

**PUNJAB ENGINEERING COLLEGE
(DEEMED TO BE UNIVERSITY)
SECTOR 12 CHANDIGARH**

Applications for walk-in interviews are invited for the following position for a period of 03 years to work in the O/o Dean Alumni, Corporate & International Relations:-

Sr. No.	Designation of post	Monthly salary (Consolidated)	No. of posts
1.	Multi – Tasking Supporting Staff	Rs. 21,863/- (As per DC rates as revised from time to time)	01

For further details on eligibility and how to apply, please visit www.pec.ac.in,

Dean Alumni, Corporate & International Relations

Following positions are available for a minimum period of three years to work in the O/o Dean Alumni, Corporate & International Relations:-

Post: Multi – Tasking Supporting Staff

Entitlements	Qualification
Rs. 21,863/- (As per DC rates of Clerks/DEO, as revised from time to time)	<p>Essential Qualification: Graduate with well conversant computer skills.</p> <p>Desirable Qualification: Diploma in computer applications having speed of 35 w.p.m and having minimum 3 years of work experience in office Management and handling e-mails/ social media.</p>
Date/Time of Test: Dec 3, 2019 at 10:00 AM	
Date/Time of Test: Dec 3, 2019 at 3:00 PM	

NOTE: The application form can be downloaded from the link. Performa filled in all aspect must be carried along on the date of test/interview to Dean Alumni Corporate & International Relations Punjab Engineering College Sector- 12 Chandigarh. Candidates are advised to visit institute website regularly for any change in date & venue of test/interview. Incomplete applications or those not in the prescribed format will not be considered.

Note: No TA/DA will be paid for attending the interview /test

Candidates should bring along with them application on complete biodata as per the prescribed format, attested copies of mark sheets/certificates and Experience certificates of the candidates (Original as well as Photocopies) addressed to Dean Alumni with recent passport size photographs at the time of interview.

The following methods will be adopted for the selection of the candidate:

S. No	Method of Evaluation for the post of Multi Tasking Supporting Staff	
1.	Screening Test (Objective Type Questions (Computer, General English)	Top 10 to be shortlisted for interview.
2.	Typing Test	

DA : Application forms