

DST-Centre for Policy Research

Panjab University, Chandigarh

A D V E R T I S E M E N T

01/JULY/2021

Applications are invited for the positions of Scientific Officer, and Secretarial Staff/Data Entry Operator in DST- Centre for Policy Research at Panjab University, Chandigarh. The positions are purely temporary for one year or co-terminus with the project.

Name of the Post: Scientific Officer

No. of Vacancy: 1

Salary (consolidated): Rs. 30,000/-

Age: Less than 40 years as on 15 July, 2021

Essential Qualification: Ph.D. **OR** M.Tech/ME with 2 years' experience in R&D/Industry **OR** M.Sc/MCA with 3 years' experience in R&D/ Industry

Desirable:

The candidate should have

- i. Knowledge of National and International Science Policies
- ii. Work Experience in Research & Development (R&D) not in academic teaching
- iii. Experience of adobe software, website design, preparing detailed document, reports, etc.

Name of the Post: Secretarial Staff/Data Entry Operator

No. of Vacancy: 1

Salary (consolidated): Rs. 20,000/-

Age: Less than 40 years as on 15 July, 2021

Essential Qualification: MSc/MCA/MSc IT

Desirable:

The candidate should have

- i. Knowledge of operating Computer Application, Software and website management.
- ii. Experience of preparing detailed document, report, etc.
- iii. Experience in handling Secretarial work.

Conditions

1. Candidates are advised to send their application form via electronic mail **only** at the following address: dstprc2014@pu.ac.in.
2. The CV and the additional information asked is to be sent only in the prescribed proforma enclosed as attachment in a single PDF file. **Do not send your CV via surface mail. It will not be entertained.**
3. The application will be rejected if it is not sent in the prescribed proforma, or is incomplete.
4. The last date for the submission of application is **15 July, 2021, 5:00 p.m.**
5. The list of candidates shortlisted for the interview (along with the date of interview will be informed through email.
6. No TA/DA will be admissible to candidates attending the interview.
7. For Query, please contact at Tel No:- 0172-2534124 between 2:00 pm to 3:00 pm



Prof. C. Nirmala,
Coordinator,

Prof. C. Nirmala
Coordinator
DST-Centre for Policy Research
Panjab University
Chandigarh

FORMAT OF APPLICATION

1. Post applied for:

2. Name of the applicant (In block letters):
.....

3. Father's/Husband's Name:
.....

4. Date of Birth (dd/mm/yyyy):

5. Age as on the date of application:

6. Postal Address:

Pin: E-mail: Mobile no.

7. Permanent Address:

Pin: E-mail: Mobile no.

8. Nationality: Marital Status:

9. Education Qualification (self-attested certificates should be attached):

Exam Passed	Board/University	Division	% age	Year of passing

10. Professional training undergone, if any provide details with certificate:

11. Present post (Name of the Employer):

12. Nature of present employment i.e. Adhoc/temporary/permanent (If permanent, NOC required).....

14. Total experience (Years/Months):

15. Details of research work/experience (if any, self-attested certificate should be enclosed):

Name and address of the Firm/Office	Position	Duration		Reporting Authority	
		From	To	Name & Email	Mobile No.

16. List of research publications if any:

17. Any other relevant information that you may like to furnish:

Paste your recent passport size photograph here

DECLARATION

I declare that the above information are true and correct to the best of my knowledge and belief.

Date:

Place:

Signature of the applicant