



**PUNJAB BIOTECHNOLOGY INCUBATOR**  
(A State Govt. Undertaking)  
SCO : 7&8, (Top Floor), Phase-V, SAS Nagar, (Mohali)

*Advt. No. PBTI/2014 / 001*

Punjab Biotechnology Incubator (PBTI) invites the applications to fill the following post on contractual basis :

- 1. Administrative-cum-Finance & Accounts Officer : 01 post**  
Pay Scale : 15600-39100 + 6600/- (GP)

**Qualification & Experience :**

**Essential :** M.Com with minimum 10 years of experience in Accounts, Finance & Administration OR MBA (Finance)/C.A. (inter) with minimum 7 years experience in Public Sector Undertaking / Industry etc.

**Desirable :** Preference will be given to persons who are well versed in Computerized Accounting & Computer Applications in Administration.

**Job Requirements:** The incumbent will execute and monitor the Finance, Accounts & 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.

**Age :** 50 years or below. The Appointing Authority may relax the age in case of deserving person with relevant & higher experience.

Candidates having requisite qualifications, experience may submit his / her application on or before **30.01.2014** from the date of publication of this advertisement giving full bio-data accompanied by a recent passport size photograph and attested copies of testimonials/experience certificate and demand draft of Rs. 250/- in favour of "Punjab Biotechnology Incubator" payable at Mohali. Candidates are required to fill up the application in the prescribed proforma(s) **I, II & III** as given on the next page. The candidates may send duly filled form through e-mail at [pbt2005@yahoo.com](mailto:pbt2005@yahoo.com) by **30.01.2014** as well as the hard copy of the same must be submitted alongwith all testimonials duly attested on or before the due date i.e. **30.01.2014**. No fee will be payable by Schedule Caste candidates. The Appointing Authority reserves the right to reject any or all applications without assigning any reason.

**Administrative-cum-Finance & Accounts Officer**