Phone 2534077　　　　　　　　　　　　　　　　　　No.:　　CC/19/195

Email: director_cc@pu.ac.in　　　　　　　　　　　Dated:　20/03/2019

NOTICE

Applications are invited on plain paper from the in-service employees of Panjab University to fill **3 (Three)** vacant posts of **Junior Technician Grade – III** (Data Entry operator) in the pay scale of Rs. 10300-34800+ GP Rs. 3800 with initial pay of Rs. 14590/- plus allowances in the Dr. A P J Abdul Kalam Computer Centre, Panjab University, Chandigarh, from amongst Junior Technician (G-IV) working in the Panjab University and its regional centres. The applications are invited to under **Clause 2.5** of the procedure approved by the Syndicate dated 23.1.1998 (Paragraph 13))

Requisite Qualification:-

　　　　As per the decision of the Syndicate dated 30.6.1994 (Paragraph 68), the above said posts are to be filled in by promotion from amongst the candidates working in G-IV in the university, satisfying the following qualifications and experience:

1. **8 years experience in Group IV for those persons who are Matric with Science or XII class with Science, pass as prescribed by Senate for Group IV posts.**
2. **15 years experience in Group IV for those persons who are under Matric, i.e., don't have the qualification prescribed by the Senate for Group IV.**

Job requirements

1. Attend Networking/Internet related complaints in various Departments/Offices in Sector 14, Sector 25 and Hostels of Panjab University
2. Wi-Fi Registration of the students/Staff
3. Webcast support for important events like convocation, International Conferences, Seminars
4. Supporting Campus wide network project in Panjab University
5. Software Installation and operations; Document Entry and Preparation
6. Handling of LCD Projector in VCCR, Senate/ Syndicate meetings, conferences etc.
7. Maintenance of Stock Register (issue of materials)
8. Maintenance of Computer Labs and supporting services in server Room
9. Various duties assigned by Director from time to time

　　　　The applications with complete Bio-data (along with copies of educational qualification and experience etc.) on plain paper, duly forwarded by the Chairperson/Director of the concerned Department/Institute, should reach the **Director, Dr. A P J Abdul Kalam Computer Centre, Panjab University, Chandigarh by 5:00 pm of 22.04.2019**.

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Issued to the following for information and necessary action (For display on the Notice Board)

1. All teaching and Non-Teaching departments
2. SVC
3. DUI Office
4. DSW Office
5. Registrar Office
6. Chief of University Security, PU, Chandigarh
7. Director, P.U., Regional Centre, Muktsar
8. Director, P.U. Regional Centre, Kauni, Muktsar
9. Director, P.U. Regional Centre, Civil Lines, Ludhiana
10. Director, PUSSG Regional Centre, PO Allahabad Bajwara, Distt. Hoshiarpur