

CENTRAL UNIVERSITY OF PUNJAB, BATHINDA

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

Advt. No. PRO-288 (2025)

Dated: 30/05/2025

WALK-IN-INTERVIEW

A Walk-in-interview shall be held for **ONE** post of **OFFICE ASSISTANT** under BIRAC supported E-YUVA Center at Central University of Punjab, Ghudda purely on contractual basis:

The post is temporary and co-terminus with the project. As an equal opportunity employer, we encourage women candidates to apply. The upper age limit may be relaxed for an additional duration of earlier work experience in a project/scheme.

Date of Commencement of Application	30/05/2025
Last date of Filling Application	12/06/2025
Date of Interaction cum Interview	12/06/2025

Designation	OFFICE ASSISTANT
No. of positions	ONE (01)
Salary	₹ 15,000 Per Month (fixed)
Nature of Job	Contractual and purely temporary basis under a project.
Qualifications Required:	
Essential	Matriculation with minimum of 55 % marks and at least 1 (one) year of experience in office related work. Basic knowledge of computer especially MS Office.
Desirable	<ol style="list-style-type: none">1. Good communication skill (both written and verbal).2. Experience in working in office of private/ government organization.3. Drafting skill and knowledge of office documentation.4. Knowledge of laboratory instruments in Life Sciences/ Chemistry.
Age Limit	The candidate must not exceed 35 years on the last date of application. Age may be relaxed for experienced and well-qualified candidates.
Job Description	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.

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 (as single attachment) must be mailed to monisha.dhiman@cup.edu.in with a cc to vinod.kumar@cup.edu.in on or before the deadline **(12/06/2025)**.
2. Applicants shall be required to bring duly filled application form (prescribed format) in original along with original and one set of self-attested documents at the time of interview.
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 post 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