

Advertisement

Applications are invited for the said positions under E-YUVA, Panjab University, Chandigarh. The candidates will be appointed initially for 1 year or till the tenure of the project, whichever is earlier. However, the posts can be extended on the basis of evaluation after completion of the tenure, if the project is extended. The posts are purely temporary and co-terminus with the project. There shall be no financial liability on the part of the University, after the completion of the project. The incumbent shall have no claim whatsoever for the regularization of his/her services.

1. **Office Assistant (Upper age limit = 32 years):**

Essential Qualifications:

Bachelor of Science/ Technology / Engineering / Arts/ Commerce etc. Preference will be given to candidates having:

- Proficiency in MS Office.
- Good typing skills.
- Proficiency in English (both spoken and written).
- Experience in official documentation.
- Knowledge of online purchases through GeM portal.

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

Applications (consist of cover letter stating experience, role and contribution to the organizational goals) should reach on or before 18 July 2022 by E-mail to eyuva2021@pu.ac.in and the signed hard copy of the same be sent by post to the undersigned.

- The candidates shortlisted for the interview (through online or offline mode) will be informed through E-mail or telephone. For more details, please check the website: www.puchd.ac.in
- No TA/DA will be paid if called for interview.

Dr. Rohit Sharma
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