

# CENTRAL UNIVERSITY OF PUNJAB, BATHINDA

(Established vide Act No. 25 (2009) of Parliament)

Advt. No. PRO-267 (2024)

Dated: 24/09/2024

## Advertisement for Various Posts in the BIRAC E-YUVA (Empowering Youth for Undertaking Value Added Innovative Translational Research) Center at Central University of Punjab, Ghudda

Applications in prescribed format are invited from the eligible and suitable Indian Nationals for BIRAC supported E-YUVA Center at Central University of Punjab, Ghudda for the following posts purely on contractual basis:

1. Project Coordinator -01
2. Project Assistant -01
3. Office Assistant -01

The posts are temporary and co-terminus with the project. As an equal opportunity employer, we encourage women candidates to apply. The upper age limit may be relaxed for an additional duration of earlier work experience in a project/scheme. No TA/DA will be paid if called for interview.

The commencement date and last date for submission of applications are as under:

<b>Date of Commencement of Application</b>	24/09/2024
<b>Last date of Filling Application</b>	31/10/2024
<b>Date of Interview/Test</b>	Will be intimated to shortlisted candidates seperately thorough email.

Number of posts, essential qualifications and upper Age Limits are mentioned below.

<b>Sr. No. 1</b>	<b>Designation</b>	<b>Project Coordinator</b>
	<b>Salary</b>	Rs. 75,000 Per Month (fixed)
	<b>Nature of Job</b>	Contractual
	<b>Qualifications Required:</b>	
	<b>Essential</b>	Ph.D. in any branch of Life Sciences/ Biotechnology/ Microbiology/ Agriculture/Pharmacy/Chemistry/ Physics or equivalent with at least 3 years of Post Ph.D. experience in Teaching/Research/Industry.
	<b>Desirable</b>	<ol style="list-style-type: none"><li>Should have strong interest and passion for nurturing technology innovation/ entrepreneurship, basic training in sciences/ bio- engineering; ability to quickly grasp inventions/ technology and assess them.</li><li>For bio-incubation activities, academic training in Life sciences, bioengineering, biotechnology, biomedical engineering, medicine, Material sciences, Chemical sciences and related disciplines are preferred.</li><li>Further work experiences and/or qualifications in business management/IP management/ project management/ law and agreements/ tech transfer/ incubation would be a plus.</li><li>Excellent communication skills; Experience in scientific</li></ol>

		<p>writing/ proposal writing etc. would be a plus. Any experience mentoring students/ interns/ start-ups etc. would be an advantage.</p> <p>v) Should be a self-starter who can work with minimum supervision and efficiently deliver project goals.</p> <p><b>Note:</b> Capacity of research and innovation shall be evidenced from the research publications/ patents and start-up created/ mentored.</p>
	<b>Age Limit</b>	The candidate must not exceed 40 years on the last date of application. Age may be relaxed for experienced and well-qualified candidates.
	<b>Job Description</b>	Act as a coordinator for the center. The incumbent would directly report to the Chief Coordinator/ Principal Project Investigator of BIRAC E-YUVA Project and be involved in administrative and scientific support to the center. Shall be engaged in mentoring fellows at different level (UG to Post-Doctoral). Must be able to contribute and conceptualize execution of technical workshops, product-oriented research in advanced laboratory and mentorship to start-ups. Helping entrepreneurs relating to proposals/ pitches/ business plans and fund raising. Any other activities necessary to support and strengthen the innovation and entrepreneurship activities related to biotechnological/ bio-pharma domain. Other tasks assigned by Chief Coordinator/ Principal Project Investigator on time-to-time basis.

<b>Sr. No. 2</b>	<b>Designation</b>	<b>Project Assistant</b>
	<b>Salary</b>	Rs. 25,000 Per Month (fixed)
	<b>Nature of Job</b>	Contractual
	<b>Qualifications Required:</b>	
	<b>Essential</b>	M.Sc. in any branch of Life Science/ Biotechnology/Chemistry/Physics/Microbiology/ Agriculture/M.Tech/MPharm with at least 1 year of experience in Teaching/Research/Industry.
	<b>Desirable</b>	<p>i) Should have strong interest and passion for research and innovation; apply knowledge towards creation of enterprise for nurturing technology innovation/ entrepreneurship.</p> <p>ii) Hands-on experience in analytical instruments, working on BSL-2 laboratory, animal handling etc. is preferred.</p> <p>iii) Work experiences and/or qualifications in business management/ IP management/ project management/ law and agreements/ tech transfer/ incubation would be a plus.</p> <p>iv) Excellent communication skills with experience in scientific writing/ content development etc.</p> <p>v) Should be self-motivated with ability to work with stringent deadlines.</p> <p>vi) Must be open to travelling for organizing summit/ collaborative and outreach programs.</p>
	<b>Age Limit</b>	The candidate must not exceed 35 years on the last date of application. Age may be relaxed for experienced and well-qualified candidates.

	<b>Job Description</b>	Act as a project assistant for the center. The incumbent would directly report to the Project Coordinator/ Chief Coordinator/ Principal Project Investigator of BIRAC E-YUVA Project and be involved in administrative and scientific support to the center. Shall be engaged in maintaining laboratory and co-working with fellows at different level (UG to Post-Doctoral). Must be able to monitor laboratory instruments, purchase, project finance, day-to-day activities and documentation for the project. Shall be able to execute organize seminars, workshops etc. Helping the project coordinator in activities related to writing research proposals/ pitches/ business plans and fund raising. Any other activities necessary to support and strengthen the innovation and entrepreneurship activities related to biotechnological/ bio-pharma domain. Other tasks assigned by Project Coordinator/ Chief Coordinator/ Principal Project Investigator on time-to-time basis.
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<b>Sr. No. 3</b>	<b>Designation</b>	<b>Office Assistant</b>
	<b>Salary</b>	Rs. 15,000 Per Month (fixed)
	<b>Nature of Job</b>	Contractual
	<b>Qualifications Required:</b>	
	<b>Essential</b>	Matriculation with minimum of 60 % marks and at least 1 years of experience in laboratory management. Basic knowledge of computer especially MS Office.
	<b>Desirable</b>	<ul style="list-style-type: none"> <li>i) Good communication skill (both written and verbal).</li> <li>ii) Experience in working in office of private/ government organization.</li> <li>iii) Drafting skill and knowledge of office documentation.</li> <li>iv) Knowledge of laboratory instruments in biotechnology/ Chemistry/Biochemistry/Microbiology.</li> <li>v) Marketing/sales experience.</li> </ul>
	<b>Age Limit</b>	The candidate must not exceed 35 years on the last date of application. Age may be relaxed for experienced and well-qualified candidates.
<b>Job Description</b>	Act as an office assistant for the center. The incumbent would directly report to the Project Coordinator/ Chief Coordinator/ Principal Project Investigator of BIRAC E-YUVA Project and be involved in office-support to the center. Keeping records, maintaining documents, taking care of the laboratory instruments and support the center for conducting seminars/ workshops etc. Other tasks assigned by Project Coordinator/ Chief Coordinator/ Principal Project Investigator on time-to-time basis.	

### General Information:

1. The Application form (.docx) can be downloaded from the university website (<https://cup.edu.in>). The Filled Application Form along with all relevant testimonials (as single attachment) must be mailed to [monisha.dhiman@cup.edu.in](mailto:monisha.dhiman@cup.edu.in) with a cc to [vinod.kumar@cup.edu.in](mailto:vinod.kumar@cup.edu.in) on or before the deadline (31<sup>st</sup> Oct, 2024).
2. The age can be relaxed for experienced and/or meritorious candidates.
3. The University reserves the right to:
  - (a) Withdraw the advertisement either partly or wholly at any time without

- assigning any reason to this effect.
- (b) Fill or not to fill up some or all the posts advertised for any reasons whatsoever.
  - (c) Increase/decrease the number of posts without giving any reason.
  - (d) Any edition/ deletion and changes in matter of terms and conditions given in this notification of recruitment.
  - (e) Hold Written Test, Skill/Trade Test, Presentation and/ or Interview for selection, whenever circumstances so warrant.
4. Incomplete application or without relevant supporting enclosures will be out-rightly rejected.
  5. All appointments are purely contractual and temporary in nature for 1 year and same is renewable up to 3 years (co-terminus with the project) depending upon the performance and sole discretion of the institution. The candidate will have no right to claim for his/her regularization of the post in the university.
  6. No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
  7. No TA/DA will be paid for attending the interview.

Sd/-xx  
Prof. Monisha Dhiman  
Principal Investigator