



**PUNJAB STATE COUNCIL FOR SCIENCE & TECHNOLOGY**

(A State Govt. Undertaking)

Adj. Sacred Heart School

2<sup>nd</sup> Floor, MGSIPA Complex,

Sector 26, Post Box 727, Chandigarh 160 019

Tel: 0172-2792325, 2793300, Fax: 2793143

**REQUIRES**

**1 Administrative Officer : One**

**Qualification & Experience :** Bachelors Degree in Personnel Management/Social Welfare or Business Management with 7 (Seven) years experience in relevant field.

OR

Bachelors Degree with Post-Graduate Diploma in Personnel Management from a recognized University with 10 (Ten) years experience in relevant field.

OR

Bachelors Degree with an experience of working as Under Secretary or Deputy Director of the State Govt. or its equivalent for a period of 1 (One) year or Superintendent Grade-I for a period of 3 (three) years in the affairs of Government of Punjab.

**Job Requirement:** The incumbent should be conversant with State Government/Government of India Service/Financial Rules and would be responsible for day to day service and administrative matter.

**Pay Scale :** Rs.15600-39100 + Grade Pay Rs.5400 + allowances as per Govt. of Punjab Rules. In case of retirees, pension drawn will be deducted from the pay.

**Deputation :** Govt. employees possessing the above qualifications and experience and who wish to work on deputation may also apply.

**Age:** 35 to 58 years (upto 60 years in case of Punjab Govt. retirees) or those retiring within six months.

**Tenure :** The post is purely on contractual basis for a period of one year and likely to be extended based on performance.

**2. Project Officer : One**

(Intellectual Property Facilitations Centre for MSMEs).

**Essential qualification :** 1st class or equivalent CGPA, Post Graduate in any branch of Science (including Agricultural Sciences) or Graduate in Engineering, with at least one year experience in the area of Intellectual Property Rights & field survey preferably industrial surveys and Computer Applications (especially data retrieval system).

**Desirable qualification :** Trained in IPR search, M.Tech/M.Phil/Ph.D. Cleared Patent Agent Exam conducted by Govt. of India. Knowledge of Punjabi.

**Job Requirement :** Job involves regular field visits to undertake pilot studies to identify IP needs and evolving solutions for IP management in MSMEs clusters of Punjab. Organizing awareness workshop & training programmes at field level. Conducting Patent searches and analysis through on line & off IPR databases. Overall coordination & reporting of centre, preparation of technical reports.

**Salary :** Rs.15,000/- per month + 15% HRA.

**3. PROJECT ASSOCIATES : Three**

**3 (A) Popularisation of Science (General Projects) : One**

**Essential Qualifications :** 1st class M.Sc. Should have passed Punjabi upto Matric and knowledge of writing and reading in Punjabi.

**Job Requirement :** Selected candidate will be required to prepare proposals, interact with educational institutions. NGOs & other such agencies, to organize & monitor various S&T programmes in the State of Punjab, prepare reports of science communication programmes & improve teaching of science etc.

**Desiarable :** Candidate having experience of working in the field of science popularization.

**3 (B) Popularisation of Science (Project on History of Science) : 1**

**Qualification & Experience :** M.A. in History for review of literature of history of Science &

Technology. Preference will be given to persons having working experience in the relevant field.

**Job Requirement :** The selected incumbent shall be responsible for :-

- to trace the roots of science and technology in the region of Punjab and document the achievements of the State in S&T.
- to review and collect information from various libraries of Universities, research institutes, district headquarters, Punjab State Archives and offices of various departments like PWD, B&R, Public Health, Irrigation, Industries etc., arrange collected information subject wise and in chronological order and to prepare the project report.

**3 (C) Patent Information Centre : One**

**Essential Qualification :** 1st Class M. Sc. in any branch of Science (including Agricultural Sciences) or B. Tech. Knowledge of IPRs and Computer Application (especially data retrieved system).

**Desirable Qualification :** Trained in data/IPR search, M Tech/M.Phil/Ph.D. Cleared Patent Agent Exam conducted by Govt. of India.

**Job Requirement :** Conducting Patent searches through IPR databases (on line & off line), organizing patent awareness workshops and faculty training caps, development of curricula and awareness materials in English & Punjabi.

**Tenure :** The appointment is on contractual basis for a period one year for 3(B), 3(C) and for 6 months for 3(A) (likely to be extended based on performance).

**Salary :** Rs.12,000 + 15% HRA

**4. Steno-typist : One**

**Salary :** Rs.10,000 + 20% HRA

**Qualification & Experience:** The applicant should be graduate from a recognized university. Should have minimum English shorthand speed of 80 w.p.m. with typing speed of 40 w.p.m. Should have minimum Punjabi shorthand speed of 50 w.p.m. with typing speed of 20 w.p.m. Should have knowledge of office routine, filling of papers, drafting routine letters and working on computer (MS Word, Power Point, Excel & Internet. Short listed eligible candidates will have to appear in the shorthand and computer typing test to qualify for the interview.

**Tenure :** The appointment is on contractual basis for one year (likely to be extended based on performance).

**Age :** Upto 37 years for the above posts, except Sr. No.1.

Candidates having requisite qualifications and experience may apply by 09.5.2011 on the prescribed proforma available at website [www.pscst.gov.in](http://www.pscst.gov.in) giving full biodata accompanied by a recent passport size photograph and attested copies of testimonials and demand draft Rs.100/- in favour of Punjab State Council for Science & Technology+ payable at Chandigarh. No fee will be payable by Scheduled Caste candidates. Incumbents appointed will be summarily rejected without attested copies of testimonials and certificates. **The candidates who had applied for the post of Administrative Officer last time need not apply again and their previous application and fee will be considered. In case there is any updation in the biodata, they can send the same without any fee.** The above posts are purely project based and not PSCST appointments and do not confer any right to the incumbent to any financial (apart from above remuneration) or other claim, implicit or explicit on any post in PSCST. The Council reserves the right to reject any or all applications without assigning any reason.

**Manager (F&A)**