



# **I.K. Gujral Punjab Technical University**

(Punjab State Govt. University)

Jalandhar - Kapurthala Road, Kapurthala-144603

## **"WALK-IN-INTERVIEW"**

I.K. Gujral Punjab Technical University is in search of suitable candidates for the appointment to the following posts:-

<b>S.N.</b>	<b>Name of Post</b>	<b>Date of Interview</b>	<b>Reporting Time</b>
1.	Industrial Co-ordinator (Purely on Contract basis)	06/06/2025 (Friday)	09:00 AM

Aspirant candidates will report in Admission Cell, Ground Floor, G+3 building, IKGPTU Main campus, Jalandhar-Kaputhala Highway. The general instructions, application form or for more information, the candidate may visit [www.ptu.ac.in](http://www.ptu.ac.in), contact at 01822-282509 or E-mail–[recruitment@ptu.ac.in](mailto:recruitment@ptu.ac.in).

Note: Amendment/corrigendum (if any) will be uploaded on University's official website [www.ptu.ac.in](http://www.ptu.ac.in)

**Advt. No. RC/2025/05/07**

**Registrar**



## I.K. Gujral Punjab Technical University, Jalandhar

Jalandhar-Kapurthala Road, Kapurthala-144603

**Advertisement No. RC/2025/05/07**

**Applications are invited for the following post (Purely on Contract Basis) as under: -**

<b>Name of Post(s)</b>	<b>No. of post(s)</b>	<b>Consolidated Salary (as per 6<sup>th</sup> PPC)</b>	<b>Qualification</b>
Industrial Co-ordinator	01	Rs. 56,100/-	A Master's Degree or Post-Graduate Diploma in Engineering/Science/Management with at least 55% marks in any stream  <b>Experience:</b> 2 years' experience in industries or equivalent services.

### **General Instruction / Terms & Condition.**

1. The candidates should read carefully the eligibility and experience criteria etc. laid down in the advertisement before appearing/applying for these posts. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
2. The contract will be for the tenure of 11 months earlier. Maximum age for the candidates will be sixty years.
3. The condition of Punjabi pass at Matric level will be as per Punjab Government norms.
4. The performance will be monitored after every month and if found unsatisfactory, the appointment can be terminated without assigning any reason.
5. In case if appointed candidate wish to leave the assignment, he /she will have to give one-month notice to the University. If he/she fails to give one-month notice to the University, he/she will not be entitled for one-month salary.
6. Selection committee may have the right to declare the candidate **"Not Found Suitable"** (NFS) on the basis of his/her performance in the interview if the candidate not find suitable for the post.
7. Selected candidates shall take the administrative work load as assigned by IKGPTU.
8. Selected candidates shall not be entitled to provident fund, pension, gratuity, medical treatment / Dearness Allowance or any other benefits available to the University's regular faculty.
9. Selected candidates will not be entitled for any right or claim for regular appointment in the University.
10. Selected candidates shall submit an undertaking on Affidavit of Rs. 100/- stamp paper stating that you understand and accept all the terms and conditions of the appointment offer that this assignment is purely temporary / contract basis in nature and that you will have no right to claim for the absorption into a regular appointment to the post in IKGPTU.
11. Aspirant candidates are required to bring their original documents along with a set of filled application form and self-attested photocopies of documents (Academic certificates, Experience certificates etc.) on the date of **"Walk-In-Interview"**.
12. IKGPTU, Kapurthala Campus will be Head Quarter and constituent campus may be allotted as per functional requirement.
13. Canvassing in any manner would entail disqualification of the candidate.
14. Experience and essential qualification will be reckoned on the date of Walk-In-Interview.
15. Candidates appearing for **"Walk-In-Interview"** shall not be entitled for TA/DA.
16. The decision of IKGPTU in the matters of selection and appointment shall be final and no correspondence in this regard will be entertained.
17. The prescribed essential qualification / experience indicated are bare minimum and mere possession of same will not entitle the candidates for interview.
18. Before the interview, Screening Committee will check / scrutinize the eligibility (Academic certificates, Experience certificates etc.) of the candidates. Candidate who found eligible by Screening Committee will be allowed to appear before the Selection Committee for interview.

19. University reserves the right not to fill the advertised post(s). The number of post(s) may be increased / decreased.
20. Further detail regarding amendment/corrigendum (if any) will be uploaded on University's official website [www.ptu.ac.in](http://www.ptu.ac.in). Candidates are required to visit official website regularly.
21. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be in courts / tribunals/ forums at Kapurthala only.
22. In case of any dispute, decision of the Vice-Chancellor, IKGPTU shall be final.
23. For any query please email at [recruitment@ptu.ac.in](mailto:recruitment@ptu.ac.in) or contact at 01822-662509.

### **Job Role & Responsibilities:**

1. A highly motivated individual looking to work in the start-up ecosystem.
  - a) Knowledge of leading/ coordinating key activities in an incubator/ accelerator.
  - b) Overall understanding of the start-up incubation process and related challenges.
  - c) Strong execution skill set – including a focus on decision making, comfort with ambiguity, and ability to drive rapid “learn and implement” iterations, strong bias for action and outcomes based orientation.
2. Good overall leadership and networking skills.
  - a) Fluent in written and spoken English, with the ability to speak in front of an audience as and when deemed necessary.
  - b) Experience of running multi-functional teams.
  - c) Excellent skills in the entire Microsoft Office Suite (MS Word, Power point, Excel etc.)
3. Job Description
  - a) Regularly interact and coordinate with internal and external stakeholders to ensure program performance. Look for newer avenues of partnerships and bring the same to the leadership team for further action.
  - b) Work towards overall start up community mobilisation and outreach. Ensure that the program reaches out to relevant ecosystem stakeholders.
  - c) Manage and support internal and external communication as needed for the program. This will also include maintaining communication with the media as and when required.
  - d) Interact and maintain relationships with portfolio companies, mentors and partners.
  - e) Ensure preparation of necessary portfolio reports for both internal and external purposes. Prepare all required reports and maintain a comprehensive set of records of all activities.
  - f) Ensure smooth day-to-day overall functioning of the incubator, by coordinating with Admin, Marketing, Design, HR and other relevant team members.
  - g) Actively participate in events, seminars and workshops for building and sharing knowledge. Ensuring coordination with relevant team members within the organization.

NOTE : All Column of the application form should be filled properly.

- ## 10. Educational Qualification (Matric onwards)

[illegible]

**11. List of all your previous employment in order (Most recent first)**

Name of Employer	Designation / Post Held	Pay Scale	Nature of Experience	Period of Experience		Total Experience
				From	To	

**12. Achievement (Sports/ Extra curriculum activities / Academic Awards):**

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**13. Additional Remarks.** The applicant may mention here any special & relevant qualifications or experience which have not been included under the head given above.

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**14. Administrative Responsibilities held**

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**15. Awards/ Recognitions won, if any**

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**16. Any other relevant information you may like to furnish**

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**17. Reference :** These should be professionally competent persons who are well acquainted with the applicants, training, accomplishments, capabilities and the character but must not be his/her relations.

- i) Name: \_\_\_\_\_  
Occupation of position \_\_\_\_\_  
Address: \_\_\_\_\_ Mobile No. \_\_\_\_\_  
Email: \_\_\_\_\_
- ii) Name: \_\_\_\_\_  
Occupation of position \_\_\_\_\_  
Address: \_\_\_\_\_ Mobile No. \_\_\_\_\_  
Email: \_\_\_\_\_
- iii) Name: \_\_\_\_\_  
Occupation of position \_\_\_\_\_  
Address: \_\_\_\_\_ Mobile No. \_\_\_\_\_  
Email: \_\_\_\_\_

**18. Have you ever been prosecuted, kept under detention or bound down, fined/convicted by a Court of Law for any offence or debarred/disqualified by any University, Public Service Commission from appearing at its examinations/selections?**

Yes/No \_\_\_\_\_

**19. Is any case pending against you in any court of Law at the time of filling up of this application form? If the answer is "Yes", full particulars of the case, detention, fine, conviction, sentence etc. should be given on a separate sheet.**

Yes/No \_\_\_\_\_

**20. Minimum Period required for joining the post:\_\_\_\_\_.**

**21. List of Documents Attached (submitted along with Application form**

<b>S.N.</b>	<b>Name of documents</b>

I hereby declare and certify that the information contained in this form is true & correct to the best of my knowledge & belief and nothing has been concealed or misrepresented. For this, I shall abide by the rules/ regulations of the University.

**Date :** \_\_\_\_\_

**Place :** \_\_\_\_\_

**Signature of the Candidate**