

ADVERTISEMENT

Applications are invited for the following temporary posts under DST project “Technology Enabling Centre (TEC). The posts will be initially filled up for one year but can be further extended depending on the performance and work capabilities of the selected candidates.

S. No.	Position	Essential Qualification	Upper Age Limit (Years)	Monthly Emoluments (Rs.)
1.	Manager (Technology) 01 Post	i) Doctoral Degree in Science or Master’s degree in Engineering or Technology from a recognized university or equivalent; and	40	67000/- + HRA
2.	Manager (IPR) 01 Post	ii) Three years’ experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organisations and Scientific activities and services.	40	67000/- + HRA

Job Profile

Manager (Technology)

The role of the Manager (Technology) is to access R&D Needs of industry and liasoning between the academia and industry of the region under the directions of Sr. Manager. Manager (Technology) is required to extensively interact with industry over phone and is also required to extensively travel to industry for assessing R&D needs of industry.

Manager (IPR)

The role of Manager (IPR) is to handle IPR related activities and legalities associated with Technology Development. Manager (IPR) is required to extensively interact with research / academic labs and mine technologies lying in labs. Manager (IPR) is also required to write contracts / MoUs / MoAs, NDA, EoI documents for commercialization of technologies, project reports, review reports, technical proposals etc.

Desired Skills / Abilities

- Strong administrative and organizational skills
- Strong communication skills over phone
- Fully IT literate including use of Microsoft Office applications, Email drafting etc.
- Able to work effectively with minimum supervision
- Able to work under pressure at times

Other Requirements

- Fully flexible and able to work during evening and weekend (if the need arises)

Technology Enabling Centre (TEC) – Panjab University, Chandigarh

Working Days: Monday to Saturday

Duties and Key Responsibilities

Manager (Technology)	Manager (IPR)
<ul style="list-style-type: none">• Cold-Calling to industry• Scheduling meetings / visits to industry• Extensive visits to industry of region• R&D Need assessment of Industry• Drafting and submission of appropriate reports of visits• Uploading of R&D Needs of industry on TEC Website• Liasoning between the academia and industry and organizing meetings between them	<ul style="list-style-type: none">• To handle IPR related activities• Cold-Calling to inventors / researchers• Extensive visits to labs of researchers• Mining of technologies lying in labs of region• Uploading technologies available for commercialization on TEC website• Drafting EoI documents for technologies• Liasoning between the academia and industry and organizing meetings between them• Drafting NDA / contract / MoUs / MoAs as and when required

Recruitment Process

Application along with the following documents (in the order given below) in a single envelope should reach at “TEC/CIIPP, Near S.B.I., Old DCC Building, Panjab University Sector 14, Chandigarh, U.T. – 160014” by speed post / registered post before **5 PM of 30th December, 2022**. Envelope should be titled “Application for the post of Manager Technology/IPR”. Any application reached after 30th December 2022 (5 PM) will not be entertained.

1. Application Form given in Annexure I; filled by hand with blue colour (not by typing) and ink-sign in the places specified. Do not insert a scanned signature.
2. CV
3. Personal statement (maximum 500 words) on why you think you are suitable for the position
4. Attested copies of certificates of (i) Class X (ii) Class XII / Diploma (iii) Degree(s) (iv) Experience certificates supporting details mentioned in the application form/CV/personal statement (v) Government issued Photo ID proof (Aadhaar card/ passport/ DL) (vi) Date of Birth Proof (vii) Any other document supporting your application
5. Written and signed explanation for any missing documents

Candidates found to be potentially suitable will be informed via email to appear in next step of selection process (written test / personal interview / practical test). Those appearing for the interview should come with original of the application file and all documents submitted by email; and also one attested photocopy of the same.

Prof. Manu Sharma
Coordinator TEC,
CIIPP Office, Panjab University,
Sector 14, Chandigarh.

Annexure I

Technology Enabling Centre (TEC) – Panjab University, Chandigarh

APPLICATION FORM

Kindly use capital letters throughout.

Position applied for	
Full Name	
Date of birth (DD/MM/YY)	
Gender	
Marital Status (Married / Unmarried)	
Address for communication with PIN	
Permanent Address with PIN	
Mobile / Phone number	
Email ID	

Paste Recent Passport size Photograph

Educational Qualifications							
S. No.	Degree	Degree and Branch / Specialization	Board/University	Regular/Part Time	Year of Passing	Division	%Marks / CGPA
1	Matric						
2	XII / Diploma						
3	Graduation						
4	Post-Graduation						
5	Doctorate						
6	Post Doctorate						
7	Other(s)						

Name: Signature Date:

Technology Enabling Centre (TEC) – Panjab University, Chandigarh

Qualifying Examination (GATE/CSIR/UGC/NET/Others if applicable)							
S. No.	Qualifying Examination	Branch	Year of Passing	Valid up to	Percentile	All India Rank	Any other Information

Professional / Work experience (with dates and duration). Include only those for which there is documentary proof. Mention details in chronological order								
S. No.	Designation	Name of Organization	Nature of Work	Period		Duration		
				From	To	Y	M	D
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total Experience								

Name: **Signature** **Date:**

Publications / Patents / Awards / Prizes etc. (if any)

Any other relevant information

Name: Signature Date:

Technology Enabling Centre (TEC) – Panjab University, Chandigarh

Rate your Knowledge / Experience / Skills in the following areas using a score of:

- 4-Expert (i.e. can work independently and also teach);
- 3-Skilled (i.e. can work independently but cannot teach);
- 2-Fair (i.e. can work with minimal supervision);
- 1-Beginner (i.e. can work with constant supervision);
- 0-No experience/skill, but willing to learn rapidly.

Area/Topic	Your score
• Communication over phone	
• Managerial and Administrative Skills	
• Using computers / Microsoft Applications / Drafting Emails	
• Self-Motivated to initiate any work	
• Preparing Reports	
• Professional Interaction Skills	
• Basic knowledge of area of your specialization	
• Any other relevant skill (Elaborate)	

List of documents attached (Attach attested photocopy)	YES/NO
CV	
Personal statement	
Class X certificate	
Class XII / Diploma certificate	
Degree certificates (All Degrees in chronological order)	
Experience certificates (All in chronological order)	
Government issued Photo Identity (such as Aadhaar card, Passport, etc.)	
Date of birth proof	
Any other document supporting your application	
Written and signed explanation for any missing documents	

Name: **Signature** **Date:**

UNDERTAKING

I _____ son/daughter/wife of _____ hereby declare that I have carefully read the instructions and confirm that the details given above are true and if any information / document submitted by me (at the time of application / written test / practical test / interview / after selection / after appointment) is found to be false, I will be immediately disqualified and action may be taken against me for the same. I also understand that even if I am called for the written test and/or Practical Test and/or personal interview, and later it is found that I do not fulfill the eligibility criteria, I will be disqualified immediately. If selected, I promise to abide by the rules and discipline of the institute.

I note that the decision of TEC is final in regard to selection. I agree that I shall abide by the decision of TEC, which will be final.

Date:

Signature of Applicant

Name: Signature Date: