

## **DST-Centre for Policy Research**

Panjab University, Chandigarh

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

Applications are invited for the positions of Secretarial Staff/Data Entry Operator and Helper/Cleaner in DST- Centre for Policy Research at Panjab University, Chandigarh. The position are purely temporary and co-terminus with the project. The details of posts are as:

**Name of the Post: Secretarial Staff/Data Entry Operator**

No. of Vacancy: 1

Salary : Rs. 26,902/- (As per DC Rates)

Age: Less than 40 years

**Essential Qualification:**

1. MSc/MCA/MSc-IT (50% Marks or equivalent grade)
2. **One year experience of working on the same or equivalent post**

**Desirable:**

The candidate should have

- i. Experience of preparing detailed document, letters, reports etc.
  - ii. Knowledge of purchasing on GeM Portal.
  - iii. Experience in handling Secretarial work, accounts handling etc.
- 

**Name of the Post: Helper/Cleaner**

No. of Vacancy: 1

Salary : Rs. 18,461/- (As per DC Rates)

Age: Less than 37 years

**Essential Qualification:**

1. Matriculation (10<sup>th</sup>) passed.
2. Five years' experience of working on the same or equivalent post.

**Desirable:**

The candidate should have

- i. Knowledge of cleaning and hygienic of office
  - ii. Experience of carries files and mails from/to office sending the letters
  - iii. Experience in handling Secretarial work.
- 

**Conditions:**

1. Candidates are advised to send the complete application along with essential documents as hard copy to the "Coordinator, DST Centre for policy research, Room no 410, top floor, Guru Tegh Bahadur Bhawan, Sector 14 Panjab University, Chandigarh-160014".
2. The CV and the additional information asked is to be sent only in the prescribed proforma enclosed as attachment. **Do not send your CV via e-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. Candidates applying for different posts should submit separate applications. If it is not complied, the application forms will be rejected.
5. **The last date for the submission of application is 25.07.2023 till 5 p.m.**
6. **List of Shortlisted candidates for interview will be posted on website of centre - <https://cpr.puchd.ac.in> and interview will be held in the office of Coordinator DST-CPR on 28.07.2023 from 10 a.m. onwards.**

## 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 25.07.2023: .....
6. Postal Address: ..... Pin: .....
- E-mail: ..... Mobile no. ....
7. Nationality: ..... Marital Status: .....
8. Education Qualification (self-attested certificates should be attached):

*Paste your  
recent passport  
size photograph  
here*

Exam Passed	Board/University	Division	% age	Year of passing

9. Professional training undergone, if any, provide details with certificate: .....
10. Details of work/experience (if any, self-attested certificate should be enclosed): .....

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

11. Total experience (Years/Months): .....
12. Present post (Name of the Employer): .....
12. Nature of present employment i.e. Adhoc/temporary/permanent (If permanent, NOC required).....
13. Any other relevant information that you may like to furnish:.....
- .....

### **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