

CENTRAL UNIVERSITY OF PUNJAB, BATHINDA

Advertisement No. T/NT-01 (2016)

Revised Non-Teaching and Library Positions

Applications are invited for the following positions on regular/deputation basis: Posts given at Sr. No. 12 to 19 have been newly added:

S. No	Name of the Post	Scale of Pay	Vacancies	Remarks (if any)
1.	Internal Audit Officer	15600-39100 +GP7600	1 (On deputation basis)	On deputation basis
2.	Assistant Registrar	15600-39100 +GP5400	1 (UR)	
3.	Medical Officer	15600-39100 +GP5400	1 (UR) (Male)	
4.	Private Secretary	9300-34800 +GP4600	3 (UR), 1 (OBC), 1 (PwD-OH)	for direct recruitment / deputation basis
5.	Estate Officer	9300-34800 +GP4600	1 (UR)	
6.	Personal Assistant	9300-34800 +GP4200	3 (UR)	for direct recruitment / deputation basis
7.	Jr. Engineer (Civil)	9300-34800 +GP4200	01 (On deputation basis)	On deputation basis
8.	Pharmacist	5200-20200 +GP2800	1 (PwD-OH)	
9.	Security Inspector	5200-20200 +GP2800	1 (UR)	
10.	Cook	5200-20200 +GP1900	2 (UR)	
11.	Library Attendant	5200-20200 +GP1800	1 (OBC)	
12.	Librarian	37400-67000+ AGP 10000	1 (UR)	Duly filled API form is mandatory
13.	Deputy Librarian	15600-39100+ AGP 7600	1 (UR)	Duly filled API form is mandatory
14.	Assistant	9300-34800 +GP4200	2 (UR), 2 (OBC), 1 (SC)	One post under UR category is likely to be increased
15.	Upper Division Clerk	5200-20200 +GP2400	1 (OBC), 1 (SC)	
16.	Lower Division Clerk	5200-20200 +GP1900	1 (ST), 1 (PwD-HI)	
17.	Driver	5200-20200 +GP1900	1 (UR), 1 (OBC)	
18.	Laboratory Attendant	5200-20200 +GP1800	2 (OBC), 1 (SC)	
19.	Kitchen Attendant	5200-20200 +GP1800	01 (UR)	

Abbreviations:

1. UR: Unreserved
2. OBC: Other Backward Classes
3. SC: Schedule Caste
4. PwD-OH: Person with Disability (Orthopedically Handicapped)
5. PwD-HI: Person with Disability (Hearing Impairment)

Note:

- Last date to apply online has been extended to: **06th June 2016 by 1700 Hours.**
- Last date of receiving printouts of the online application along with all supporting documents in university: **14th June 2016 by 1700 Hours.**
- As per instructions of Govt. of India, there will be no interview for the Group C and Group B (Non-Gazetted) posts. However, the candidates will be required to appear in the Skill Test/Screening Test/Written Test as per schedule to be notified later.
- Candidates who have applied earlier for the posts mentioned at sr. no. **4,6,8,10,12,13, 17,18 & 19** in the response of advt. No. CUPB/NT-01 (2015) dated 1st November, 2015 and have been found eligible, need not to apply again. However, they may update their CV through hard copy without additional application fee before the last date. These posts have been re-advertised as minimum no. of eligible candidates were less than the required no. as per approved *Cadre Recruitment Rules (CRR)*.
- **Applicants for the post of Librarian and Deputy Librarian are required to fill the API form strictly in the format provided by the university.**

General Selection Criteria for Group B (Non-Gazetted) and Group non-teaching positions shall be as under:-

1. Academic Qualifications	:	40%
2. Experience	:	20%
3. Evaluation through Examinations	:	40%

NOTE: *Detailed criteria for each post will also be notified.*

General Instructions, Essential Information and Eligibility conditions for applying to Non-Teaching Positions

Advt. No: - T/NT-01(2016)

- i. Mere possession of eligibility conditions shall not entitle a candidate to be called for Skill Test/written test/ interview as applicable. As per instructions of Govt. of India, there will be no interview for the Group C and Group B (Non-Gazetted) posts. However, the candidates will be required to appear in the Skill Test/Screening Test/Written Test as per schedule to be notified later. The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the applications. In other words no candidate shall be called for skill test/written test/interview, if he/she does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.
- ii. Apart from possessing the requisite qualification and experience as on the closing date of receipt of application prescribed in the advertisement, any additional qualification and experience acquired after the closing date may be taken into account at the time of selection. The experience in different fields as prescribed in these rules against any particular post shall be calculated by taking into account either in one field exclusively or by counting more than one field as the case may be.
- iii. Candidate who is already in service should submit his/ her application through proper channel. However, he/ she may send an advance copy of his/ her application and should produce a "No Objection Certificate" from the employer at the time of interview failing which he/ she shall not be interviewed. The application for appointment on deputation may be forwarded by the employer along with the CR dossiers duly certified by the Competent Authority for the desired periods through proper channel.
- iv. It is the responsibility of the candidate to assess his own eligibility for the post for which he/ she is applying in accordance with the prescribed qualification, experience etc. and submit his application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his candidature. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of interview due to whatever circumstances, his/her appointment shall be liable to termination forthwith as per this clause and also based on his/her undertaking. This must be mentioned in the letter of offer and appointment clearly. With regard to any ambiguity relating to the recruitment rules in general and eligibility in respect of any post in particular, the decision of the Executive Council shall be final.
- v. Acceptance of documents/ certificates/ claims etc. submitted by an applicant will be subject to their verification by the competent authorities/ sources. If, any claim/ certificate/ document is found to be false/ fake/ incorrect/ *malafide* at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his candidature which shall lead to cancellation of his appointment, if already appointed.
- vi. If at any stage of the recruitment process or employment, it is detected that there is a wilful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents/ or misleading statement/ information in the application or tampering of documents or providing such information relating to the caste, educational qualifications, experience or domicile etc. the candidature shall be cancelled and services shall be terminated forthwith, if already appointed.
- vii. The persons appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Regulations/ Rules governing the service conditions/ method of recruitments

as amended from time to time and resolutions of the Executive Council of the University and rules of the Govt. of India/ Guidelines of the UGC adopted by the University from time to time.

- viii. The appointment of a fresh candidate will be subject to police verification. Until the police verification report is received, the appointment shall be treated as provisional which should be mentioned clearly in the letter of appointment. In case, the report of the police with regard to his conduct, character, antecedents etc. is not found to be satisfactory, the provisional appointment shall be withdrawn/ cancelled/ terminated forthwith without notice.
- ix. The selected candidate will also have to undergo a medical examination/ test to ascertain his/ her medical fitness for the post prior to joining. In case, he/ she is not found to be fit by the authorized medical authorities, the offer of appointment shall be treated as withdrawn. The persons already holding employment under Government or Autonomous Bodies, may submit Medical Fitness Certificate from any Government Hospital at the place of his/ her work duly countersigned by the Civil Surgeon or Chief Medical Officer of the concerned district.
- x. The terms and conditions of appointment/ Engagement shall be communicated in the "Offer of Appointment/ Engagement" to the Selected Candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment/ engagement letter within the stipulated time period, the offer will be treated as withdrawn and no further communication shall be entertained in this regard. The Competent Authority reserves the right to enhance the scope of the nature of duties and can assign any duty to any employee at any point of time even during Saturdays-Sundays and holidays including night duties in the exigency of service and in the interest of the University irrespective of the fact that such duties do not come under the already notified duties for any post. The University administration notwithstanding the schedule of five-day week in its working may also direct any employee to work for six days in a week at its discretion depending upon the exigency of service and in the interest of the organization. However, it may be kept in view that the total number of working hours prescribed per week shall be equal to all the employees as per the Govt. of India rules.
- xi. **Nature of Duties:-** The selected candidates will be required to perform duties as per the rules of the University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours/ holidays which the employee has to perform without fail to avoid disciplinary action in this regard.
- xii. The selected person shall be required to arrange his/ her own accommodation as per his/ her convenience.
- xiii. The selected candidate will be governed by the "National Pension System" (earlier known as 'New Pension Scheme') of the Govt. of India as applicable w.e.f. 01.01.2004.
- xiv. The selected candidate is liable to serve anywhere in the country or outside the country where the offices or projects of the University are located or may be located in future.
- xv. The selected candidates shall be governed by the Act/ Statutes/ Ordinances/ Regulations/ Rules of the University and also the CCS(Conduct) Rules, 1964 and CCS (CCA) Rule, 1965 of the Government of India as amended from time to time and any other rule/ resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
- xvi. The candidate applying for the non-teaching posts should send the self attested copies of all certificates relating to his/ her educational qualifications, experience, age, caste and other testimonials along with his/ her application (DOPT O.M. No. K-11022/ 67/ 2012-AR dated 10th May, 2013).
- xvii. A relaxation of marks in case of SC/ ST/ PWD candidates will be applicable as per the Govt. of India guidelines.
- xviii. The grade point B in the 7 point scale (Grades O, A, B, C, D, E & F) shall be regarded as equivalent to 55% wherever the grading system is followed.
- xix. Seven Point Scale for grading system is given below for information of all concerned with recruitment:

**PERCENTAGE EQUIVALENCE OF GRADE POINTS
FOR A SEVEN POINTS SCALE**

(Ref. UGC Regulations, 2010)

Grade	Grade Point	% Equivalent
O-Outstanding	5.50-6.00	75-100
A-Very Good	4.50-5.49	65-74
B-Good	3.50-4.49	55-64
C-Average	2.50-3.49	45-54
D-Below Average	1.50-2.49	35-44
E-Poor	0.50-1.49	25-34
F-Fail	0-0.49	00-24

- xx. At the time of recruitment, a service agreement should be executed between the University and the employee concerned and a copy of the same should be deposited with the Registrar. Such service agreement shall be duly stamped as per the rates applicable. xxi. The preference against the MTS post(s) may be given to the candidates who have adequate experience of working in the university administration with knowledge of data-feeding/ typewriting on computer, record maintenance, operation and maintenance of photocopier/ lamination machines etc. or having adequate experience in some other technical/ professional fields.
- xxii. Candidate should bring all original certificates relating to his/ her age, qualification, experience and caste etc. at the time of interview. In case the candidate fails to submit the original documents for verification of the certified/ xerox copies of the enclosures to his/ her application, he or she shall not be allowed to appear at the interview and his candidature shall be treated as cancelled without any further communication in this regard.
- xxiii. (i) The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. If any vacancy arises after recruitment to a particular post due to whatsoever reasons, the vacancy may be filled up from the panel of that post within a period of one year from the date of selection committee. In any case every panel shall be treated as invalid after one year w.e.f. the date of the meeting of the Selection Committee.
- (ii) The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
- (iii) Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
- (iv) The University reserves the right to reject any application without assigning any reason thereof.
- (v) The University reserves the right to appoint a Consultant for a definite period as per the requirement on the payment term as prescribed by the Government of India in case of any exigency.
- (vi) If any advertisement for any post(s) is withdrawn due to whatever reasons, the application fee or any other fee collected from the candidates shall be refunded preferably within 30 working days.
- xxiv. (i) Interim enquiries shall not be entertained.
- (ii) 'Canvassing in any form shall disqualify the candidature of the candidate'. (iii) Applicants are required to apply on separate form for each post. Each application without the required application fee by way of A/c payee draft shall be rejected. Cheque(s) shall not be accepted under any circumstances.
- xxv. The University shall not be responsible for any postal delay. The candidate shall be required to submit the list of enclosures and also write his/ her complete

information with regard to his/ her correspondence and permanent address with pin code, telephone numbers, cell-phone numbers, e-mail ID, if any, in the application which will facilitate communication at any point of time. xxvi. For any clarification, the candidates may contact the Deputy Registrar (Establishment) or any other designated officer of the University in writing. In case of any grievance of any candidate, the candidate may also approach the Competent Authorities of the University in writing for redressal relating to the recruitment sufficiently in advance. xxvii. Under the term 'good academic record' the candidate must have obtained on an average of 50% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Bachelor's degree level or an equivalent degree & 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master degree level or an equivalent degree from and Indian/Foreign University.

- xxviii. Stringent criteria will be applied for short-listing the candidates to be called for interview.
- xxix. The University reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the university either to fill or not to fill the post and its decision in this regard shall be final.
- xxx. Reservation Policy will be followed as per Govt. of India Rules. The SC/ST/OBC/PWD candidates are required to attach the relevant certificate as per format prescribed by the Government of India.
- xxxi. The process of selection may be by a Skill Test/Written test/ Interview or combination of both. xxxii. Last date for submission of Online application form is **6th June, 2016 by 1700 Hours.**
- xxxiii. Applicants are required to send the duly signed printout of the online application form along with all the Qualification/ Experience/ Caste certificate/ proof of claim/NOC as made in the online application form & send the same to the below mention address. The printout of the online applications form along with supporting documents must be submitted by **14th June 2016 by 1700 Hours.**

Assistant Registrar (Recruitment)
Central University of Punjab
City Campus, Mansa Road
Bathinda-151 001, India

- xxxiv. All candidates are required to deposit Application fee on the online portal @ Rs. 600 for each post they apply. xxxv. The SC/ST/PWD and the regular employee of Central University of Punjab are exempted for application fee.
- xxxvi. CUPB will not be responsible for any loss of email sent, due to invalid/wrong email id provided by the candidates or for delay/ non receipt of information if a candidate fails to access his/her email/website in time. Candidates are requested to regularly visit CUPB website. i.e. **www.cup.edu.in; www.cup.ac.in.**
- xxxvii. Separate application (along with application fee) should be filled online for each post applied for. xxxviii. Any change of address from the one given in the application form should at once be communicated to the university.
- xxxix. Application fees once paid shall not be refunded under any circumstances. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
- xl. The applicants serving in Government/Semi-Government organizations/Public Sector Undertakings/Autonomous Organizations must upload No Objection Certificate issued by their employees or in case if they are called for interview they have to submit NOC from their employers in order to become eligible for the interview.
- xli. In case of in-service candidates from Private Sector, acceptance of resignation and relieving letter from the employer at the time of joining must be submitted. xlii. The age of the superannuation for all the posts is as per UGC/Gol norms.
- xlili. The university employees are covered under new pension scheme introduced by the Government of India. Those who are appointed on deputation, payment of both leave salary and

pension contribution will be as per rules. xlv. Candidates shall have to produce original documents at the time of appearing for interview.

xlvi. Canvassing in any form will lead to cancellation of candidature.

xlvi. The University shall verify the antecedents/documents submitted by the candidates at the time of appointment or any time during the tenure of the service. In case, it is detected that the documents submitted are fake or the candidate has a clandestine /background and has suppressed the said information, his/her services shall be terminated forthwith. xlvii. In case the candidate wants to apply under certain category he/she needs to upload valid copy of caste certificate duly issued by Central Government Authority.

xlvi. After the interview in case of selections the appointment will be provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to SC/ST/OBC (non creamy layer) is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Panel Code for production of false certificate.

xlix. The University may/may not draw reserve panel(s) against possible vacancies in future.

i. Candidates in their own interest are advised to remain in touch with the University website www.cup.ac.in. They should also check their email account for updates. Issuance of notifications in the newspapers is not obligatory on the part of the university.

ii. Outstation candidates belonging to SC/ST categories called for interview will be paid equivalent to return single second class railway fare towards journey, expenses on productions of Ticket number/ proof.

iii. In case of disputes/suites or legal proceedings against the university, the Jurisdiction shall be confined to the Court of Bathinda or Punjab and Haryana High Court Chandigarh only.

iiii. For any further query contact us preferable on email as mentioned below:

Registrar

Detailed Qualification

1	Name of the Post	INTERNAL AUDIT OFFICER (on deputation)
2	Classification	Group-A
3	Scale of Pay	Pay Scale : Rs.15600-39100 (Grade Pay Rs.7600/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 56 Years
6	Education and other qualification required for direct recruits	<p><u>Minimum qualification :</u></p> <p>i. Master's Degree from a recognized University.</p> <p>ii. Qualified in SAS/its equivalent Accounts Service examination of Central/State Government; Holding analogous position in any University or a Govt./PSU/Corporate Sector organization.</p> <p style="text-align: center;">Or</p> <p>Five years service in the next lower cadre in Audit/Accounts and Works Dept. of any University or a Govt./ PSU/Corporate Sector organization.</p> <p>iii. Good working knowledge of Computer applications.</p> <p><u>Desirable:</u> Preference will be given to the candidates with M.Com/MBA Finance/ICWA/CA/ SAS.</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
8	Period of Probation	Not Applicable
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	Deputation: by drawing officers belonging to Audit and Accounts Services or other similar organized Services in Central/ State Govt., University System/ Other organisation.
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<p>Deputation: Officers of Central/ State Governments, Universities and other Autonomous Organizations: holding analogous posts on regular basis</p> <p style="text-align: center;">OR</p> <p>with three years regular service in PB-3 (Rs. 1560039100) + Grade Pay Rs. 6600</p> <p style="text-align: center;">OR</p> <p>with five years regular service in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 5400.</p>

1	Name of the Post	ASSISTANT REGISTRAR
2	Classification	Group-A
3	Scale of Pay	Pay Scale Rs.15600-39100 (Grade Pay Rs.5400/-)
4	Whether Selection or Non Selection Post	Not Applicable In case of promotion by Selection
5	Age limit for direct recruits	Not Exceeding 35 years
6	Education and other qualification required for direct recruits	<u>Minimum Qualifications:</u> Good academic record plus Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale from a recognized University.
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No Qualification: No, but must possess at least Bachelor's degree from a recognized University/ Institute.
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	50% by direct recruitment 50% by promotion, failing which by deputation/ direct recruitment (as per the discretion of competent authority)
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Promotion: Section Officer with five years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4600/ 4800. Deputation:- Officers holding analogous posts on regular basis or with 5 years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4600/ 4800 in the Central/ State Government, Universities and other autonomous organizations.

1	Name of the Post	MEDICAL OFFICER
2	Number of Post	01 (01 male)
3	Classification	Group-A
4	Scale of Pay	Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)
5	Whether Selection or Non Selection Post	Not Applicable
6	Age limit for direct recruits	Not Exceeding 45 years for Direct Recruitment
7	Education and other qualification required for direct recruits	<p><u>Minimum qualifications:</u></p> <p>M.B.B.S. with at least 55% marks from a recognized university and 05 years experience as Medical Officer in a residential teaching institution or a hospital of repute. Or M.D./ M.S. in any medical Specialty.</p> <p><u>Desirable:</u></p> <p>Candidate with Post-graduate qualifications will be preferred.</p>
8	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	<p>Direct recruitment/Deputation</p> <p>Age Limit - Not Exceeding 56 years for Deputation</p>
9	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<p><u>For Deputation:</u></p> <p>Officers of the Central/State Govt. / its universities/ autonomous bodies holding analogous post on regular basis in the PB-III with GP 5400; and M.B.B.S. with at least 55% marks from a recognized university and 05 years experience as Medical Officer in a residential teaching institution or a hospital of repute. Or M.D./ M.S. in any medical Specialty.</p> <p><u>Desirable:</u></p> <p>Candidate with Post-graduate qualifications will be preferred.</p>

1	Name of the Post	PRIVATE SECRETARY
2	Classification	Group-B
3	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)
4	Whether Selection or Non Selection Post	Not Applicable In case of promotion by Selection
5	Age limit for direct recruits	Not Exceeding 40 years
6	Education and other qualification required for direct recruits	<p><u>Minimum qualifications</u></p> <ul style="list-style-type: none"> i. Graduate in any discipline with at least 50% marks from a recognized University. ii. Seven years experience as PA in any Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognised by the State/Central Govt.. <p>Or</p> <ul style="list-style-type: none"> Five years experience for Masters Degree holders as PA in any Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognised by the State/Central Govt.. iii. English typing speed of at least 40 wpm. iv. Good working knowledge of computer applications. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> i. Stenography speed of at least 100 wpm. ii. Qualified in the examination in secretarial practice by State/Central Government or any registered institution. iii. Good communication skills in English, Hindi & Punjabi. iv. Good drafting skills.
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	75% by direct recruitment 25% by promotion through seniority-cum-fitness, failing which by deputation/ direct recruitment (as per the discretion of competent authority)
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<p>Promotion: Personal Assistant having 05 years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4200 through seniority-cum-fitness and qualifying the Stenography test.</p> <p>Deputation: As per clause 7 above with experience as Personal Assistant having 05 years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4200.</p>

1	Name of the Post	ESTATE OFFICER
2	Classification	Group-B
3	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 35 years
6	Education and other qualification required for direct recruits	<p><u>Minimum qualifications:</u></p> <ul style="list-style-type: none"> i. Bachelor's degree with at least 50% marks. ii. Five years of experience as Assistant Estate Officer/Superintendent or equivalent in the grade pay of Rs. 2800 in any Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognized by the State/Central Govt. iii. Good working knowledge of computer applications. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> i. Master's degree from recognized university. ii. Experience in handling of labour w.r.t. landscaping, laboratories, repairs, security etc. iii. Multitasking experience in organizing academic, cultural, sports and other activities. iv. Proficiency in local language (speaking, reading and writing)
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	By Direct Recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable

1	Name of the Post	PERSONAL ASSISTANT
2	Classification	Group-B
3	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 35 years
6	Education and other qualification required for direct recruits	<p><u>Minimum qualifications:</u></p> <ul style="list-style-type: none"> i. Graduate in any discipline with at least 50% marks from a recognized University. ii. Five years after Graduation or two years experience after Masters Degree as Stenographer in any Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognised by the State/Central Govt.. iii. English typing speed of at least 40 wpm. iv. Good working knowledge of computer applications. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> i. Stenography speed of at least 100 wpm. ii. Experience as PA in a university or educational institution. iii. Good communication skills in English, Hindi and Punjabi along with good drafting skills. iv. Degree or Diploma in Computer Applications. v. Post Graduate Degree.
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable

1	Name of the Post	JUNIOR ENGINEER (Civil)- Deputation
2	Classification	Group-B
3	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 35 years
6	Education and other qualification required for direct recruits	<p><u>Minimum qualifications for Junior Engineer (Civil):</u></p> <p>i. Bachelor's degree in Civil Engineering with at least 50% marks and three years experience of supervising civil works in any Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognised by the State/Central Govt./Govt/ approved contractor.</p> <p style="text-align: center;">OR</p> <p>03 years diploma in Civil Engineering with at least 55% marks and five years experience of supervising civil works in any Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognised by the State/Central Govt./Govt/ approved contractor.</p> <p>ii. Good working knowledge of computer applications.</p>
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	1. Junior Engineer (Civil) by Deputation
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<p>1. Deputation for Junior Engineer (Civil): Permanent employee of the Central/State Govt. or its autonomous bodies/universities:</p> <p>(i) holding analogous post in PB-II (9300-34800) + GP Rs. 4200 with the qualifications and experience mentioned at Sr. No. 7 above.</p>

1	Name of the Post	PHARMACIST
2	Classification	Group-C
3	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.2,800/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not exceeding 30 years
6	Education and other qualification required for direct recruits	<p><u>Minimum qualifications:</u></p> <p>i. A Bachelor's Degree in Pharmacy from recognized University</p> <p>ii. Two years of experience in relevant field in Government / University / PSU / Autonomous Bodies / Hospitals / Clinics.</p> <p>iii. Proficiency in Computer Operations</p> <p>iv. Registered with the State Pharmacy Council</p>
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable

1	Name of the Post	Security Inspector
2	Classification	Group-C
3	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.2,800/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 40 years
6	Education and other qualification required for direct recruits	<p><u>Minimum qualifications:</u></p> <ul style="list-style-type: none"> i. Bachelor's Degree or equivalent qualification from a recognized University ii. At least 10 years of experience in Police / Para – Military forces / Armed Forces of the Union and should have held post not below the rank of Subedar / Sub-inspector (Executive) or an equivalent position with exemplary service. iii. Holding a valid Driving License (LMV / Motor cycle). <p>Desirable: Completion of a course in fire fighting or unarmed combat course in Army or Para-military force.</p>
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable

1	Name of the Post	COOK
2	Classification	Group-C
3	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.1900/-)
4	Whether Selection or Non Selection Post	Not Applicable In case of promotion by Non Selection
5	Age limit for direct recruits	Not Exceeding 30 years
6	Education and other qualification required for direct recruits	Minimum Qualifications: i. 10th class pass. ii. At least 05 years experience in the kitchen of Hostel/Guest House of Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognized by the State/Central Govt. iii. <i>Proficiency in local language (ability to communicate)</i>
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Age: No Qualification: Yes
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	50% by direct recruitment 50% by promotion according to seniority-cum-fitness and qualifying trade test, failing which by direct recruitment.
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Promotion: Kitchen Attendant with three years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 1800.

1	Name of the Post	LIBRARY ATTENDANT
2	Classification	Group-C
3	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.1800/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 30 years
6	Education and other qualification required for direct recruits	<p><u>Minimum qualifications:</u></p> <ul style="list-style-type: none"> i. 10+2 or its equivalent with at least one year duration certificate course in Library Science from a recognized Institute in 2nd Division. ii. Minimum two to three years experience of working preferably in Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognized by the State/Central Govt. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> i. B. Lib./B.Sc./B.A. ii. Proficiency in local language (speaking, reading and writing)
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable

1	Name of the Post	LIBRARIAN
2	Classification	Group-A
3	Scale of Pay	Pay Scale Rs.37400-67000 (AGP Rs.10,000/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	<i>Preferably below 57 years</i>
6	Education and other qualification required for direct recruits	<p><u>Minimum Qualifications:</u></p> <p>i. A Master's Degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.</p> <p>ii. At least thirteen years as a Deputy Librarian in a University library or eighteen years' experience as a College Librarian. iii. Evidence of innovative library service and organization of published work.</p> <p><u>Desirable:</u></p> <p>M.Phil./ Ph.D. degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript – Keeping</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment / deputation
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<p>Minimum Qualifications for Deputation:</p> <p>i. A Master's Degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.</p> <p>ii. At least thirteen years as a Deputy Librarian in the Pay Scale:Rs.15600-39100 (AGP Rs.8000/-) in a University library or eighteen years' experience as a College Librarian. iii. Evidence of innovative library service and organization of published work.</p> <p><u>Desirable:</u></p> <p>M.Phil./ Ph.D. degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript – Keeping</p>

For the post of Librarian, API form is required to be filled strictly in the format provided by the University.

1	Name of the Post	DEPUTY LIBRARIAN
2	Classification	Group-A
3	Scale of Pay	Pay Scale : Rs.15600-39100 (AGP Rs.8000/-)
4	Whether Selection or Non Selection Post	Not Applicable In case of Promotion-Selection
5	Age limit for direct recruits	Not Exceeding 45 years
6	Education and other qualification required for direct recruits	<p><u>Minimum qualifications:</u></p> <ul style="list-style-type: none"> i. A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or its equivalent grade of B in the UGC seven-point scale and consistently good academic record. ii. Five years' experience as an Assistant University Librarian/College Librarian. iii. Evidence of Innovative Library Services, organization of published work and professional commitment, computerization of Library. <p><u>Desirable qualification:</u></p> <ul style="list-style-type: none"> i. M.Phil./Ph.D. degree in Library Science/Information Science/Documentation/ Archives and Manuscript - Keeping / Computerization of Library.
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% Direct recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable

For the post of Deputy Librarian, API form is required to be filled strictly in the format provided by the University.

1	Name of the Post	ASSISTANT
2	Classification	Group-B
3	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)
4	Whether Selection or Non Selection Post	Not Applicable In case of promotion by Non Selection
5	Age limit for direct recruits	Not Exceeding 35 years
6	Education and other qualification required for direct recruits	<p><u>Minimum qualifications:</u></p> <ul style="list-style-type: none"> i. Graduate in any discipline with at least 50% marks from a recognized University. ii. Three years as UDC in the scale of 5200 – 20200 + GP 2400 or equivalent in any Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognised by the State/Central Govt.. iii. Good working knowledge of computer applications. iv. Typing speed of at least 40 wpm. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> i. Diploma in Office Management & Secretarial Practice.
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	<p>Age: No</p> <p>Qualification: No</p>
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	<p>50% by direct recruitment (based on written test, skill test and interview)</p> <p>50% by promotion from the cadre of UDCs according to seniority-cum-fitness and subject to qualifying the departmental test, failing which by deputation/ direct recruitment (as per the discretion of competent authority)</p>
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<p>Promotion: UDC with five years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 2400</p> <p>Deputation: Permanent employee of the Central/State Govt. or its autonomous bodies/universities:</p> <ul style="list-style-type: none"> 1. Holding analogous post in PB-II (9300-34800) + GP Rs. 4200 with the qualifications and experience mentioned at Sr. No. 7 above. OR 2. Upper Division Clerk with five years regular service in the PB-1 (Rs. 5200-20200) + Grade Pay Rs. 2400 with the qualifications and experience mentioned at Sr. No. 7 above.

1	Name of the Post	UPPER DIVISION CLERK
2	Classification	Group-C
3	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.2,400/-)
4	Whether Selection or Non Selection Post	Not Applicable In case of promotion by Non Selection
5	Age limit for direct recruits	Not Exceeding 30 years
6	Education and other qualification required for direct recruits	<p><u>Minimum qualifications:</u></p> <p>i. Graduate in any discipline with 50% marks from a recognized University.</p> <p>ii. Three years experience as Jr. Office Assistant/Jr. Assistant/LDC/Computer Operator/Data Entry Operator in the Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognized by the State/Central Govt.</p> <p>iii. Good working knowledge of computer applications.</p>
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	<p>Age: No</p> <p>Qualification: Yes</p>
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	<p>25% by direct recruitment</p> <p>75% by promotion, failing which by deputation/ direct recruitment (as per the discretion of competent authority)</p>
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<p>Promotion: Lower Division Clerk with five years regular service in PB-1 (Rs. 5200-20200) + Grade Pay Rs. 1900.</p> <p>Deputation: Permanent employee of the Central/State Govt. or its autonomous bodies/universities:</p> <ol style="list-style-type: none"> holding analogous post in PB-I (5200-20200) + GP Rs. 2400 with the qualifications and experience mentioned at Sr. No. 7 above. <p>OR</p> <ol style="list-style-type: none"> Lower Division Clerk with five years regular service in the PB-1 (Rs. 5200-20200) + Grade Pay Rs. 1900 with the qualifications and experience mentioned at Sr. No. 7 above.

1	Name of the Post	LOWER DIVISION CLERK
2	Classification	Group-C
3	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.1900/-)
4	Whether Selection or Non Selection Post	Not Applicable In case of promotion by Non Selection
5	Age limit for direct recruits	Not Exceeding 30 years
6	Education and other qualification required for direct recruits	<p><u>Minimum qualifications:</u></p> <p>i. Bachelor's Degree in any discipline with 50% marks. ii. English typing speed of 30 wpm. <i>iii. Good working knowledge of computer applications.</i></p> <p><u>Desirable:</u></p> <p>i. Experience as Computer Operator/Data Entry Operator in Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognized by the State/Central Govt.. ii. Proficiency in local language (speaking, reading and writing)</p> <p>Note: <i>In case of LDCs for Hostels/Guest House, at least two years of experience of guest house maintenance, including sanitation, upkeep and security would be required.</i></p>
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	<p>Age: No</p> <p>Qualification: Yes</p>
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	<p>i. 85% by direct recruitment ii. 15% of vacancies shall be filled from amongst the Group 'C' Staff in the Grade pay of Rs. 1800 and who possess the qualification as per S.No. 7 and have rendered three years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years.</p> <p>Note: if more of such employees than the number of vacancies available under clause (ii) qualified at the examination, such excess number of employee shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>Note: Direct Recruitment should be through an appropriate mechanism i.e. written test, typing test, computer aptitude/ trade test and interview.</p>
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	As indicated at Sr. No. 10

1	Name of the Post	DRIVER
2	Classification	Group-C
3	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.1900/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 30 years for LMV Not Exceeding 40 years for HMV
6	Education and other qualification required for direct recruits	<p><u>Minimum qualifications:</u></p> <p>i. Matriculation from a recognized Board of School Education. ii. Valid Driving License for Light/Medium Vehicles/Heavy Vehicle.</p> <p>iii. <i>At least 12 years experience as executive's driver or as driver of a bus in a Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognized by the State/Central Govt.</i></p> <p>Note: for LMV-Drivers the experience is required 5 years.</p> <p><u>Desirable:</u></p> <p>i. Proficiency in local language (speaking, reading and writing)</p> <p>ii. Experience of working in other areas like as office attendant/ library attendant/typing/ office cleaning and dusting/computer knowledge/photocopying/binding etc. iii. Certificate of Mechanic Motor Vehicle or equivalent from recognized ITI.</p>
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment/ absorption through driving test, knowledge of traffic rules and interview
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Absorption: From amongst the regular Multi-tasking Staff in the University who possess valid Driving License for L/ M/ H Motor Vehicles and those who fulfil the necessary qualification as prescribed at Sr. No.7

1	Name of the Post	LABORATORY ATTENDANT
2	Classification	Group-C
3	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.1800/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 30 years
6	Education and other qualification required for direct recruits	<p><u>Minimum qualifications:</u></p> <ul style="list-style-type: none"> i. 10+2 in 2nd division from a recognized Board/ University or equivalent preferably in Science subject. iii. Two to three years experience of working in research laboratory preferably in Central / State organization / University institute funded by the Govt./ PSU/ Educational Organization recognized by the State/Central Govt. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> i. B.Sc. ii. Diploma in laboratory technology. iii. Proficiency in local language (speaking, reading and writing)
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable

1.	Name of the Post	KITCHEN ATTENDANT
2.	Classification	Group-C
3.	Scale of Pay	Pay scale Rs.5200-20200 (Grade Pay Rs.1800/-)
4.	Whether Selection or Non Selection Post	Not Applicable
5.	Age limit for direct recruits	Not Exceeding 30 years
6.	Education and other qualification required for direct recruits	<p><u>Minimum qualifications:</u></p> <ul style="list-style-type: none"> i. 10th pass ii. At least 02 to 03 years experience in the kitchen of Hostel- Mess/ Canteen / Guest House in a Central/State organization / University institute funded by the Govt./PSU/Educational Organization recognized by the State/Central Govt <p><u>Desirable:</u> Proficiency in local language (speaking, reading and writing)</p>
7.	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8.	Period of Probation	Two Years
9.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
10.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable