Prof. Anu Gupta   **No. D-CC/23/1009-1010**
Director
Phone No. 0172-2534077
E-mail: directorcc@pu.ac.in   **Dated 09/10/2023**

NOTICE

Applications are invited on the plain paper from the employees of Dr. APJ Abdul Kalam Computer Centre and Department of Computer Science and Applications, Panjab University, Chandigarh to fill **One Vacant Post of Senior Technician (G-II) in the Dr. APJ Abdul Kalam Computer Centre, PU, Chandigarh** in the pay scale of Rs. 38,500 -1,22,700/-(Level-11 as per 6th PPC) plus allowances. As per the decision of the Syndicate dated 11.05.2019 (Para 04)/ 30.04.2017 (Para 23), the post falling vacant in Group-II is to be filled in by 100% promotion from amongst the candidates working in the Group-III category in the Dr. APJ Abdul Kalam Computer Centre and Department of Computer Science and Applications, PU, Chandigarh satisfying the following

Qualifications and Experience :-

- Service span for promotion from G-III to G-II be fixed as 23 years put together in G-IV and G-III for Non-Matriculates and 16 years for Matriculates, subject to the condition that the promotee should be working in Group – III at the time of Promotion.

- The person who possesses the qualification for the G-IV and have 8 years working experience in Group –III posts will also be eligible for promotion to Group-II posts.

Job Requirements:

1. Trouble Shooting of LAN/wi-fi network issue in hostels and academic areas.
2. Conduct online/offline/live streaming meetings/create meeting links of using google meet/webex/webcast/presentation etc.
3. Installation of Antivirus/matlab/mathematica & other application software.
4. Providing the estimates and reports for repair and maintenance of network equipment.
5. Email handling of entrance test examination and UG/PG/Ph.D admission of more than 150 courses.
6. Help desk services provided to the applicants/ candidates in application forms for admissions/entrance test/fee payment.
7. Handling of net portal issues and providing support to the wi-fi users.
8. Various duties assigned from time to time.

The applications through proper channel with complete Bio-data (along with copies of educational qualification and experience etc.) on plain paper be submitted to the office of the Director, Dr. A P J Abdul Kalam Computer Centre, Panjab University, Chandigarh by **18.10.2023 up to 3:00 pm**

-Sd-
(Director)

Issued to the following for information and necessary action (For display on the Notice Board)
1. Director, Dr. A P J Abdul Kalam Computer Centre, Panjab University
2. Chairperson, Department of Computer Science and Applications, Panjab University