

## ADVERTISEMENT

Applications are invited for the following temporary posts under DST project “Technology Enabling Centre (TEC). The posts will be initially filled up for one year but can be further extended depending on the performance and work capabilities of the selected candidates.

S. No	Position	Essential Qualification	Upper Age Limit (Years)	Monthly Emoluments (Rs.)
1.	Manager 03 Post	Essential: Masters degree in natural or agriculture science/MVSc or Bachelor’s degree in Engineering/ Technology or medicine from a recognized University or equivalent. And Four Year Experience in research and development in Industrial and academic institutions or Science and technology organizations and scientific activities and Services. OR Doctoral degree in science/engineering/technology/pharma/ MD/MS from a recognized University or equivalent.  Desirable:- Experience in IPR related activities and Legalities associated with Technology Development. Experience in writing contracts, MoUs, MoAs, Project reports, review reports, technical proposals etc. Patent agent exam cleared.	40	42000/- + HRA
2	Data Entry Operator - 01 Post	Essential: - Graduate degree in Science. Desirable:- Experience in Website development, office work, data entry, multipurpose work, field work etc.	35	20000/- + HRA

### **Job Profile**

#### **Manager**

The role of the Manager is

- To access R&D Needs of industry and liasoning between the academia and industry of the region.
- To handle IPR related activities and legalities associated with Technology Development.

- To extensively interact with research / academic labs and mine technologies lying in labs.
- To write contracts / MoUs / MoAs, NDA, EoI documents for commercialization of technologies, project reports, review reports, technical proposals etc.
- To extensively interact with industry over phone and is also required to extensively travel to industry for assessing R&D needs of industry.

## **Data entry Operator**

The role of the Data Entry operator is to handle diverse clerical and administrative tasks, including drafting official letters, processing bills, and maintaining records etc. and to maintain / upgrade TEC website.

### **Desired Skills / Abilities (Managers)**

- Strong administrative and organizational skills
- Strong communication skills over phone
- Fully IT literate including use of Microsoft Office applications, Email drafting etc.
- Able to work effectively with minimum supervision
- Able to work under pressure at times

### **Desired Skills / Abilities (Data entry operator)**

- Proficient in data entry and administrative tasks.
- Strong organizational and multitasking abilities.
- Competent in maintaining attendance and leave records.
- Understanding of payroll processing,
- Financial management skills for handling grants and preparing financial statements.
- Website management and graphic design proficiency for newsletters, posters, and brochures.
- Knowledge of TA/DA, purchase billing, and record maintenance.
- Basic accounting skills for handling bank accounts and audits.
- Ability to adapt and perform other office duties as required by the TEC coordinator.

### **Other Requirements**

- Fully flexible and able to work during evening and weekend (if the need arises)

**Working Days:** Monday to Saturday

### **Duties and Key Responsibilities**

#### **a) Manager**

- Cold-Calling to industry
- Scheduling meetings / visits to industry
- Extensive visits to industry of region
- R&D Need assessment of Industry
- Drafting and submission of appropriate reports of visits
- Uploading of R&D Needs of industry on TEC Website
- Liasoning between the academia and industry and organizing meetings between them
- To handle IPR related activities

- Mining of technologies lying in labs of region
- Drafting EoI documents for technologies
- Liasoning between the academia and industry and organizing meetings between them
- Drafting NDA / contract / MoUs / MoAs as and when required

## **b) Data entry operator**

- Handling various clerical and administrative work like drafting official letters, prepare and process TA/DA/purchase bills, maintaining record files, handling GeM portal etc.
- Maintain attendance record / leave record / overtime record of staff.
- Preparing payroll considering the Absences and Leaves etc.

## **Recruitment Process**

Application along with the following documents (in the order given below) in a single envelope should reach at “Technology Enabling Centre (TEC), 1st Floor, Guru Tegh Bahadur Bhavan Building, opposite to Centre for distance and online education (CDOE), Panjab University, Sector 14, Chandigarh – 160014 ” by speed post / registered post before **5 PM of 31<sup>st</sup> May 2024**. Envelope should be titled “Application for the post of \_\_\_\_\_”. Any application reached after 31<sup>st</sup> may 2024 will not be entertained.

1. Application Form given in Annexure I; filled by hand with blue colour (not by typing) and ink-sign in the places specified. Do not insert a scanned signature.
2. CV.
3. Personal statement (maximum 500 words) on why you think you are suitable for the position.
4. Attested copies of certificates of (i) Class X (ii) Class XII / Diploma (iii) Degree(s) (iv) Experience certificates supporting details mentioned in the application form/CV/personal statement (v) Government issued Photo ID proof (Aadhaar card/ passport/ DL) (vi) Date of Birth Proof (vii) Any other document supporting your application.
5. Written and signed explanation for any missing documents.

Candidates found to be potentially suitable will be informed via email to appear in next step of selection process (written test / personal interview / practical test). Those appearing for the interview should come with original of the application file and all documents submitted by email; and also one attested photocopy of the same.

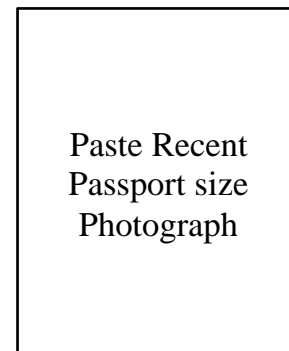
Prof. Manu Sharma  
Coordinator TEC,  
Panjab University,  
Sector 14, Chandigarh.

# Annexure I

## APPLICATION FORM

**Kindly use capital letters throughout.**

Position applied for	
Full Name	
Date of birth (DD/MM/YY)	
Gender	
Marital Status (Married / Unmarried)	
Address for communication with PIN	
Permanent Address with PIN	
Mobile / Phone number	
Email ID	



<b>Educational Qualifications</b>							
S. No.	Degree	Degree and Branch / Specialization	Board/University	Regular/Part Time	Year of Passing	Division	%Marks / CGPA
1	Matric						
2	XII / Diploma						
3	Graduation						
4	Post-Graduation						
5	Doctorate						
6	Post Doctorate						
7	Other(s)						

**Name:** ..... **Signature** ..... **Date:** .....

# Technology Enabling Centre (TEC) – Panjab University, Chandigarh

Qualifying Examination (GATE/CSIR/UGC/NET/Others if applicable)							
S. No.	Qualifying Examination	Branch	Year of Passing	Valid up to	Percentile	All India Rank	Any other Information

Professional / Work experience (with dates and duration). Include only those for which there is documentary proof. Mention details in chronological order								
S. No.	Designation	Name of Organization	Nature of Work	Period		Duration		
				From	To	Y	M	D
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
<b>Total Experience</b>								

Name: ..... Signature ..... Date: .....

**Publications / Patents / Awards / Prizes etc. (if any)**

**Any other relevant information**

**Name:** ..... **Signature** ..... **Date:** .....

<b>List of documents attached (Attach attested photocopy)</b>	<b>YES/NO</b>
CV	
Personal statement	
Class X certificate	
Class XII / Diploma certificate	
Degree certificates (All Degrees in chronological order)	
Experience certificates (All in chronological order)	
Government issued Photo Identity (such as Aadhaar card, Passport, etc.)	
Date of birth proof	
Any other document supporting your application	
Written and signed explanation for any missing documents	

**UNDERTAKING**

I \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ hereby declare that I have carefully read the instructions and confirm that the details given above are true and if any information / document submitted by me (at the time of application / written test / practical test / interview / after selection / after appointment) is found to be false, I will be immediately disqualified and action may be taken against me for the same. I also understand that even if I am called for the written test and/or Practical Test and/or personal interview, and later it is found that I do not fulfill the eligibility criteria, I will be disqualified immediately. If selected, I promise to abide by the rules and discipline of the institute.

I note that the decision of TEC is final in regard to selection. I agree that I shall abide by the decision of TEC, which will be final.

**Name:** ..... **Signature** ..... **Date:** .....