TECHNOLOGY ENABLING CENTRE (TEC)
(Established by Department of Science and Technology, GoI)
CAREER POINT UNIVERSITY
Tikker, Bhoranj, Hamirpur (H.P.), India – 176041
(NAAC accredited University)

सत्यमेव जयते
Department of Science & Technology
Govt. of India

ADVERTISEMENT

No.: Advt/CPU-TEC/2023-01   **Dated: 25.05.2023**

Applications from the interested candidates are invited on the prescribed form *(Annexure-I)* for the following temporary posts under **DST project "Technology Enabling Centre (TEC)".** The posts will be initially filled up for one year and may 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.	Project Associate-I (01 Post)	Master's degree in Natural Sciences/ Management or Bachelor's degree in Engineering or Technology from a recognized university or equivalent	35	26,600/- (Consolidated)
2.	Project Engineer (01 Post)	(i) Master's degree in Natural Sciences or Bachelor's degree in Engineering or Technology from a recognized university or equivalent (ii) 2 years' experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organizations, and Scientific activities and services **Desirable:** a) CSIR/ UGC-NET/ GATE qualified certificate b) Doctoral Degree in Natural Sciences or Master's Degree in Engineering/ Technology	35	40,000/- (Consolidated)

Project Associate-I

The role of the Project Associate-I is to access R&D Needs of industry/MSMEs and liasoning between the academia and industry of the region under the directions of Project Engineer. Project Associate-I is required to extensively interact with industry/MSMEs over phone and is also required to extensively travel to industry/MSMEs for assessing their R&D needs.

Project Engineer

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

DESIRED SKILLS / ABILITIES

- Strong administrative and organizational skills
- Strong communication skills
- 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

WORKING DAYS: Monday to Saturday

DUTIES AND KEY RESPONSIBILITIES

Project Associate-I	Project Engineer
➢ Cold-Calling to industry/MSMEs	➢ To handle IPR related activities
➢ Scheduling meetings with / visits to industry/ MSMEs	➢ Cold-Calling to inventors/ researchers
➢ Extensive visits to industry/ MSMEs of region	➢ Extensive visits to labs of researchers
➢ R&D Need assessment of Industry/ MSMEs	➢ Mining of technologies lying in labs
➢ Drafting and submission of appropriate reports of visits	➢ Uploading technologies available for commercialization on TEC website
➢ Uploading of R&D Needs of industry/ MSMEs on TEC Website	➢ Drafting EoI documents for technologies
➢ Liasoning between the academia and industry/ MSMEs and organizing meetings between them	➢ Liasoning between the academia and industry/ MSMEs 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) should reach to **"The Coordinator, Technology Enabling Centre, Career Point University, Hamirpur"** via email only to: cputec@cpuh.edu.in on or before **8th June, 2023** (Candidates are *not* required to send the hard copies of documents by post). Any application received after **8th June, 2023** will not be entertained.

1. Scanned PDF file of Application Form given in *Annexure I*; duly filled with own handwriting (not by typing) and signed in the places specified (Please do not insert digital/ scanned signature).

2. Scanned PDF file of Curriculum Vitae

3. Scanned PDF files of self-attested (please do not insert digital signature) copies of certificates of (i) Class X (ii) Class XII / Diploma (iii) Certificates of all years or semesters of all Degrees (iv) Experience certificates supporting details mentioned in the application form (v) CV (vi) Copy of Aadhar card (vii) Date of Birth Proof (ix) Any other document supporting your application.

The candidates will be short listed for the interview based on merit and will be informed via e-mail or phone call to appear in next step of selection process (written test/ personal interview/ practical test, etc.). Mere fulfilling the essential qualifications will not entitle the candidate for being called for interview. In this regard, the decision of the selection committee will be final. Those appearing for the interview should come with original copy of the application form and all original documents submitted by email (one set of Xerox). Entire process of selection may be conducted in online/ offline mode. No TA/DA will be paid for attending the interview.

Sd/-
Dr. Kuldeep Kumar
Coordinator, Technology Enabling Centre (TEC)
Room No. 502, 5th Floor, Academic Block A
Career Point University
Bhoranj, Hamirpur (H.P.), India-176041

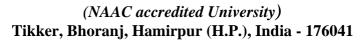E-mail: cputec@cpuh.edu.in
Contact: 8261001322, 9805464594

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APPLICATION FORM

Position applied for		
Full Name		
Father's Full Name		Paste Recent Passport size Photograph
Date of birth (DD/MM/YY)		
Gender		
Marital Status (Married / Unmarried)		

Address for correspondence with PIN	
Permanent Address with PIN	
Mobile number(s)	
Email ID	
Aadhar Card Number	

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)						

Date: …………………….. **Name of Applicant:** …………………………………………....... **Signature:** ………………………

Desirable Examination (GATE/CSIR/UGC-NET/Others if applicable)

S. No.	Qualifying Examination	Branch	Year of Passing	Valid up to	Percentile, if any	All India Rank, if any	Any other Information
1							
2							
3							
4							
5							

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 From	To	Y	M	D
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
				Total Experience				

Date: …………………….. **Name of Applicant:** …………………………………….….... **Signature:** ……………………….

Publications / Patents / Awards / Prizes etc. (Nos. only)

Any other relevant information

List of documents attached (Attach self-attested photocopy)	YES/NO
CV	
Class X certificate	
Class XII / Diploma certificate	
Certificates of all years or semesters (For all Degrees in chronological order)	
Qualifying certificate (like CSIR/UGC-NET, GATE, etc., if any)	
Experience certificates (All in chronological order)	
Aadhar card	
Document for date of birth proof	
Any other document(s) supporting your application	

Date: …………………….. **Name of Applicant:** ………………………………………….…… **Signature:** ………………………

<u>UNDERTAKING</u>

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

Date: **Name & Signature of Applicant**

Date: …………………….. **Name of Applicant:** ……………………………………….…… **Signature:** …………………….