Phone: 0172-2534077   No.: D-CC/23/64
Email: director_cc@pu.ac.in   Dated: 01/02/2023

NOTICE

Applications are invited on plain paper from the employees of Dr. A.P.J. Abdul Kalam Computer Centre and Department of Computer Science and Applications, Panjab University, Chandigarh to fill **One** vacant post of **Technical Officer (G –I) in the Dr. APJ Abdul Kalam Computer Centre, PU, Chandigarh** in the pay scale of Rs. 15600-39100 + GP Rs. 5400, plus allowances with initial pay of Rs. 21000/-. As per the decision of the Syndicate dated 11.05.2019 (Para 04), the post falling vacant Group-I is to be filled in by 100% promotion from amongst the candidates working in G-II in the Dr. A P J Abdul Kalam Computer Centre and Department of Computer Science and Applications, satisfying the following qualifications and experience:

Qualifications and Experience:

The persons who possess the qualification prescribed for Group IV post and have eight years working experience in Group II posts would be eligible for promotion to Group I posts;

OR

Those who have 16 years of working experience put together in Group III and II posts.

OR

24 years working experience put together in Group IV, III, & G-II posts would also be eligible for promotion to Group I posts subject to the condition that the promotee should be working in G-II at the time of promotion. As per the decision of the Syndicate, the Vice Chancellor stands authorized to earmark certain posts from these groups which in his opinion should be filled by direct appointment, keeping in view the specific nature and duties of those posts in various departments of the university and treat these posts as a category a part.

Job requirements for Technical Officer (G-I) :-

1. *Knowledge of Programming languages such as PHP/VB.NET, Databases like MySQL/SQL/Server.*
2. *Knowledge of Linux/Windows Servers.*
3. *Supervision and maintenance of Computer Labs including installation, troubleshooting and updation of software.*
4. *Handling admission and examination related work.*
5. *Providing assistance in practical classes of short-term training programmes.*
6. *Update/posting of information on Panjab University website.*
7. *Handling of emails.*
8. *Management of Stock/inventory.*
9. *Various duties assigned from time to time by the Chairperson/Director.*

The applications through proper channel with complete Bio-data 6 copies (along with copies of educational qualification and experience etc.) on plain paper be submitted to the office of Dr. A.P.J. Abdul Kalam Computer Centre, Panjab University, Chandigarh by **13.02.2023**.

(Director)

Copy to following for information and necessary action:
1. Notice Board of Dr. A P J Abdul Kalam Computer Centre, PU, Chandigarh
2. Chairperson, DCSA, PU, Chandigarh for information and necessary action.