

# CENTRAL UNIVERSITY OF PUNJAB, BATHINDA

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

Advt. No. PRO-311 (2025) Dated: 27/10/2025

## WALK-IN-INTERVIEW

1. A Walk-in-interview shall be held for following project positions under BIRAC supported E-YUVA Center at Central University of Punjab, Ghudda purely on contractual basis:

- a. Project Assistant -01
- b. Office Assistant -01

2. The posts are temporary and co-terminus with the project. As an equal opportunity employer, we encourage women candidates to apply.
3. The commencement date and last date for submission of applications are as under:

|                                            |                                          |
|--------------------------------------------|------------------------------------------|
| <b>Date of Commencement of Application</b> | 27 <sup>th</sup> October, 2025           |
| <b>Last date of Filling Application</b>    | 10 <sup>th</sup> November, 2025          |
| <b>Date of Interview/Test</b>              | 10 <sup>th</sup> November, 2025 11:00 AM |

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

|           |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I.</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 experience in Teaching/Research/Industry.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|           | <b>Desirable</b>                | <ol style="list-style-type: none"><li>i) Should have strong interest and passion for research and innovation; apply knowledge towards creation of enterprise for nurturing technology innovation/ entrepreneurship.</li><li>ii) Hands-on experience in analytical instruments, working on BSL-2 laboratory, animal handling etc. is preferred.</li><li>iii) Work experiences and/or qualifications in business management/ IP management/ project management/ law and agreements/ tech transfer/ incubation would be a plus.</li><li>iv) Excellent communication skills with experience in scientific writing/ content development etc.</li><li>v) Should be self-motivated with ability to work with stringent deadlines.</li><li>vi) Must be open to travelling for organizing summit/ collaborative</li></ol> |

|           |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                                 | and outreach programs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|           | <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 Investigators 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. |
| <b>II</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 55 % marks and at least 1 year of experience in office related work. 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 Life Sciences/ Chemistry.</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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## 5. 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 must brought at the time of interview. Applications completed in all manner may also be sent to [eyuva1@cup.edu.in](mailto:eyuva1@cup.edu.in) on or before the last date.

2. Date and time of walk-in Interview: **10<sup>th</sup> November, 2025 at 11:00 AM.**
3. The age can be relaxed for experienced and/or meritorious candidates.
4. 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.
5. Incomplete application or without relevant supporting enclosures will be out-rightly rejected.
6. 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.
7. No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
8. No TA/DA will be paid for attending the interview.

Sd/-xx  
Prof. Monisha Dhiman  
Principal Investigator