

**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 **Co-ordinator, DBT-Builder, Room No 104, University Institute of Engineering and Technology, Sector 25, Panjab University, Chandigarh by 6th September 2021 (4:00 pm).**

*Applications can also be sent through email at [builder.pu@gmail.com](mailto:builder.pu@gmail.com) with subject line mentioning the post applied for.*

**Post:** Administrative Assistant (01)

**Essential Qualification:** Graduate degree in any discipline from a recognized University/Institute.

**Desirables:** Experience in handling of programmed projects, good knowledge of GeM portal, 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 (online/offline) 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](mailto:builder.pu@gmail.com)