

**PUSHPA GUJRAL SCIENCE CITY**  
**Jalandhar-Kapurthala Road, Kapurthala**

Suitable dynamic person is required for Science City, Kapurthala

**Administrative Officer (Post - 1): Pay Scale Rs.15600-39100 + Grade Pay Rs.5400/-**

**Qualification:** Graduate from a recognized University. Computer proficiency is essential.

(Attach certificates of graduation degree and for computer Knowledge of Word processing and Internet / e-mail usage)

**Experience:** 12 years experience, out of which at least 5 years of administration in supervisory capacity in establishment work, preparation of agenda for meetings, legal cases and other related procedures.

The person should have worked in the minimum Pay Scale of Rs.9300-34800 + Grade Pay Rs.4200/- OR Minimum Basic Pay of Rs. 13,500/-

**Age:** Below 45 years as on the last date of receipt of applications.

**Deputation:** The applications of the candidates willing to apply on deputation must be accompanied with Vigilance Clearance Certificate as well as attested copies of the ACRs for the last five years through proper channel. An Officer who is appointed on deputation, will be governed by the rules and instructions issued by the concerned department and mutually agreed.

**The post is on contract basis for a period of five years (extendable).**

Applications on prescribed proforma, which can be downloaded from **www.pgsciencecity.org**, should reach the Director, Pushpa Gujral Science City, Jalandhar-Kapurthala Road, Kapurthala by 28/11/2016 with attested copies of testimonials, experience certificate as well as documentary proof of having worked in the required scale or Basic Pay and bank draft of Rs.500/- (for SC/ST/OBC Rs.250/-, proof to be attached) in favour of 'Pushpa Gujral Science City', Kapurthala **preferably by registered post** as Courier service providers do not deliver letters/documents at Pushpa Gujral Science City, Kapurthala. Incomplete applications without testimonials / photograph / application fee etc. or those received after the due date will summarily rejected. PGSC will not take any responsibility for any postal delay, whatsoever.

