Dr. S. S. Bhatnagar University Institute of Chemical Engineering and Technology, Panjab University, Chandigarh

Applications are invited for the post of one Data Entry Operator @Rs 15,000/- fixed per month and one MIS Officer @Rs.30,000/- fixed per month for six working days in a week for three months or till the project last (with one day break after 89 days) purely on contractual basis under TEQIP-II.

Interested candidates with below mentioned qualifications may submit their applications by **16.1.2017 at 4:00 P.M** along with complete bio-data (**with valid email address**), copies of marks sheets and relevant certificates **in the office of the Dr. SS Bhatnagar University Institute of Chemical Engineering and Technology** and should appear for **Walk-in-Interview** along with all their original documents and concerned experience certificates. **Written test** will be held as per schedule given below **in the office of Chairperson of the Dr. SS Bhatnagar University Institute of Chemical Engineering and Technology, Panjab University, Chandigarh. Eligible candidates will be informed on email for the written test.**

No. of post	Post	Date and Time of Written test	Date and Time of Interview
1*	Data Entry Operator	18.1.2017 at 9.00 AM	18.1.2017 at **12:00 PM**
1	MIS Officer	-	18.1.2017 at **03:30 PM**

*No. of post of Data Entry Operator may increase/ decrease as per the requirement

I.   Qualifications for "Data Entry Operator"
Essential Qualifications:
i.   Degree in any of the following courses B.Sc./BCA/B.Com/BA with minimum percentage of marks: 50% for General category (45% for BC/OBC/SC/ST).

Desirable Qualifications:
a.   Proficiency in MS Office.
b.   Good typing skills
c.   Proficiency in English (both spoken & written)

Age Limit: The candidate should not less than 18 years and more than 35 years of age on the last date fixed for submission of application

II.   Qualifications for "MIS Officer"
Essential Qualifications:
ii.   B.E or B. Tech (CSE/IT/ECE/ICE/Chemical) or
iii.   MCA, M. Sc (Computer Science)

Desirable Qualifications:
i.   Programming Knowledge in VB, Java and Oracle
ii.   Knowledge of computer data processing and previous working experience in MIS.

Preferences: The person with work experience in relevant fields will be preferred.
Age Limit: The candidate should not less than 18 years and more than 35 years of age on the last date fixed for submission of application

No TA/DA will be provided for appearing in the interview.

Prof. Anupama Sharma,   **Prof. Meenakshi Goyal,**
Coordinator, TEQIP-II   Chairperson, SSBUICET
Dr. SSBUICET