

Advertisement No.: SSBUI CET/TEQIP-II/REC-II

**Dr. S. S. Bhatnagar University Institute of Chemical Engineering and Technology
(SSBUICET), Panjab University, Chandigarh**

Project: Technical Education Quality Improvement Program (TEQIP-II)

Advertisement Date: 5th February 2014

Walk in interview will be held on **18th February 2014** for the following posts at Dr. S.S. Bhatnagar University Institute of Chemical Engineering and Technology (SSBUICET), Panjab University, Chandigarh under TEQIP-II project. The candidates must reach in person to the office of Dr. SSBUI CET Panjab University, Chandigarh on 18th February 2014 (Tuesday) at 9.30 A.M. List of short listed candidates will be displayed on the notice Board of Dr SSBUI CET. Panjab University ,Chandigarh at 11.00 A.M. Short listed candidates have to appear in person for interview before the selection committee at 11.30 am in the office of Chairperson, SSBUI CET, P.U., Chandigarh. No separate letter for interview will be sent and no TA/DA will be given. Advertisement and application forms along with detailed instructions for the candidates are annexed.

**Chairperson
Dr SSBUI CET, P.U.**

IMPORTANT INSTRUCTIONS TO CANDIDATES

1. It is not obligatory on the part of University to call all eligible persons for interview.
2. The University may also prepare a waiting list in order of merit.
3. The eligibility of every candidate will be determined on the basis of the qualifications acquired.
4. Incomplete applications/forms will be rejected. The University will not be responsible for any delay in the submission of applications of the candidates.
Clearly indicate the post applied for on the application form. All the candidates must submit the application form in the office of Dr. SSBUI CET, Panjab University, Chandigarh by 18th February 2014 (9:30 A.M.)
5. All the documents in original will have to be produced at the time of interview.
6. If any information supplied by the candidate in his application form is found incorrect/false at any stage, his candidature/selection will be cancelled.
7. Along with original application forms candidate should attach 3 photocopies of duly filled application form and one set of attested copies of certificate of Educational

Qualification and Experience in support of their claim for the same, failing which their applications will be rejected. It is mandatory to attach proof of **date of birth of the applicant**. No document will be entertained after the last date prescribed for receipt of application.

8. Candidates should also indicate percentage of marks obtained by them in each examination in the column "Class/Division/Grade".
9. Persons already in service must route their applications through proper channel. They may, however, send an advance copy of their application on the prescribed proforma direct to the University. However they will be allowed to present themselves for interview only on the production of "No Objection Certificate" from their employers.
10. If the number of candidates for any post is very large, the candidates shall be required to go in for an objective multiple choice test relevant to that post.
11. For the posts where age limit is mentioned, upper age limit is relaxable to the extent of 5 years for Schedule Caste/Schedule Tribes (of all India) and to the extent of 10 years for Physically handicapped persons on production of Medical Certificate from the competent authority.
12. Canvassing in any form will disqualify the candidate.
13. University reserves the right not to fill up any of these posts.

Detailed Qualifications for various Posts

1. Procurement Officer (02)

The positions are purely temporary in nature. Duration of the initial appointment is 6 months with consolidated salary of Rs. 30,000/- per month.

Essential Qualifications:

1. B.Com with minimum 60% marks

Desirable Qualifications:

- a. Working knowledge of computers and Purchase software with experience in Purchase/ tendering in a Govt./Private organization/ Institution/ Industry
- b. Atleast 2 years experience in Purchase.

Retired Government/Semi government employees with experience in handling accounts and purchase can also apply.

Age Limit: Below 62 years on the last date of application.

2. Programmer (01)

The post is purely temporary in nature. Duration of the initial appointment is 6 months with consolidated salary of Rs. 30,000/- per month.

Essential Qualifications

- i. B.E. or B.Tech (CSE/IT) or
- ii. MCA/M.Sc. (Computer Science)

Desirable Qualifications:

- i. Knowledge of Computer Data Processing

Age Limit: Below 35 years on the last date of application.

Serial No. _____

PANJAB UNIVERSITY, CHANDIGARH
Dr. S. S. Bhatnagar University Institute of Chemical Engineering & Technology
Application for Procurement Officer
(Use separate form for each post)

(For Office use)
(Diary No. _____)
Date _____

Name of the Post _____ Advt. No. _____

Department _____

A. Name in full Mr./Mrs./Ms. _____
(IN CAPITALS)
Father's Name : Mr. _____

**Affix recent
passport size
photograph**

Date of Birth : _____ Place of Birth _____

Nationality : _____ Marital Status _____

Member of Scheduled Caste/Backward Class : Yes/No _____

(If yes, please attach certificate from Tehsildar/Magistrate 1st. Class of the area)

B. **Address :**
Permanent address : _____
(IN CAPITALS)

Present Address : **(For correspondence)** _____
(IN CAPITALS)

Mobile/Telephone: _____ E-mail: _____

C. Joining time (if selected) _____

Educational Qualifications : (Please attach one set of attested copies along-with original application)

Examination	Univ./Board	Main Subjects	Year of passing	Marks Obtd. (with Max. marks)	Class/Div./ Grade (Attach conversion formula)	Merit/ Prizes /Medals won, if any
1. Matric						
2. 10+2/Pre-Med./ Pre-Engg.						
3. B.A./B.Sc./B.E. B.Com. etc.						
4. M.A./M.Sc./ M.Com./M.C.A. etc.						
5. Any other Exam (Please Specify)						

P.T.O.

D. Professional Training :

Sr.No.	Organisation	Period		Details of Training	
		From	To		

E. Employment Experience (details in chronological order starting with first job) :

Name & Address of Employer/ Institution	Date of		Designation	Nature of Job	Basic Pay p.m. & Pay-Scale	Reasons for leaving
	Joining	Leaving				

F. Referees :

These should be professionally competent persons, well acquainted with some aspects of the applicant's training, accomplishments, capability and character but must be relations. At least two of them should be citizens of India. (Supervisor of each major employment and present or most employment must be listed.)

Name Occupation/Position Address

1. _____
2. _____

G. Additional Information :
(No annexure need be enclosed) _____

H. List of Enclosures

1. _____ 2. _____ 3. _____ 4. _____
5. _____ 6. _____

I. Declaration : I solemnly declare that :

- (i) The foregoing information is complete and correct. I am not aware of any circumstances which may impair my fitness for employment in the Panjab University, Chandigarh.
- (ii) I have never been disqualified from University work/appearing in any University examination.
- (iii) I have never been dismissed either from Govt. or from University, College or other Public or Private Organisation service.
- (iv) I have never been prosecuted, kept under detention or bound down/fined, convicted by the Court of Law for any offence.

Place : _____

Date : _____

Signature of Applicant

Recommendation of the Employer (In case of Employed)

Signature of Employer (with Seal)

Serial No. _____

PANJAB UNIVERSITY, CHANDIGARH

Dr. S. S. Bhatnagar University Institute of Chemical Engineering & Technology

Application Format for the posts of Programmer

(Use separate form for each post)

(For Office use)

(Diary No. _____)

Date _____

Name of the post _____ Advt. No. _____

Department _____

**Space for
Photo**

A. Name in full Mr./Mrs./Ms. _____

(IN CAPITALS)

Father's Name: Mr. _____

Date of Birth _____/Place of Birth _____

Nationality: _____/Marital Status _____

Do you belong to Scheduled Caste/Scheduled Tribe/Backward Class; Yes/No _____

(If yes, please attach certificate from Tehsildar/Megistrate 1st Class of the area)

B. Addresses:

(IN CAPITALS)

Permanent address: _____

Present Address (For correspondence) _____

(Any change be intimated to the office)

Phone No. _____

Mobile No. _____

C. Joining time _____

(if selected)

D. Minimum Qualifications (Please attach one set of attested copies along with original application)

Examination	Univ./Board	Main subjects	Year of passing	Marks obtd. (with max. marks)	Class/Div./ Grade (Attach conversion formula)	Merit/Prizes /Medals won, if any

E. Employment Experience (detailed in chronological order starting with first job);

Name & Address of Employer/Institution	Date of Joining/ Leaving	Designation	Nature Of job	Basic Pay p.m. & pay scale	Reasons for leaving

F. Referees:

These should be professionally competent persons, well acquainted with some aspects of the applicant's training accomplishments, capability and character but must not be relation, At least two of them should be citizens of India (Supervisor of each major employment and present or most recent employment must be listed.

Name	Occupation/Position	Address
1. _____		
2. _____		

G. Additional Information: (No annexure need be enclosed);

H. List of Enclosures:

1. _____ 2. _____ 3. _____ 4. _____

I. Declaration: I solemnly declare that:

- (i) The forgoing information is complete and correct. I am not aware of any circumstances, which may impair my fitness for employment in the Panjab University, Chandigarh.
- (ii) I have never been disqualified from University work/appearing in any University examination.
- (iii) I have never been dismissed either from Govt. or from University, College or other Public or Private Organization service.
- (iv) I have never been prosecuted, kept under detention or bound down/ fined, convicted by the Court of law for any offence.

Place:

Date:

Signature of Applicant

Recommendation of the Employer (If Employed)

Signature of Employer (with Seal)