

**University Institute of Engineering and Technology
Panjab University, Sector-25, Chandigarh 160014**

Project Staff Requirement

Applications are invited for the appointment of **Project Technical Support-III -01** in ICMR funded project entitled “**Tele-Health Screening and Management for Non-Communicable Diseases**” for a period of 1 year OR coterminous with project depending upon the satisfactory performance of the candidate at University Institute of Engineering and Technology (UIET), Sector-25, Panjab University, Chandigarh.

Sr. No.	Name of Posts	No. of Post	Qualification	Salary
1	Project Technical Support-III	01	<ul style="list-style-type: none">• Three Years Graduate in relevant subject/field + three years experience or PG in relevant subject/ field. *Preference given to M.Com/CA degree holders	Rs. 28,000/- +18% HRA

Responsibilities:

- Responsible for maintaining accounting records, checking the financial documents.
- Keeping track of transactions, expenditures, processing of purchase order.
- Making accounts-related reports, managing and Compiling Budgets as per the rules.
- Providing support to administrative related tasks in the accounts department.
- Works under Accounts and Finance Department performing tasks like, keeping track of monetary transactions, assisting in administrative activities.
- Stock Maintenance and any other work assigned by PI/Co-PIs.

The incumbent is expected to work on Saturdays/Sundays and maybe on holidays also for any project exigency. Date, time and venue of the interview will be conveyed to the eligible/shortlisted candidates through email or phone. No separate call letters will be issued for the interview. No TA/DA will be paid to the candidates for attending the interview.

Candidates can apply till 30th April 2024 through *Google form Link*
<https://forms.gle/dpiHJxDEWqq6uzULA>

Dr. Harish Kumar
Principal Investigator and Professor, CSE UIET,
Panjab University, Chandigarh