

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:

Name of Position	No.	Qualification & Experience	Consolidated Salary (in Rs.)	Reporting time & Date	Venue
Assistant Registrar	01	<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.<li style="text-align: center;">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. <p>Desirable: Having qualification with Human Resource Management.</p>	On DC rates Rs. 28,000/- pm (approx.)	At 12:00 noon on 05.02.2018	Director's Secretariat

Terms & Conditions:

1. Age preferably below 37 years and not exceeding 45 years.
2. Reporting time: 1 hour prior indicated time of interview. Please come prepared to spend the entire day as interview may continue for whole day depending on number of candidates.
3. Desirous candidates shall report with one set of original and one set of photocopy of testimonials at the time interview.

How to apply : Desirous candidates may please sent their applications along with bio-data addressed to the Dean Faculty Affairs (DFA), PEC deanfa@pec.ac.in **on or before 01.02.2018 upto 5:00PM**. For any inquiry please contract (0172-2753090/ 2753082) Incomplete applications or those not in prescribed format shall be summarily rejected.

Note :

1. The application form can be downloaded from the link www.pec.ac.in.
2. All correspondence from this office shall be made through e-mail only.
3. Mere fulfillment of essential qualification / experience requirement does not entitle candidate(s) to appear in the interview.
4. No TA/DA will be paid for attending the interview.

Registrar

DA :Application form.

U.O. No. PEC/SE-2/18/ _____

Dated: _____

To

1. Head, Computer Centre with a request to upload the above advertisement and application proforma in the PEC website on today i.e. 23.01.2018.
2. Dean Faculty Affairs with request to depute the officers / officials for scrutiny of applications.