



**PEC UNIVERSITY OF TECHNOLOGY,  
SECTOR-12, CHANDIGARH**

**WALK-IN-INTERVEIW**

Walk-in-interview is scheduled on 09.01.2017 to fill 07 nos. of non-academic positions on contract basis from retired persons initially for a period of one year and 01 no. of Technician on contract basis under ME (Industrial Design) for a period of three years. Details may be seen at [www.pec.ac.in](http://www.pec.ac.in)

**Registrar**



**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.)	Reporting Time & Date
Centre of Excellence in Industrial & Product Design for Self Supporting Programme of ME (Industrial Design)	Junior Technical Assistant (JTA)  <b>Mech. / Production</b>	01	3 years first class Diploma after 10 <sup>th</sup> <b>Or</b> 02 years first class Diploma after 10+2 <b>Or</b> 2 years first class diploma after ITI with minimum 02 years experience in relevant branch. <b>OR</b> Diploma with minimum 04 years experience <b>AND</b> <b>OR</b> ITI after 10 <sup>th</sup> or Diploma in relevant branch of Engineering with minimum of 05 years of experience.  <b>Nature of Experience:</b> Working in Laboratory of Engineering College/ University or equivalent / large scale industrial unit/ govt testing house / DRDO/ CSIR/ICAR/ Govt. Department Labs in relevant branch of Engineering or as prescribed by the Department/ Centre of PEC.  <b>Specification :</b> <i>Candidate should have experience in operating 3D Scanning and 3D Prototyping equipments.</i>  <b>Age limit for direct recruitment:</b> Below 37 years.	5200-20200 + GP 2000/-	9:30 AM on 09.01.2017
Estate, Works & Guest House	Security Officer	01	<ul style="list-style-type: none"> <li>Graduate in any discipline.</li> <li>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.</li> <li>Exposure to ICT/ Electronics Surveillance is mandatory.</li> </ul>	35000 to 45000	10:00 AM on 05.01.2017
DAA Office / Registrar Office	Deputy Registrar	01	<ul style="list-style-type: none"> <li>Post Graduate in any discipline <b>and</b></li> <li>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.</li> <li><b>or</b></li> <li>Comparable experience in research establishment and/ or other institutions of higher education.</li> <li><b>or</b></li> <li>5 years of administrative/ financial experience as Assistant Registrar or in an equivalent post.</li> </ul> <b>Desirable:</b> <ol style="list-style-type: none"> <li>Degree and/ or PG Degree in Engineering or PG Degree in Management/ Degree in Law.</li> <li>Persons working/ with experience of working in Govt University/ IIT/ NIT/ Department of Higher Education/ Technical Education.</li> </ol>	40000 to 55000	11:00 AM on 05.01.2017

Estt/ Legal / DAA / DFA	Assistant Registrar	02	<ul style="list-style-type: none"> <li>A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</li> </ul> <p style="text-align: center;"><b>and</b></p> <ul style="list-style-type: none"> <li>03 years of experience of supervisory nature in establishment matter Accounts/ Finance/ Academics/ Audit/ Legal/ RTI/ Store &amp; Purchase/ General Administration in University/ other institutions of higher education.</li> </ul>	30000 to 40000	12:00 Noon on 05.01.2017
Library	Assistant Librarian	01	<ul style="list-style-type: none"> <li>Master's degree in Library Science/ Information Science/ Documentation.</li> <li>Must be exposed to Digital Learning Environment requirement.</li> <li>Minimum requirement of experience is of 5 years in a University/Technical Institute at level of Higher learning/Research Organization.</li> </ul>	35000 to 45000	1:00 PM on 05.01.2017
Communication, Information & Media Cell	Statistical and Public Relation Officer	01	<ul style="list-style-type: none"> <li>Master's degree in Statistics with at least 55% marks with at least 5 years experience in Data Analysis, preparation of Annual Report, etc.</li> </ul> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Degree/ Diploma in Journalism/ Mass Communication.</li> <li>Working in DPR Doordarshan/ Print media/ Electronic media University/ Education Institute of Higher level</li> </ol> <ul style="list-style-type: none"> <li>Knowledge of English &amp; Hindi.</li> </ul>	30000 to 50000	2:00 PM on 05.01.2017
Director Office	OSD	01	<p>Graduate with at least 15 years experience in similar nature of job</p> <p style="text-align: center;"><b>OR</b></p> <p>Post Graduate with at least 12 years of experience in the similar nature of job.</p>	30000 to 50000	3:00 PM on 05.01.2017

**Venue: New Academic Block (Committee Room).**

**Conditions for Retirees:**

1. Eligibility only for retired officers/employees from Govt./ Semi Govt./Autonomous/ reputed private organizations.
2. Age requirement : Not exceeding 64 years on 05.01.2017.
3. Salary as indicated last salary drawn minus pension whichever is less.
4. Persons applying for more than one post should submit a separate application for each post.
5. Reporting time 1 hour prior to indicate time. Please come prepared to spend the entire day as interview may continue for whole day depending on number of candidates.
6. Desirous candidates shall report with one set of original and one set of photocopy of testimonials at the time interview.
7. No TADA will be admissible for attending the interview.
8. The application form can be downloaded from the link ***Click here for application form.***

**How to apply:** Desirous candidates may please sent their applications along with bio-data on email addressed to the Registrar, PEC ([jiwanlata@pec.edu.in](mailto:jiwanlata@pec.edu.in), [moumita@pec.edu.in](mailto:moumita@pec.edu.in)) for any inquiry please contact Ms. Jiwan Lata (Mb.8146561972).

**Specific Conditions for Junior Technical Assistant (JTA):**

- i) The above mentioned staff position is temporary and likely to continue as long as the self financing ME Course continues.
- ii) The minimum period for which the course shall continue will be three years.
- iii) The post shall carry all the benefits admissible to regular staffs expect for the LTC.
- iv) The post shall be non-pensionable and shall carry the facility of CPF (Contributory Provident Fund).
- v) The post shall carry the benefit of HRA (House Rent Allowance) but will not be entitled for allotment of government accommodation / lease accommodation.
- vi) Mere fulfillment of essential qualification requirements does not entitle candidates to appear in the interview. Selection committee may use suitable short listing criteria including test.
- vii) Existing staff members of PEC University of Technology, if selected on this post will treated as per the existing government guidelines.
- viii) Candidates from other organization, if selected on this post should have a commitment of at least three years from his organization to serve at PEC University of Technology.
- ix) No correspondence whatsoever will be entertained from applicants regarding outcome of interview.

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 02.01.2017. Test and / or interview of short listed candidates will be conducted on 09.01.2017. Incomplete applications or those not in prescribed format will not be considered.

**Note : No TA/DA will be paid for attending the interview/test.**

**DA :Application forms (Retirees & JTAs).**