



# Punjab Biotechnology Incubator

(Established by Govt. of Punjab)

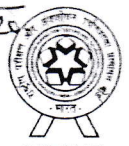
A Component of Agri Food Biotechnology Cluster, Knowledge City, Mohali

An NABL Accredited Facility

K-401876650

13-1-2020

54/144



(TC-6117)  
NABL Accredited

BIS Approved | FSSAI Empanelled | EIC Approved | APEDA Approved | PCB Approved | Notified State Water Lab - GoP | Notified Under EPA - GoI

No. PBTI/1348

Dated: 06/01/2020

3/3/20  
15/1/2020

Dy. C.E./HR & Admn  
Dy. C.E./S&D  
Dy. GM/IT  
P.S.

CE/HIS & D  
CE/P&M  
Sr. PS

cms (atchd).

Managing Director,  
Punjab State Transmission Corporation Ltd.,  
The Mall, Patiala  
cmd@pstcl.org

Director/Admn.

D/Admn.

CE/HIS & D

16-1-2020

Subject: Vacancy Notice for one post of Administrative cum Finance & Accounts Officer

Diary No. 156/CE/HIS&D  
Dtd.....20-01-2020.....

757  
22/1/2020

Sir/Madam,

Punjab Biotechnology Incubator (PBTI), a component of Knowledge City, SAS Nagar (Mohali) is a Society under Deptt. of Science, Technology & Environment, Punjab.

It is proposed to fill the post of **Administrative cum Finance & Accounts Officer** in its office at SAS Nagar (Mohali) on Direct Recruitment/ on Deputation basis (copy of the advertisement no. PBTI/2019-20/PS/05 dated 04/01/2020 is as per **Annexure-I**). The Recruitment/Vacancy Notice may please be widely circulated in your organisation. This advertisement has already been published in different newspapers and details are available on our website [www.pbttilabs.com](http://www.pbttilabs.com).

It is requested to forward applications in the prescribed proforma (**Annexure-II**) alongwith attested copies of ACR's/APAR's for the last five years and vigilance clearance of the eligible candidates whose services could be placed at the disposal of PBTI in the event of their selection. The application should be sent in the envelope superscribing the post applied for, to Chief Executive Officer, Punjab Biotechnology Incubator, SCO: 7-8, Phase -5, SAS Nagar (Mohali), Punjab - 160059, so as to reach on or before **28/01/2020**.

1. Sr. Xen/Personnel
2. Sr. Xen/Admn.
3. Sr. Xen/Recr.
4. ASE/Ttg. Cell
5. Dy. Secy/ Estt.
6. Dy. Secy/ General
7. US/ RTI/ Court Cases

Encl. As above

06/01/2020  
Chief Executive Officer

En. Asstt  
21/1/20

Dy. C.E./HR & Admn

24/1/2020

	<b>PUNJAB BIOTECHNOLOGY INCUBATOR</b> (Deptt. of Science, Technology & Environment, Punjab) <b>SCO : 7-8, Phase-V, Mohali, Punjab</b> E-mail : <a href="mailto:rectt.pbti@gmail.com">rectt.pbti@gmail.com</a> , Website : <a href="http://www.pbttilabs.com">www.pbttilabs.com</a>
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Advt. No. PBTI/2019-20/PS/05

## RECRUITMENT NOTICE

Punjab Biotechnology Incubator (PBTI) invites applications for following post through direct recruitment purely on contractual basis for a period of 5 years extendable as per requirement of PBTI/on deputation:

Sr. No.	Name of Post	Pay scale	Eligibility criteria
1	Administrative cum Finance & Accounts Officer - <b>01 (One)</b>  (Direct Recruitment / By Deputation)	Rs.15600-39100 (Grade Pay Rs.6600)	<p><b>Essential:</b> M.Com with minimum 10 years of experience in Accounts, Finance &amp; Administration OR MBA (Finance)/C.A. (inter) with minimum 7 years experience in Public Sector Undertaking / Industry etc.</p> <p><b>Desirable:</b> Preference will be given to persons who are well versed in Computerized Accounting &amp; Computer Applications in Administration.</p> <p><b>Job Requirements:</b> The incumbent will execute and monitor the Finance, Accounts &amp; Administration of the Biotechnology Incubator. Will be responsible for formulation of Plans, Budgets and Personnel Policies and liaise with Banks, Govt. Departments, Personnel at all levels. Execute the financial and personnel policies in a dynamic and growth-oriented manner. Develop high degree of motivation and commitment in the organization. Monitor project fund/sponsored by the State / Central Govt.</p> <p><b>Age:</b> 50 years or below. The Appointing Authority may relax the age in case of deserving person with relevant &amp; higher experience</p>

**By deputation:** Officials of the Central Government, State Governments, Central / State Government Universities / Autonomous Institutions, Public Sector Undertakings, subject to fulfillment of the following conditions:

- Holding analogous post in the parent cadre and
- Possessing the educational qualifications and experience prescribed for direct recruits.
- Serving employees should submit their applications through proper channel with an advance copy to PBTI within specified date, alongwith attested copies of their ACRs for the last five years and Vigilance clearance certificate.

Candidates having requisite qualifications and experience may submit application in the prescribed format **PROFORMA-I** which is available on the website of PBTI i.e. [www.pbttilabs.com](http://www.pbttilabs.com) along with the demand draft (Non-refundable) of Rs. 500/- (for each post) in favour of "Punjab Biotechnology Incubator" payable at Mohali **on or before 28/01/2020**. No fee will be payable by Schedule Caste (SC)/ Schedule Tribes (ST) candidates. In-service candidates shall apply through proper channel or submit NOC at the time of Interview. After sending the hard copy, the candidates are also required to send a soft copy in MS Word format of the **PROFORMA-II** through e-mail on PBTI's e-mail address i.e. [rectt.pbti@gmail.com](mailto:rectt.pbti@gmail.com) Incomplete or without fees applications will not be considered.

The Appointing Authority reserves the right to reject any or all applications without assigning any reason.

Admn. Officer

	Minimum length of service in the Grade			
	Essential Experience Required for the post		Experience possessed by the applicant	
	Analogous post required to be held on regular basis in parent cadre/Department for the post applied for		Analogous post held on Regular basis in parent Cadre/Department	
	Desirable experience slated for the post		Experience possessed by the applicant	
12	Details of Experience in Chronological order starting from present till first			
	S.no	Period	No. of Years	Post held , organisation & Place of posting
				Experience
13	Any other information applicant would like to submit in support of suitability for the post applied for			
14	** Attested copies of last 5 years ACR/APAR attached			
15	**Copy of Vigilance clearance attached			

\*Kindly attach copy of Educational Qualification and experience in support of your application as required for the post applied for.

\*\* To be filled by Competent Authority forwarding the application  
 It is certified that the details given above are true.

Signature of the applicant

Date:

It is certified that the details given above verified with service record of the applicant and found to be correct.

Signature and seal of the competent Authority  
 of the organisation forwarding the application

Date:

Address, Tel no. and email id \_\_\_\_\_  
 of the competent authority \_\_\_\_\_

## Annexure -II

## Application Form for application in Punjab Biotechnology Incubator

Post Applied For: **Administrative cum Finance  
& Accounts Officer**

( Attach latest Photo)

Sr. no.	Particulars	Details to be filled by the Applicant	
1	Name of the Applicant		
2	Present Designation		
3	Name of the Organisation		
4	Type of Organisation employed with: i. Central Government Organisation ii. State Government Organisation iii. Public Sector Undertaking iv. Autonomous Body v. Statutory Body		
5	Contact Details	Office Address: Email id: Mobile no. Landline no. Residence Address:	
6	Date of Birth		
7	Age of the applicant as on last date of receipt of application		
8	Date of Recruitment under applicable service rules where employed		
9	Post held on regular (i.e. substantive) basis, Scale of Pay and date from which held		
10	Educational Qualification*		
	Essential Educational Qualification Required for the post	Educational Qualification possessed by the applicant	
	Desirable Educational Qualification slated for the post	Educational Qualification possessed by the applicant	
11	Experience*		
		Requirement for the post	Actual service details of the applicant
	Grade in which minimum length of service required on regular basis		