

Advertisement for the position of 'Secretarial Assistance' (IPR-Chair) at Panjab University, Chandigarh..

Applications are invited for the post of '**Secretarial Assistance**' under IPR-Chair [sponsored by Department of Industry and Internal Trade (DPIIT), Ministry of Industry, GoI] at Panjab University, Chandigarh.

Number of Posts: One

Salary: Rs. 12,500/- per month (fixed). No additional emoluments

Minimum Qualification: a) Graduation with Ist division from UGC recognized university. Relaxations for SC/ST/Others as per guidelines of Govt. of India.
b) Computer course from a Government recognized organization/body

Age: Not more than 35 years.

Nationality: Indian

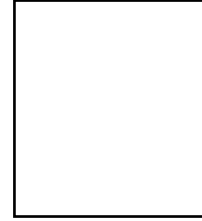
Responsibilities: To assist IPR-Chair Professor in

- a) Clerical work,
- b) Assistance in organizing on-line/off-line workshops, seminars, conferences etc.
- c) Good communication skills
- c) Any other IPR-related responsibility given by IPR-Chair Professor.
- d) Preference will be given to candidates who are multi-tasker.

The requisite information sought from the candidates is mentioned in Annexures-1 and 2.

Annexure-1

1. Name:
2. Father's/Husband's Name:
3. DoB:
4. Nationality:
5. Postal Address (Complete):
6. Permanent Address:
7. Mobile No.:
8. Email Id:
9. Category (General/SC/ST/Others):
10. Academic Qualifications:



Photo

Sr. No.	Name of Examination	Year of passing	University	Final Grade /Percentage
i)	Matriculation			
ii)	10+2			
iii)	Bachelor's Degree			
iv)	Master's Degree			
vi)	Computer related course (from Govt. organization/body)			
vi)	Any other course (from Govt. organization/body)			

11. Work/Research Experience

In table form, mention the work/research experience, especially **Computer Related** (MS office. etc.) and **Communication Skill** (Course undertaken, Workshop attended, etc.)

Sr. No.	Period		Post or Position held	Employers name and Address	Reason of Leaving Service
	From	To			

Date: / / 2021.

Place.....

Signature of Applicant

Annexure-2

(Allocation of Marks for Preparing Merit List: Max. Marks-50)

1. Academic Qualifications - 10.
2. Computer Related Experience – 10.
3. Communication Skill Experience - 5
4. Computer Test- 15
5. Interview -10
6. Final Merit List will be made from the marks obtained out of 50.

General Conditions/Instructions (read carefully)

1. The post is purely temporary under the Scheme of Pedagogy & Research in IPRs for Holistic Education and Academia (SPRIHA), sponsored by the Govt. of India, Min. of Commerce & Industry, Department for Promotion of Industry and Internal Trade.
2. The appointment shall be valid till the scheme exists. Presently, the scheme is valid till March 2025. Initially, the tenure of the candidate selected will be for one year. Based on the satisfactory performance, it will be further extended.
3. With regard to age limit, the date shall be the last date of receipt of applications as mentioned in the advertisement.
4. Candidates are requested to submit online application (Annexure-1) at the following email id: ipr_office@pu.ac.in . Applications received in the prescribed format will only be entertained. The last date of receipt of applications is 5.00PM of Tuesday, February 9, 2021.
5. PDF or Scanned copy is to be submitted. Do not send the application by surface mail. It will not be entertained.
6. Attach all the relevant documents, including academic qualifications, to support your claim. Marks will not be allotted in the absence of relevant documents. All documents should be self-attested.
7. Marks will only be allocated to those courses which were undertaken at government approved bodies/organizations.
8. Incomplete applications are liable to be rejected.
9. The List of eligible and non-eligible candidates will be displayed on the website <https://jobs.puchd.ac.in/list-jobs.php> on Tuesday, February 16, 2021.
10. Only top 15 candidates will be called for interviewed.
11. The selected candidate will be required to join within a week after the receipt of the information (of selection).
12. For any query: please email at ipr_chair@pu.ac.in .