

13<sup>th</sup>

**Minutes of the meeting of the Human Resource Committee held on October 3, 2011 in the office of DG, Pushpa Gujral Science City, Chandigarh:**

Following members attended the meeting:

- |                      |          |
|----------------------|----------|
| 1. Dr. R.S. Khandpur | Chairman |
| 2. Dr. A.L. Sangal   | Member   |
| 3. Er. H.S. Bains    | Member   |

Dr. Buta Singh, Dean (Academics) could not attend the meeting.

The committee members deliberated upon the agenda items and recommended as follows:

**Item No. 1 Recruitment of 'A' grade posts**

The committee recommended as follows:

- A) The matter of filling up the position against the vacant post of Dean was deferred.
- B) Following positions be filled up on contract basis for **two years against previously sanctioned positions and available scales on consolidated salaries.**

Sr No.	Name, No. & pay scale of Post	Nature of post and Consolidated salary
1	Project officer (Value Education cell)----(02) 15600-39100 (GP 5400)	Rs. 30,000/- (fixed)
2	Project officer (Industrial Liaison)---(01) 15600-39100 (GP 5400)	Rs. 30,000/- (fixed)
3	Project officer (Foreign languages) -----(01) 15600-39100 (GP 5400)	Rs. 30,000/- (fixed)
4*	Estate Officer (New Projects)--- (03) 15600-39100 (GP 5400)	Rs. 30,000/- (fixed)

\* To be created

**The Detailed qualifications for the above positions are as under:**

**Project Officer (Value Education)**

**(2 No.)**

**Essential Qualification:** A Master's Degree in Humanities / Science or B.E. / B.Tech / MBA with 55% marks and 2 years experience in relevant field

**Project Officer (Industrial Liaison)**

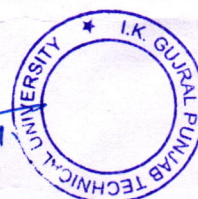
**(1 No.)**

**Essential Qualification:** A Master degree in Science or B.E./B.Tech/MBA with 55% marks or its equivalent from a recognized university and 2 years experience in relevant field.

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**Project Officer (Foreign Languages)**

(01 No.)

**Essential Qualification:** Master degree in at least one Foreign Language with 55% marks from a recognized university.

**Experience:** 2 years experience in relevant field.

**Estate Officer (New Projects)**

(03 No.)

Essential Qualifications (already approved in 42<sup>nd</sup> BOG) as follows :

B.A. / B.Sc. with 15 years or Diploma in Engineering with 10 years experience in management of Estate including Security, Housekeeping and all other activities relating to contractual services or B.Tech with 5 years of experience in the management of Estate Affairs.

Persons having experience in co-ordination, development of new institutions and liasoning with public and private authorities will be preferred.

**Item No. 2 Recruitment of staff in Construction Cell**

The committee recommended the following:

**1. Assistant Executive Engineer (Civil) – 01 no. (15600-39100- GP 5400)**

**Qualification:**

B.E. Civil with 10 years experience in construction preferably in building construction or diploma in civil engineering with 18 years of experience in construction preferably in building construction


**Age:** maximum 50 year


**2. Assistant Engineer (Civil) – 02 no. (10300-34800- GP 5000)**

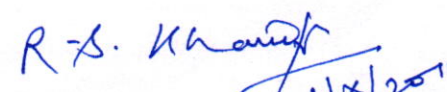
B.E. Civil with 05 years experience in construction preferably in building construction or diploma in civil engineering with 10 years of experience in construction preferably in building construction

**Age:** maximum 40 year

It is desired that these posts be filled on regular/deputation basis .

  
Er. H.S. Bains

  
Dr. A.L. Sangal

  
Dr. R. S. Khandpur

