

DEPARTMENT OF BOTANY
PANJAB UNIVERSITY, CHANDIGARH

Ref. No. Bot/21/1116

Dated: 05/07/2021

Advertisement

Applications on plain paper along with attested copies of certificates/testimonials are invited from the in-service employees of the Panjab University for **3 (Three) vacant posts of Senior Technician (G-II)** in the Department of Botany by the following the procedure under clause 2.5 approved by the syndicate at its meeting held on 23.01.1998 (Paragraph 13) i.e. by notifying the posts to all the Departments/Institutions in the Panjab University with the prescribed qualification and experience.

Pay Scale:

Rs. 10300-34800+ Grade Pay Rs. 4400/- (with initials pay Rs. 17420/-) plus allowances as admissible under the university rules.

Requisite Qualifications & Experience:

The candidates should possess the qualifications and experiences service span for promotion from G-III to G-II be fixed as 23 years put together in G-IV and G-III for Non Matriculates and 16 years for Matriculates, subject to the condition that the promotee should be working in G-III at the time of promotion. The person who possesses the qualification for the Group-IV and have 8 years working experience in Group-III posts will also be eligible for promotion to Group-II post.

Job Requirements

- Knowledge of Computer operation and e-tendering process.
- Procuring labs' equipments as well as other regular departmental requirements through Government e-marketing (GeM) Portal.
- Maintenance of Herbarium and Museum.
- Knowledge of handling the Botanical Garden.
- Maintenance and handling of major equipments/instruments in the department.
- Knowledge of Repairing of equipments/instruments.
- About writing off unserviceable equipments/instruments and other materials in the labs.
- Processing and Auditing of Purchase.
- Experience of preparation of Purchase of culture/materials in the laboratories for class-work and research work.
- Any other responsibilities assigned by the Chairperson.

The application with complete biodata (alongwith copies of educational qualifications and experience, etc.) duly forwarded by the Chairperson/ Director of the concerned Department/Institute should reach the office of the Chairperson of Department of Botany, Panjab University, Chandigarh **by 20.07.2021 (5.00 P.M.)** Incomplete applications and those received after the last date will not be entertained.

(Prof. Daizy Rani)
Chairperson

Issued to the following for information and necessary action (For display on the Notice Board):

- 1) All teaching and Non-Teaching departments
- 2) SVC
- 3) DUI Office
- 4) DSW Office
- 5) Registrar Office
- 6) Chief of University Security, PU, Chandigarh.
- 7) Director, Department of Law, P.U. REGIONAL Centre, Muktsar.
- 8) P.U. Rural Centre Kauni, Muktsar
- 9) P.U. Regional Centre, Civil Line, Ludhiana
- 10) PUSSG Regional Centre, Bajwara, Distt. Hoshiarpur

Copy to: The Director, Computer Centre with a request to upload the said Notice on the P.U. Website.