



**Department of Science & Technology & Renewable Energy,
Chandigarh Administration**

Paryavaran Bhawan, 1st Floor, Sector 19-B, Madhya Marg, Chandigarh.
Tel.: +91-172-2703982, e-mail : dstchandigarh17@gmail.com

Department of Science & Technology & Renewable Energy invites applications for the post of **“Scientific Administrative Assistant/ Field Worker”** to be filled up on contract under Department of Biotechnology, GOI sponsored project ***Skill Vigyan Progamme***.

Consolidated Salary: Rs. 21,600/- per month (including all statutory liabilities.)

The detailed advertisement giving qualifications, age etc. and application Performa is available on our website: <https://chandigarh.gov.in/departments/other-departments/science-technology-renewable-energy> . The applications complete in all respect must reach this office by **07.11.2024**. The name of post applied for must be super scribed at the top of the envelope.

Director (DST&RE)

**GUIDELINES/ DETAILS FOR THE POST OF SCIENTIFIC ADMINISTRATIVE
ASSITANT/ FIELD WORKER**

The Department of Science & Technology & Renewable Energy, Chandigarh Administration invites application for the post of Scientific Administrative Assistant/ Field Worker under Department of Biotechnology, Ministry of Science & Technology, Govt. of India, New Delhi supported "Skill Vigyan Program" on contract basis.

1. Vacancy: **Scientific Administrative Assistant/ Field Worker**

2. No. of vacancies: **01**

3. Last date of application: **07.11.2024**

4. Total Salary/ Emoluments: **Rs. 21,600/- per month consolidated**

5. Duration of appointment: **Till 31.03.2025 & likely to continue**

6. **Eligibility:**

(A) Essential:

Graduate degree in any discipline

(B) Desirable: -

(I) Experience of working in government projects.

(II) Skilled in drafting letters, writing reports in English/ Hindi.

(III) Has good verbal and non-verbal skills.

(IV) Proficient in Microsoft office (Word/Excel/ Power point).

7. Age: Below 50 years as on date of advertisement.

8. How to apply: Submit your application form with along with supporting documents by hand/ registered post at Department of Science & Technology & Renewable Energy, 1st Floor, Paryawaran Bhawan, Sector 19-B, Chandigarh-160019. Envelope should be superscripted with the name of post. Scanned copy of the same (PDF Format only) is also required to be submitted on e-mail id: dstchandigarh17@gmail.com

Eligible/ shortlisted candidates will be informed about next stage of recruitment. Incomplete application forms shall be summarily rejected.

Note:- All documents being submitted should be self attested.

**APPLICATION FOR THE POST OF SCIENTIFIC ADMINISTRATIVE ASSISTANT/
FIELD WORKER**

1. Name:
2. Father/ Husband:
3. Date of Birth:
4. Sex : Male/ Female
5. Address for correspondence:

Please affix latest
passport size
photograph
(to be self attested)

6. Mobile No. :
7. Email ID:
8. Qualifications:

Examination Passed	Board University	Marks obtained/Total Marks	Percentage	Year of passing

9. Relevant experience (if any):

Duration (from last to present)	Organization	Status	year and months

10. List of testimonials:
11. Declaration

That the above mentioned information is correct and nothing has been concealed therein.

Signature of the applicant