



PUNJAB STATE COUNCIL FOR SCIENCE & TECHNOLOGY

(A State Govt. Undertaking)

2nd Floor, MGSIPA Complex, Institutional Area,

Sector 26, Chandigarh- 160 019

Tel: 0172-2792325, 2793300, Fax: 2793143

Website: pscst.punjab.gov.in



Advertisement No.PSCST/Admn/2021

Punjab State Council for Science and Technology (PSCST), which is a Scientific & Industrial Research Organization, recognized by DSIR, Govt. of India, invites applications from enthusiastic, motivated Indian nationals for the following posts, within 15 days from the date of publication.

1. Consultant (1)

Essential Qualifications: An Indian Citizen having at least 60% marks in M.Sc. and Ph.D in Biotechnology/Life Sciences from recognized University, R&D Institute.

Consolidated Salary:Rs.60,000/- per month (including all statutory liabilities).

Age: Should not be less than 18 years and more than 40 years as on 01.01.2021.

Job Responsibilities:

(i) Coordinate and monitor activities of Skill Vigyan Centre Punjab implemented by Technical Partner Institutions as Below:

- Student Training Programmes viz. Liaison with LSSDC for Training of Trainers Program for concerned faculty, training Manual development, student selection, assessment, coordination for certification & placement of trained students, liaison with industry for mapping skill gaps etc.
- Faculty Development Programmes viz. selection of faculty, development of comprehensive training schedule & Course Manual, selection of resource persons etc.
- Entrepreneurship Development Programme viz. coordination for selection of students/aspiring entrepreneurs, facilitating institution & industrial training, preparation of DPRs, mentorship & technical support for enterprise creation etc.
- Programme branding, liaison with relevant organizations including DBT-GOI, Advisory Committee Meetings etc.

(ii) High quality inputs for policy & programmes for strengthening Science Technology & Innovation Ecosystem in Punjab.

2 Data Entry Operator (1)

Emoluments: Rs.15,000/- per month (Consolidated)

Essential Qualifications:

- (i) Bachelor Degree from recognized university.
- (ii) Should have passed Punjabi of Matric Level.
- (iii) Possess at least one hundred twenty hours course with hands on experience in the use of Personal Computer. **OR** Possess a Computer Information Technology course equivalent to 'O' level certificate from Department of Electronics Accreditation of Computer Course(DOEACC) of GoI.
- (iv) Should have English Typing speed @35 w.p.m.
- (v) Age: Should not be less than 18 years and more than 37 years as on 01.01.2021.

Job Responsibilities: The incumbent, besides the data handling, will be required to do multi tasking to hand various office operations effectively.

The selected candidates for Sr.No.1 and 2 will be initially appointed for a period of one year, which may be extended further on the basis of work and conduct.

The above posts are to be filled up purely on contract on consolidated salary under Department of Biotechnology, GoI sponsored project "Skill Vigyan programme", the duration of which is 3 years. The selected candidates will be initially given appointment for a period of one year, which may be extended further on the basis of performance and work and conduct of the selected candidate, upto project tenure. The selected candidates will have no claim over other posts of PSCST.

The interested eligible candidates may apply on the prescribed performa available on our website: pscst.punjab.gov.in, along with self attested testimonials, experience certificates, if any, and demand draft worth Rs.100/- drawn in favour of **Punjab State Council for Science and Technology** payable at Chandigarh. The applications complete in all respect, along with testimonials, experience certificate etc. must reach this office **within 15 days from the date of publication**. The applications sent through e-mail will not be entertained. The name of post applied for must be super-scribed at the top of the envelope. PSCST reserves its right to reject any or all applications without assigning any reason.

General Information & Conditions:

- a. The applicant must be a citizen of India.
- b. All applicants must fulfill requirements of the post and other conditions stipulated in the advertisement as on the last date of submission of application. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts as on the last date of submission of application.
- c. In case of receipt of large number of applications, only short listed candidates will be called for test/interview. The criterion for short listing the candidates will be on the basis of marks obtained by a candidate in the essential qualifications and/or experience gained in the relevant field. The list of short listed candidates will be uploaded on the website of PSCST under 'Jobs'.
- d. In case of Universities/Institute awarding CGPA etc. candidates are requested to convert the same into percentage based on the formula as per their university/institute guidelines and also provide copy of conversion formula.
- e. The application for each-post should be accompanied by self-attested copies of the relevant educational qualification, experience. The prescribed qualifications should have been obtained through recognized Universities/Institutions etc. Incomplete applications received without the required certificates/documents are liable to be rejected.
- f. The period of experience rendered by a candidate on part time basis, daily wages, visiting/guest faculty will not be counted while calculating the valid experience for short listing the candidates for interview.
- g. The period of experience in a discipline /area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualifications. Experience certificate must be issued from competent administrative authority of the concerned organization.
- h. Applications from employees of Government Departments will be considered only if forwarded through proper channel, certified by the employer that the applicant, if selected will be relieved within one month of the receipt of the appointment orders. The vigilance clearance should also be submitted. However, advance copy of the application may be submitted within 15 days from the date of publication of advertisement.
- i. Candidates should specifically note that the applications received after the closing date for any reason, whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by Council.
- j. Incomplete applications (i.e. without photograph, unsigned and applicable testimonials etc.) will not be entertained and will be summarily rejected.
- k. The decision of PSCST in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination/interview will be final and binding on the candidates.
- l. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.

RELAXATIONS:

- a. The upper age limit is relaxable upto 05 years for SC/BC category candidates as per Government orders in force on production of relevant certificate in the prescribed format signed by the specified authority at the time of interview.
- b. Upper age limit is also relaxable upto five years for the employees working in Council, Govt. Departments, autonomous bodies and public sector undertakings. This relaxation is admissible to such of the government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the posts, recruitment to which has been advertised.

DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM:

- A. Coloured photograph pasted on the form and signed across in full.
- B. Self-Attested photocopy of 10th/12th class certificate indicating Date of Birth.
- C. Self-Attested photocopies of all education qualifications certificates as well as mark sheets. Also enclose conversion formula for converting CGPA to %age related to educational qualification.
- D. Self-Attested photocopy of Caste, in case of reserved category.
- E. Self-Attested photocopy of experience certificates, if any.
- F. All other supportive documents in support of the application.

Additional Director (Admn.)



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PSCST invites applications for the following posts to be filled up on contract under Department of Biotechnology, GoI sponsored project "*Skill Vigyan programme*".

1 .Consultant (1)

Consolidated Salary :Rs.60,000/- per month (including all statutory liabilities).

2 .Data Entry Operator (1)

Consolidated Salary : Rs.15,000/- per month (including all statutory liabilities).

The detailed advertisement giving qualifications, age etc. and application performa may be seen on our website: pscst.punjab.gov.in. The applications complete in all respect must reach this office within 15 days from the date of publication of advertisement. The name of post applied for must be super scribed at the top of the envelope.

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