

# THAPAR UNIVERSITY, PATIALA

(Declared under Section 3 of the UGC Act, 1956)

## Walk-in-Interview

Eligible candidates are invited for entrance test followed by an interview for the following positions on Adhoc / Contractual basis for Patiala /Chandigarh Campus (located at Dera Bassi) on March 17, 2010 for the positions at Sr. No. 1 to 5 & on March 18, 2010 for the position at Sr. No. 6 to 9 respectively in the Committee Room of Thapar University, Patiala.

1	P.S to Director	B.A./ B.Com +12 years experience OR M.A. / M.Com + 7 years experience. Typing speed 60 w.p.m. & Shorthand Speed : 100 w.p.m. Knowledge of use of Computer. Desirable: Degree/ Diploma in Public Administration & Diploma in Secretarial Practice.
2	Coach	Graduation with N.I.S Diploma in Lawn-Tennis (One Year). Minimum 5 Years coaching experience in Lawn-Tennis. Preference will be given to the additional qualification M.P.Ed, M-Phill Etc.
3	Receptionist-cum- Tele operator	Graduate with 60% marks, Good communication skill, Proficiency in English, Computer Knowledge
4	Clerk-cum-Typist	Graduation and Computer knowledge with Good Typing Speed Desirable: PGDCA
5	Accounts Clerk	B.Com with 50 % Marks Desirable : CA inter / 3 years training with CA
6	Technical Assistant (Digital Resources)	10+2 with Diploma in Computer/Computer Application + 3 yrs. Experience in an Academic or Research Library. Desirable: Experience/Knowledge of MSSQL/MySQL or Library applications, Diploma in Library Science
7	Lab. Technician	3 years Diploma (Electronics / Chemical/ Civil/ Electrical / Mechanical / Computer Science) or B.Sc. (PCM) or M.Sc degree in any branch of life Sciences + 2 years experience in University / Institute/ R&D organization.
8	Electrician	High School + ITI or 8 <sup>th</sup> Class + 5 years experience. Desirable: Training/ 3 years experience in relevant field.
9	Lab Attendant	10+2 (Science) with 2 years related experience OR I.T.I

The interested candidates are requested to report accordingly at 9.00 A.M. in the Personnel Section of the University for their attendance following which they will be required to undergo Written / Practical Test in their respective fields. Candidates are required to bring all their credentials (Certificates and testimonials in original) along with their updated resume. Number of vacancies & duration of appointment will be decided by the Selection Committee. Salary negotiable depending on the Qualification & Experience. For any queries please contact at 0175-2393353/2393819.

**REGISTRAR**