

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 qualifications, 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 extent on contingent to satisfactory performance till the tenure of the project. The candidate will be governed by the DST guidelines.

The applications (include a copy of all relevant documents) should reach **Director’s Office, UIET, Sector-25, Panjab University, and Chandigarh by 11th September 2025 (5 PM)**.

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 are 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 other activities related to smooth handling of the 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