrative Assistant at University Institute of Engineering and Technology (UIET), Panjab University, Chandigarh under the "DBT Builder" grant sanctioned by Government of India, Ministry of Science and Technology, Department of Biotechnology, New Delhi. The position is purely temporary initially for a period of one year with possibility of extension contingent to satisfactory performance till the tenure of the project. The candidate will be governed by the DST guidelines.

The applications (including a copy of all relevant documents) should reach **Director Office, UIET Sector- 25, Panjab University, and Chandigarh by 30th August 2024 (5pm)**.

Applications can also be sent through email at builder.pu@gmail.com with subject line mentioning the post applied for.

Post: Administrative Assistant (01)

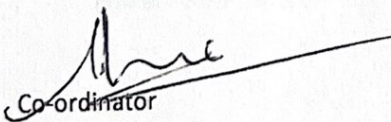
Essential Qualification and Experience: Graduate degree in any discipline from a recognized University/Institute and good knowledge of handling Gem Portal.

Desirables: Experience in handling of programmed projects, EAT Module of PFMS, well conversed with accounting, auditing & financial statements, knowledge of preparing balance sheet and other activities related to smooth handling of program project is also required.

Age: The upper age limit is 50 years as on the date of this advertisement.

Emoluments: Rs. 18,000/- + HRA

A valid Email address frequently used by the candidate must be mentioned in the covering letter. The date and venue of the interview will be conveyed to the shortlisted candidates through email or phone. No separate call letters would be issued for the interview. No TA/DA will be paid to the candidates for attending the interview.



Co-ordinator
DBT Builder UIET,
Sector 25
builder.pu@gmail.com