

**Recruitment for the post of “Scientific Administrative Assistant” under DST-PURSE project**

The Thapar Institute of Engineering and Technology (TIET) is one of India's oldest and finest educational institutions, which provides a steady source of highly skilled talent to the nation as well as overseas. Founded in 1956, TIET has been a pioneer in engineering education, research and innovation.

The Institute invites applications from eligible Indian nationals for the following position on contract basis.

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|---------------------------|---|
| <b>Name of post</b>       | Scientific Administrative Assistant   |
| <b>Number of posts</b>    | 1 (one)   |
| <b>Qualification</b>      | <b>Essential: Graduate degree in any discipline from a recognised university.</b><br><b>Desirable:</b> <ul style="list-style-type: none"> <li>• Minimum 50% in the qualifying degree</li> <li>• Experience with handling finance/administration/purchase in recognised body/institute</li> <li>• Well-versed with Microsoft Office packages/similar software packages</li> <li>• Good command in speaking and writing of English</li> </ul>   |
| <b>Monthly Emoluments</b> | Rs. 18,000/- + HRA (9%)   |
| <b>Age</b>                | 30 - 50 Years   |
| <b>Tenure</b>             | 01 (one) year, Renewable up to 4 (four) years based on the performance, requirement, and fund availability at the end of each year.   |
| <b>Job description</b>    | The selected candidate will have to support scientific administrative work associated with the DST-PURSE project and in liaison with different divisions of the institute. The candidate has to be versatile enough to move frequently from one office/premises to another while handling documents. Selected candidate is expected to perform data entry, communicate with all lead investigators for smooth functioning of the project, and carry out the work assigned by the authority.   |
| <b>Other information</b>  | <ul style="list-style-type: none"> <li>• Appointment is purely temporary and will terminate automatically without any notice or compensation on termination of the project.</li> <li>• The appointed person shall have no claim of appointment / absorption in Funding Agency or in TIET Patiala.</li> <li>• Appointment of the applicant will be governed by the terms and conditions of the funding agency (DST, Government of India, SR/S9/Z-05/2019).</li> <li>• No TA/DA will be admissible for appearing for the interview.</li> <li>• Selected candidates will have to join duty immediately (within a week) on receipt of the offer.</li> </ul> |
| <b>How to apply</b>       | Applicants can send a single PDF file (CV, Proof of qualification and experience, and any other relevant document) by email to <b>Amandeep.dhot@thapar.edu</b> . Shortlisted candidates will be called for a personal interview. Hence please provide your active email address and mobile phone number.<br><b>Last Date of Applying – 3<sup>rd</sup> March 2024</b>  |