

Information to be displayed on website:

Subject : Nature of contractual engagement on non-academic positions for a period initially upto one year.

Qualification / skill set as follows:

Deptt./ Section	Name of Position	No.	Qualification & Experience	Consolidated Salary (in Rs.)
Estate, Works & Guest House	Security Officer	01	<ul style="list-style-type: none">• Graduate in any discipline.• At least 20 years experience must in Armed Forces/ Para Military Forces / State / U.T. Police. Currently working at the level of Assistant Commandant / Captain / DSP or equivalent.• Exposure to ICT/ Electronics Surveillance is mandatory.	35000 to 45000
Dean Academic Affairs (DAA) Office / Registrar Office	Deputy Registrar	01	<ul style="list-style-type: none">• Post Graduate in any discipline and• 09 years of experience as Lecturer/ Assistant Professor in G.P. of Rs. 6000/- in a college or a University with experience in educational administration. or• Comparable experience in research establishment and/ or other institutions of higher education. or• 5 years of administrative/ financial experience as Assistant Registrar or in an equivalent post. <p>Desirable:</p> <ol style="list-style-type: none">1. Degree and/ or PG Degree in Engineering or PG Degree in Management/ Degree in Law.2. Persons working/ with experience of working in Govt. University/ IIT/ NIT/ Department of Higher Education/ Technical Education.	40000 to 55000
Establishment / Legal / Dean Academic Affairs (DAA) / Dean Faculty Affairs (DFA)	Assistant Registrar	02	<ul style="list-style-type: none">• A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. and• 03 years of experience of supervisory nature in establishment matter Accounts/ Finance/ Academics/ Audit/ Legal/ RTI/ Store & Purchase/ General Administration in University/ other institutions of higher education.	30000 to 40000
Library	Assistant Librarian	01	<ul style="list-style-type: none">• Master's degree in Library Science/ Information Science/ Documentation.• Must be exposed to Digital Learning Environment requirement.• Minimum requirement of experience is of 5 years in a University/Technical Institute at level of Higher learning/Research Organization.	35000 to 45000
Communication , Information & Media Cell	Statistical and Public Relation Officer	01	<ul style="list-style-type: none">• Master's degree in Statistics with at least 55% marks with at least 5 years experience in Data Analysis, preparation of Annual Report, etc. <p>Desirable:</p> <ol style="list-style-type: none">1. Degree/ Diploma in Journalism/ Mass Communication.2. Working in DPR Doordarshan/ Print media/ Electronic media University/ Education Institute of Higher level <ul style="list-style-type: none">• Knowledge of English & Hindi.	30000 to 50000

Deptt./ Section	Name of Position	No.	Qualification & Experience	Consolidated Salary (in Rs.)
Director Office	OSD	01	Graduate with at least 15 years experience in similar nature of job OR Post Graduate with at least 12 years of experience in the similar nature of job.	30000 to 50000
Dean Alumni	Executive Officer (Contract)	01	<ul style="list-style-type: none">Graduate with at least 10 years experience in similar nature of job OR <ul style="list-style-type: none">Post Graduate with at least 8 years of experience in the similar nature of job.	30000 to 50000
Dean Sponsored Research & Industrial Consultancy (DSRIC)	Executive Officer (Contract)	01	<ul style="list-style-type: none">Post Graduate with at least 8 years of experience in the similar nature of job.	30000 to 50000
Dean Student Affairs (DSA)	Sports Officer	01	<ul style="list-style-type: none">Master's degree in Physical Education with minimum 05 years experience at college / University level.	30000 to 50000
Total		10		

Terms & Conditions:

1. Retired persons may also apply. Age not exceeding 64 years.
2. For other persons age not exceeding 45 years.
3. Persons applying for more than one post should submit a separate application for each post.
4. Selection committee is entitled to recommend the salary within the prescribed band.

How to apply : Desirous candidates may please sent their applications along with bio-data may be addressed to the Registrar, PEC. Incomplete applications or those not in prescribed format will not be considered.

Note :

1. The application form can be downloaded from the link **Click here for application form**. Proforma filled in all aspect should reach the office of the Registrar, PEC University of Technology, Sector-12, Chandigarh – 160012 **on or before 17.04.2017 upto 5:00PM**.
2. In case of large number of candidate a screening test may be organized.
3. All correspondence from this office shall be made through e-mail only.
4. Mere fulfillment of essential qualification / experience requirement does not entitle candidates to appear in the screening test/interview.
5. No TA/DA will be paid for attending the interview/test.

Registrar

DA :Application forms (Retired & others persons).

U.O. No. PEC/SE-2/17/

Dated:

To

Head, Computer Centre with a request to upload the above advertisement and application proforma in the PEC website on today i.e. 20.03.2017.