

PANJAB UNIVERSITY, CHANDIGARH

Advt. No. 1/2013

Applications are invited for the following posts so as to reach the Assistant Registrar (Estt.) Panjab University, Chandigarh by 20.2.2013: -

Sr. No.	Designation of the Posts	No. of Posts	Pay Band: Grade Pay (G.P.) (In ₹)
1.	Programme Co-ordinator (NSS) (on contract basis for a period of three years & extendable further by one year) (applications could be considered on deputation as well)	01	37400-67000+GP-9000
2.	*Deputy Librarian (P.U. Libraries)	08	15600-39100 + GP-8000
3.	*Assistant Librarian (P.U. Libraries)	26	15600-39100 + GP-6000
4.	System Manager (Computer Centre-01 & UIET-01)	02	15600-39100 + GP-7600
5.	Programmer (Computer Centre-2 & DCSA-1)	03	15600-39100+GP-5400
6.	**Deputy Registrar (Gen-05 & SC- 01)	06	15600-39100 + GP-7600
7.	Senior Law Officer	01	15600-39100 + GP-7400 (initial pay 31,120/-)
8.	Law Officer	01	15600-39100+GP-5400 (initial pay Rs. 21,000/-)
9.	Senior Scientific Officer (CIL/SAIF)	01	15600-39100 + GP-6600
10	Scientist(CIL/SAIF)	01	15600-39100+GP-5400
11	Senior Scientific Assistant (G-I) (UIPS)	01	15600-39100+GP 5400 with initial pay of Rs. 21,000
12	Assistant Registrar (SSGPURC, Bajwara, Hoshiarpur)	01	15600-39100 + GP-5700
13	Assistant Registrar PURC, Ludhiana	01	15600-39100 + GP-5700
14	Chief of University Security	01	15600-39100 +GP 6600
15	Medical Officer (BGJ Institute of Health)	02	15600-39100+GP-5400 + NPA
16	Production Supervisor/Technical Officer (Production)(G-1)(USOL)	01	15600-39100+ GP 5400 with initial pay of Rs. 21,000
17	Manager (Production & Sales) (Publication Bureau)	01	10300-34800+GP-5000
18	Assistant Law Officer	01	10300-34800+GP-4800 (initial pay 18,250/-)
19	Junior Technician G-III (Harmonium Player) (Deptt. Of Music)	01	10300-34800+GP-3800 With initial pay of Rs. 14,590
20	Junior Technician G-III (COE's Office)	01	10300-34800+GP-3800 With initial pay of Rs. 14,590
21	Laboratory Assistant (Dr. HSJ Institute of Dental Sc. & Hospital)	01	5910-20200+GP-2400
22	Junior Laboratory Assistant- (BGJ Institute of Health)	01	5910-20200+GP-1900
23	Jr. Technician (Carpenter) (Const. Office)	03	5910-20200+GP-1900
24	Gunmen	05	5910-20200+GP-1900
25.	Ferro-Khalasi (Architect Office)(Const.	01	4900-10680+GP-1650 with

	Office)		initial start of ₹ 6950/-
26.	Common Room Attendant/Gate Attendant/ Attendant (P.U.'s Hostels)	17	4900-10680+GP-1650 with initial start of ₹ 6950/-
27.	Beldar (Construction Office)	22	4900-10680+GP-1650 with initial start of ₹ 6950/-
28.	Dresser (BGJ Institute of Health)	01	4900-10680+GP 1800
29.	Security Guard (on Contract Basis for 11 months) (Only Male candidates)	45	7980/- p.m. (fixed)

- NOTE : 1.** The other allowances will be paid as admissible under University Rules.
- *2.** All the guidelines/instructions as issued by UGC vide their communication No.F.3-1/2009 dated 30.6.2010 and other instructions issued from time to time shall be applicable in respect of posts at Sr.No.2 & 3.
- **3.** Candidates who had already applied to the post of Deputy Registrar in response to advertisement No. 4/2011 need not apply again. However, they may send any additional information regarding their educational qualifications and experience etc. for updating their applications/Bio-data.

Application forms alongwith "Detailed Instructions" containing qualifications etc. can be had either from the "Form Sale Counter", Panjab University, Chandigarh or from the Assistant Registrar (Estt.), by sending a crossed account payee bank draft payable at Chandigarh of the amount mentioned below in favour of the Registrar, Panjab University, Chandigarh, accompanied by self-addressed stamped envelope (worth ₹ 30/-) of 30 cm x 12 cm:-

Post Sr. No.	Application Fee	
	General Category (in Rs.)	SC/ST Category (in Rs.)
1-17	375	150
18-24	250	100
25-29	50	25
Exam. Fee for posts at Sr.No.25, 26 & 27	Rs.250	Rs.125

Note :- The examination fee is payable alongwith application form through a demand draft in favour of the Registrar, Panjab University, Chandigarh.

Advertisement & application forms along with detailed instructions for the candidates are also available on Website: puchd.ac.in. Those who download the application forms from the website, may submit the same along with the crossed a/c payee bank draft of the requisite fee payable.

REGISTRAR

PANJAB UNIVERSITY, CHANDIGARH

Advt. No. 1/2013

Applications are invited for the following posts so as to reach the Assistant Registrar (Estt.) Panjab University, Chandigarh by 20.2.2013: -

1. Programme Co-ordinator-01(NSS, PU) (on contract basis for the period of three years & extendable further by one year) (applications could be considered on deputation as well)

Pay-Band: ₹ 37400-67000+Grade Pay of ₹ 9000/- plus allowances as admissible under the University rules.

Qualifications:

- a) Reader/Senior Lecturer in the University or affiliated College
- b) Principal of affiliated College of the status of Reader with NSS background.
- c) Must have been as Programme Officer NSS for at least 3 years
- d) Must have undergone NSS Orientation in TOC/TORC.

Age: Not more than 50 years of age at the time of selection as Coordinator.

2. *Deputy Librarian-08 (P.U. Libraries)

Pay Band: ₹ 15600-39100+Grade Pay of ₹ 8000/- plus allowances as admissible under the University rules.

Qualifications & Experience:

- i. A Master's Degree in library science/information science/documentation with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.
- ii. Five years experience as an Assistant University Librarian/College Librarian.
- iii. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.
- iv. Desirable: M.Phil./Ph.D. Degree in library science/Information science /Documentation/Archives and manuscript-keeping/computerization of library.

3. *Assistant Librarian- 26 (P.U. Libraries)

Pay Band: 15600-39100 with Grade Pay of Rs. 6000/- plus allowances admissible under the University rules.

Qualifications:

- (i) A Master's Degree in Library Science/Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- (ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- (iii) However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission" (Minimum Standards and Procedure for Award of Ph.D Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian/College Librarian.

4. System Manager-02 (Computer Centre-01 & UIET, PU-01)

Pay Band: ₹ 15600-39100+Grade Pay of ₹ 7600/- plus allowances as admissible under the University rules.

Qualifications & Experience:

- (i) M. Tech. (CSE) with five years experience in computing.
OR
- (ii) B.Tech. (CSE) with 7 years experience in computing.
OR
- (iii) B.Tech. (Non-CSE) with 8 years experience in computing.
OR
- (iv) M.Sc. (Physical Sciences) with 8 years experience in computing.
OR
- (v) M.Sc., DCA with 7 years experience in computing
OR
- (vi) M.C.A. with 7 years experience in computing.
OR
- (vii) Ph.D. with 5 years post Ph.D. experience in computing.

Desirable:- Expertise in RDBMS & SQL, data base design, 3-tier architecture, Programming skills in Core, Java, JSP, Servlets and familiarity with Tomcat in Linux environment, Design and development of interactive websites and collaborative environments. Should possess excellent analytical and logical skills.

Experience of System Analysis/development/Administration, Administration and in software analysis and design is desirable for System Manager position.

5. Programmer-03 (Computer Centre-02 & DCSA-01)

Pay Band: ₹ 15600-39100+Grade Pay of ₹ 5400/- plus allowances as admissible under the University rules.

Qualifications:

M.Sc. (IT) or M.C.A. or B.Tech. (C.S.E.) or B.Tech. (Non C.S.E.) with one year experience in computing or M.Sc. (Physical Sciences), with 2 years experience in computing or M.Sc. (Physical Sciences), PGDCA with one year experience in computing.

The experience should be in a University/Public Sector/Government Organization having 51% Govt. Share.

Desirable: - Expertise of programming skill in HTML, LINUX, MYSQL, PHP, JAVA, VB. Experience of developing on-line applications.

6. **Deputy Registrar-06 (Gen-05 & SC-01) (1 at SSGPURC, Hoshiarpur and 5 at Chandigarh)

Pay Band: ₹ 15600-39100+Grade Pay of ₹ 7600/- plus allowances as admissible under the University rules.

Qualifications: -

- 1. (i) Master's Degree with at least 55% marks (50 % marks in case of SC/ST candidates) or equivalent grade thereof from a recognized University.

OR

Graduate with LL.B. degree with at least 55% marks (50% marks in case of SC/ST candidates) or equivalent grade thereof in both graduation and LL.B. from the recognized University.

- (ii) At least 8 years' experience of working in responsible position in an educational/research institution/University including experience as

Principal/Head of the Department/Bursar/Registrar (Exam.)/Lecturer/ Assistant Professor/Assistant Registrar etc. in an affiliated College.

OR

2. Graduate with CA/ICWA with at least 55% (50% marks in case of SC/ST candidates) in graduation with at least eight years' of working experience in case of CA/ICWA.

OR

3. A candidate having Master's Degree or LL.B. degree with not less than 20 years' of service in a University out of which he/she must have worked as Assistant Registrar/ Superintendent/P.A./ASO/ ASO (Stenography) for a period of not less than 5 years.

OR

4. A candidate having a graduate degree with not less than 25 years' of service in a University, out of which he/she must have worked as Assistant Registrar/Superintendent/P.A./ASO/ASO (Stenography) for a period of not less than five years.

Note ()** Candidates who had already applied to the post of Deputy Registrar in response to advertisement No. 4/2011 need not apply again. However, they may send any additional information regarding their educational qualifications and experience etc. for updating their applications/Bio-data.

7. Senior Law Officer-01

Pay Band: ₹ 15600-39100 +Grade Pay of ₹ 7400/- (initial pay ₹ 31,120/-) plus allowances as admissible under the University rules.

Qualifications: -

LL.B. Professional degree with at least 55% marks from a recognized University with at least 10 years of practicing experience as a Lawyer before the High Court. The age shall be below 50 years.

8. Law Officer-01

Pay Band: ₹ 15600-39100 +Grade Pay of ₹ 5400/- (initial pay ₹ 21,000/-) plus allowances as admissible under the University rules.

Qualifications: -

LL.B. Professional degree with at least 55% marks from a recognized University with at least 7 years of practicing experience as a Lawyer before the High Court. The age shall be below 45 years.

9. Senior Scientific Officer-01 (Central Instrumentation Laboratory/SAIF)

Pay Band: ₹ 15600-39100+Grade Pay of ₹ 6600/- plus allowances as admissible under the University rules.

Qualifications:

M.Sc. 1st Class in Physics/Chemistry/Instrumentation/Electronics with six years experience

OR

M. Tech. 1st Class in Instrumentation/Electronics/Micro- Electronics with five years experience.

Desirable experience:

Research & Development experience in the field of Sophisticated Analytical Instruments in reputed Scientific laboratory, Research Institute or in the University will be considered. Preference would be given to the candidate having experience with NMR, SEM, TEM, XRD, XRF, Mass Spectrometer instruments. On hand experience on these instruments during Ph.D. would be considered equivalent to job experience for this purpose.

10. Scientist-01 (Central Instrumentation Laboratory/SAIF)

Pay Band: ₹ 15600-39100+Grade Pay of ₹ 5400/- plus allowances as admissible under the University rules

Qualifications:

M.Sc. 1st Class in Physics/Chemistry/Instrumentation/Electronics with 4 years experience.

OR

M. Tech. 1st Class in Instrumentation/Electronics/Micro-Electronics with 3 years experience.

Desirable Experience:

Research and development experience in the field of Sophisticated Analytical Instruments in reputed Scientific laboratory, Research Institute or in the University will be considered. Preference would be given to the candidate having experience with NMR, SEM, TEM, XRD, XRF, Mass Spectrometer instruments. On hand experience on these instruments during Ph.D. would be considered equivalent to job experience for this purpose.

11. Senior Scientific Assistant (G-I)-01 (University Institute of Pharmaceutical Sciences, PU)

Pay Band: ₹ 15600-39100+Grade Pay of ₹ 5400/- with initial pay of ₹ 21,000/- plus allowances as admissible under the University rules

Qualifications:

“M.Sc. (Chemistry & Basic Medical Sciences) at least 2nd class with 3 years experience * OR B. Pharm. with 4 years experience *OR B.Sc. (Chemistry & Basic Medical Sciences) with 5 years experience *OR Diploma in Pharmacy (2 years) from recognized Institution with 7 years experience

* **Note:** The required experience is to be in the line of specialty suiting job requirements- Experience of Pharmaceutical Industry (QA/QC/Production/ R & D)/Pharmacy institution (Machine room/Instrument room/ Lab.)”

Job Requirement:

- 1 Shall be able and responsible to operate and maintain the instruments, machines and equipment of the pharmaceuticals section including tablet compression and capsule filling machines, pan coater, Spectrophotometers, dissolution testers, etc.
- 2 Shall be responsible for the preparation of reagents and solutions required for the research experiment and day-to day practical classes.
- 3 Shall assist in the conduct of practical classes and to aid the students.
- 4 Development of specifications for procurement of chemicals/instruments/equipments.
- 5 Assist the faculty members in the conduct of examinations.
- 6 Any other work assigned by the Institute.

12. Assistant Registrar-01 (SSGPURC, Bajwara, Hoshiarpur)

Pay Band: ₹ 15600-39100+Grade Pay of ₹ 5700/- plus allowances as admissible under the University rules.

Qualifications:

1. (i) Master's degree with at least 55% marks (50% marks in case of SC/ST candidates) or equivalent grade thereof from a recognized University.

OR

Graduate with L.L.B. degree with at least 55% marks (50% marks in case of SC/ST candidates) or equivalent grade thereof in both graduation and L.L.B. from the recognized University.

- (ii) At least 5 years experience of working in responsible position in an Education/Research institution or Govt. office, preferably with experience of administration at a College/University, such as Head of the Department, Bursar, Registrar (Exam.) Lecturer/Assistant Professor or eight years' of experience as Office Superintendent or PA.

OR

2. Graduate with CA/ICWA with at least 55% marks (50% marks in case of SC/ST candidate) in graduation with at least five years' of working experience in case of CA/ICWA.

OR

3. A candidate having Master's Degree or LL.B. degree with not less than 20 years' of service in a University out of which he/she must have worked as Superintendent / P.A. / ASO / ASO (Stenography)/ Senior Assistant/Stenographer for a period of not less than 5 years.

OR

4. A candidate having Graduate Degree with not less than 25 years of service in a University, out of which he/she must have worked as Superintendent/P.A./ASO/ASO(Stenography)/Senior Assistant/Stenographer for a period of not less than five years.

13. Assistant Registrar-01 (PURC, Ludhiana)

Pay Band: ₹ 15600-39100+Grade Pay of ₹ 5700/- plus allowances as admissible under the University rules.

Qualifications:

1. (i) Master's degree with at least 55% marks (50% marks in case of SC/ST candidates) or equivalent grade thereof from a recognized University.

OR

Graduate with L.L.B. degree with at least 55% marks (50% marks in case of SC/ST candidates) or equivalent grade thereof in both graduation and L.L.B. from the recognized University.

- (ii) At least 5 years experience of working in responsible position in an Education/Research institution or Govt. office, preferably with experience of administration at a College/University, such as Head of the Department, Bursar, Registrar (Exam.) Lecturer/Assistant Professor or eight years' of experience as Office Superintendent or PA.

OR

2. Graduate with CA/ICWA with at least 55% marks (50% marks in case of SC/ST candidate) in graduation with at least five years' of working experience in case of CA/ICWA.

OR

3. A candidate having Master's Degree or LL.B. degree with not less than 20 years' of service in a University out of which he/she must have worked as Superintendent / P.A. / ASO / ASO (Stenography)/ Senior Assistant/Stenographer for a period of not less than 5 years.

OR

4. A candidate having Graduate Degree with not less than 25 years of service in a University, out of which he/she must have worked as Superintendent/P.A./ASO/ASO(Stenography)/Senior Assistant/Stenographer for a period of not less than five years.

14. Chief of University Security -01, PU
Pay Band: ₹ 15600-39100 +GP ₹ 6600

Qualifications

Essential :

- (i) Graduate in any discipline with additional experience of minimum 5 years of management of security concern in reputed organization.

Age Limit :- 21-37 years as on the date of advertisement (as per the Punjab Public Service Commission)

- (i) Provided that Scheduled Castes and Backward Classes of Punjab age limit is relaxed upto 5 years as per Punjab Government circular No.10972-4WGI-65/3205 dated 16th February, 1966.
- (ii) The upper age limit for a Punjab Government/Other State Government/ Central Government employee, will be relaxed upto 47 years. Additional 3 years relaxation will be given to in-service Security staff of Panjab University/Ex-Serviceman of Punjab Govt.
- (iii) An Ex-serviceman shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the Service Rules concerned by more than three years, he shall be deemed to satisfy the condition regarding age limit.
- (iv) The person could be considered on deputation from Army/Para Military Force/Police. The pay will be protected in case he joins on deputation.
- (v) The pay will be protected of in-service employees from the Govt. sector or the University/ Organizations, in case of selection.

In view of the above, the physical fitness as prescribed for the post of D.S.P. in Punjab Govt. as available on the website www.ppsc.gov.in short advertisement No.07, the following physical fitness standards were approved :-

Physical fitness :

Minimum Height (Men)	Chest Measurement	
5 feet 7 inches	Applicable for men only	
	Unexpanded	Expanded
	33 inches	34.5 inches

Physical Test

1. 1600 meters race to be completed within 07 minutes 30 seconds (only one attempt)
2. Long Jump : Minimum 3.80 meters (Three attempts only)
3. High Jump : Minimum 1.15 meters (Three attempts only)
4. Vertical Rope : 2.0 meters climb from the ground (one attempt only)

Medical Fitness Standard - As per Panjab University Rules.

Job Requirements :-

Besides any other duty which may be assigned by the University Administration, the Chief of University Security would perform the following duties :-

- a) to maintain peace & tranquility on the campus, and to ensure the security of the property (including vehicles of the University as also residents/ employees on the campus), land & building of the University as also the residents on the campus.
- b) To develop a sound recruitment/training policy for watch and ward/Security Staff and impart regular physical training to them.
- c) Should be ready to attend the issues related to University security round the clock.
- d) Should be able to understand Punjabi/Hindi/English/Regional languages.
- e) CUS is required to stay on campus for which accommodation shall be provided.

(ii) **Mode of Selection**

The post can be filled through open selection/by deputation/by contractual appointment.

15. Medical Officer-02 (Bhai Ghanayia Ji Institute of Health, P.U.)

Pay Band: ₹ 15600-39100+Grade Pay of ₹ 5400/- + NPA with free unfurnished accommodation plus allowances as admissible under the University rules.

Qualifications:

Essential Qualifications:

- b) MBBS Degree of an Indian University recognized by the Medical Council of India or any foreign degree recognized as equivalent by the Medical Council of India.
- c) The candidate must be registered with Central/State Medical Council.
- d) Minimum experience of three years in General Medical Service or House job for one year in a Clinical subject.

Desirable:

- i) M.D. in General Medicine/Member of the National Board (General Medicine).
- ii) May have worked in the University/an educational institution, Hospital or Health Centre looking after a community.
- iii) Experience of administration in Health Services including store/ purchase and maintenance.
- iv) Preference will be given to Lady Doctor.

16. Production Supervisor/Technical Officer (Production) (G-I)-01 (University School of Open Learning, PU)

Pay Band: ₹ 15600-39100+Grade Pay of ₹ 5400/- with initial pay of ₹ 21,000/- plus allowances as admissible under the University rules.

Qualifications:

“Graduate degree of a recognized University with Punjabi/Hindi as an Elective subject with 3 years Diploma in Printing Technology and 5 years experience of Production of Printed materials.

OR

Graduate degree of a recognized University with Punjabi/Hindi as an Elective subject with 3 years National Apprenticeship Certificate Course from a Government Institution in any vocational trade of Printing alongwith at least 10 years experience in printing out of which 3 years experience of production of printing materials. Functional knowledge of DTP is mandatory. ”

17. Manager (Production & Sales)-1 (Publication Bureau, P.U.)

Pay Band: ₹ 10300-34800 + Grade Pay of ₹ 5000/- plus allowances as admissible under the University rules.

Qualifications :

Essential :

Master's or equivalent degree from any recognized University with at least 50% marks.

OR

B.E./B.Tech. in Printing Technology or equivalent from a recognized University.

Experience:

At least 5 years' experience of Technology Production Editing, Preparation of Press Copy, Secretarial and commercial correspondence, etc. from a reputed organization.

Desirable:

Master's degree in Management will be preferred.

18. Assistant Law Officer-01

Pay Band: ₹ 10300-34800+Grade Pay of ₹ 4800/- (initial pay ₹ 18,250/-) plus allowances as admissible under the University rules.

Qualifications: -

LL.B. Professional degree with at least 55% marks from a recognized University with at least 5 years of practicing experience as a Lawyer before the High Court. The age shall be below 40 years.

19. Junior Technician G-III (Harmonium Player)-01 (Deptt. Of Music)

Pay Band : ₹ 10300-34800+Grade Pay of ₹ 3800/- with initial pay of ₹ 14,590/- plus allowances as admissible under the University Rules.

Qualifications :-

Essential :

(i) Master's Degree in Music any Vocal/Instrumental with minimum 50% marks.

OR

(ii) AIR approved Artist of 'B' high grade with Graduation in Music any Vocal/Instrumental with minimum 50% marks.

Desirable :

- Ability to instruct the harmonium to the students as per duties assigned by the Chairperson.
- Ability to provide accompaniment to all categories of Vocal Music i.e. classical, semi-classical, light & dance etc.

20. Junior Technician G-III -01 (COE's Office)

Pay Band: ₹ 10300-34800+Grade Pay of ₹ 3800/- with initial pay of ₹ 14,590/- plus allowances as admissible under the University Rules.

Qualifications :-

- B.Sc. in Computer (computer as one subject for three years)
Or
- Diploma in computer /networking (3 years) from recognized Institution with 3 years experience in computer maintenance/ networking.
Or
- Diploma (2 years)/ Certificate (2- years) in computer from recognized institution with 5 years experience in computer maintenance/ networking.
Or
- Diploma (1 year)/ certificate (1 year) in computer/ networking from recognized institution with 7 years experience in computer maintenance/networking.

Note: 1. The required experience is to be in the line of specialty suiting job requirements.

2. Before interview practical test be conducted to assess the proficiency of the candidate for the job requirement.

Job Requirements:

Maintenance of Computers and Networking.

21. Laboratory Assistant-01 (Dr. Harvansh Singh Judge Institute of Dental Sciences & Hospital, PU)

Pay-Band: ₹ 5910-20200+Grade Pay of ₹ 2400/- plus allowances as admissible under the University rules.

Qualifications: -

Essential:

B.Sc. Medical Lab. Technology (Clinical) from a recognized University/ Institution.

Experience:

Minimum three years of experience in a Clinical Laboratory of Govt./ Semi Govt./ recognized Medical Institution/College

Desirable:

Higher qualifications and more experience in Clinical Laboratory work including the handling of sophisticated entrustments like Auto-Analyzer.

22. Junior Laboratory Assistant-01 (Bhai Ghanayia Ji Institute of Health, P.U.)

Pay Band: ₹ 5910-20200+Grade Pay of 1900/- (Allowance for operating X-Ray Plant @ Rs. 50/- p.m. plus other allowances as admissible under the University rules.

Qualifications:

Essential:

Matric with Science

Desirable

Experience in Clinical Laboratory work minimum for 6 months.

Note: It would be mandatory for him to stay on the Campus whenever accommodation made available to him.

23. Jr. Technician (Carpenter)-03 (Construction Office, PU)

Pay-Band: ₹ 5910-20200+Grade Pay of ₹ 1900/- plus allowances as admissible under the University rules.

Qualifications:-

1. Matric
2. ITI in relevant trade from Government recognized Institute
3. 2 Years' experience in the relevant trade.

24. Gunmen-05

Pay Band: ₹ 5910-20200+Grade Pay of ₹ 1900/- plus allowances as admissible under the University rules.

Qualifications:

1. **Education:** Matric or its equivalent from the recognized Board/ University.
2. Havaldar or comparable rank in Military/Para Military/Force/Police Force.
3. Age : Maximum 40 years
4. Character : Exemplary
5. The incumbent will have to undergo a physical and medical test with eye sight as at least 6x6 with spectacle.
6. Internal candidate with 8 year service in P.U. as Security Guards/Chowkidar/Havaldar can also compete irrespective of above qualification prescribed.

25. Ferro-Khalasi (Architect Office)-01 (Construction Office, PU)

Pay-Band: ₹ 4900-10680+ Grade Pay of ₹ 1650/- initial start ₹ 6950/- plus allowances as admissible under the University rules.

Qualifications:-

Only shortlisted candidates shall be called for interview as per criteria laid down below:

- I The basic minimum qualification for the post is pass in Middle Standard Examination.
- II The candidates applying for this post shall be examined for specific and practical knowledge of the job and general awareness.
- III The candidates shall be required to go in for an objective multiple choice test covering the above components.

After the objective test the short listed candidates, in order of cumulative merit, shall be called for interview.

The eligibility of every candidate for appearing in the test shall be determined on the basis of minimum academic qualifications.

26. Common Room Attendant/Gate Attendant/Attendant-17 (P.U.'s Hostels)

Pay Band: ₹ 4900-10680+GP ₹ 1650 initial start ₹ 6950/-plus allowances as admissible under the University rules.

Only shortlisted candidates shall be called for interview as per criteria laid down below:-

- I The basic minimum qualification for the post is pass in Middle Standard Examination.
- II The candidates applying for this post shall be examined for specific and practical knowledge of the job and general awareness.
- III The candidates shall be required to go in for an objective multiple choice test covering the above components.

After the objective test the short listed candidates, in order of cumulative merit, shall be called for interview.

The eligibility of every candidate for appearing in the test shall be determined on the basis of minimum academic qualifications.

27. Beldar-22 (Constructions Office, P.U.)

Pay Band: ₹ 4900-10680+GP ₹ 1650 initial start ₹ 6950/-plus allowances as admissible under the University rules.

Only shortlisted candidates shall be called for interview as per criteria laid down below:

- I The basic minimum qualification for the post is pass in Middle Standard Examination.
- II The candidates applying for this post shall be examined for specific and practical knowledge of the job and general awareness.
- III The candidates shall be required to go in for an objective multiple choice test covering the above components.

After the objective test the short listed candidates, in order of cumulative merit, shall be called for interview.

The eligibility of every candidate for appearing in the test shall be determined on the basis of minimum academic qualifications.

28. Dresser-01 (Bhai Ghanayia Ji Institute of Health, P.U.)

Pay Band : ₹ 4900-10680+GP ₹ 1800 plus allowances as admissible under the University rules.

Essential Qualifications :

- (i) 10+2 with Science from any recognized Board/University

- (ii) Should have three years experience in dressing and sterilization procedure at any public/private Hospital.

**29. Security Guard-45 (on contract basis for 11 months)
(Only Male candidates)**

Pay Band : ₹ 7980/- p.m. (fixed)

Qualification :

For Ex-Serviceman

Ex-serviceman, Sepoy, L/NK and above from Combatant Force only

1. Character Exemplary
2. Educational Qualification : Minimum middle class pass
3. Age : 18 to 45 years
4. Height : No requirement for height for Ex-serviceman
5. Race : 1 Km in 10 minutes
6. The incumbent will have to undergo a physical and medical test, with eye sight as at least 6x6 with spectacles.

For Civilian

Eligibility:

The candidate should be 8th pass or above, age between 18-37 years with following physical requirements:-

Height 5'6" (2" relaxation in case of residents of Hilly/Tribal areas); Chest 32" with expansion of 1.5% (1-1/2") A physical test will be conducted with a race of 1.5 km in 8 minutes (General).

IMPORTANT INSTRUCTIONS TO CANDIDATES

1. It is not obligatory on the part of University to call all eligible persons for interview.
2. The University may also prepare a waiting list in order of merit.
3. The eligibility of every candidate will be determined on the basis of the qualifications acquired and conveyed to this office by him/her up to the last date fixed for receipt of the applications.
4. Incomplete applications/forms or those received after the last date will be rejected. The University will not be responsible for any postal/courier delays in the submission of applications of the candidates. Candidates sending their Applications through post/courier should send them to the Assistant Registrar (Estt.) only and not to address it to any other authority.
5. All the documents in original will have to be produced at the time of interview.
6. Separate proforma /application must be used for each post.
7. It is understood that the candidates shall possess the requisite qualifications and experience relevant to the post in the department concerned and other qualifications if any prescribed for a post.
8. Selected candidates can also be posted to work anywhere (i.e. Chandigarh or outside Chandigarh) at the Institutions maintained by the Panjab University.
9. If any information supplied by the candidate in his application form is found Incorrect /false at any stage, his candidature/selection will be cancelled.
10. Along with original application form, Candidates should attach nine photocopies of duly filled application form and one set of attested copies of

certificate of Educational Qualifications and Experience in support of their claim for the same, failing which their applications will be rejected. Attested copies of conversion formula in case of GPA be also attached. It is mandatory to attach proof of date of Birth of applicant. No document will be entertained after the last date prescribed for receipt of applications.

11. Candidates should also indicate percentage of marks obtained by them in each examination in the column "Class/Division/Grade".
12. Persons already in service must route their applications through proper channel. They may, however, send an advance copy of their application on the prescribed proforma direct to the University. However, they will be allowed to present themselves for interview only on the production of "No Objection Certificate" from their employers.
13. Canvassing in any form will disqualify the candidate.
14. The University reserves the right not to fill up the above posts.
15. Number of post/s can be altered i.e. the number of post can be increased or decreased as per need at the time of selection.

16. **Age limit:-**

No person shall be recruited to the service by direct appointment, if he is less than 18 years or is more than 37 years of age in the case of class "B" & "C" categories in Technical and Non-Technical posts on the last date fixed for submission of application [except for the posts mentioned as at Sr. No.1 to 18, 24 and 29 (Ex-Serviceman only)].

Relaxation in upper age limit as provided in rule 2, 3 at page 77 of P.U. Cal. Vol.-III, 2009 quoted below [except for posts at Sr.No.7, 8, 18, 24 and 29 (Ex-Serviceman)]:

2. Upper age limit is relaxable:-

- (a) To the extent of five years for Scheduled Caste/Scheduled Tribes (of all India)
- (b) To the extent of ten years for physical handicapped person on production of Medical Certificate from the competent authority.
- (c) For ex-servicemen, who did not join civil post immediately after release from the Armed Force of the Union to the extent of his continuous service in the armed Force of the Union rendered after the 1st day of November, 1962; provided he produced a certificate from the competent authority that he had rendered continuous service in the Armed Forces of the Union after the 1st day of November 1962 for a period of not less than six months and was released because of demobilization or reduction not more than three years prior to the date of his application for employment under the University.

Note:- "Ex servicemen" means a person who joined any rank whether as a combatant or as a non combatant or after the 1st day of November, 1962 in the Armed Forces of the Union excluding the Assam Rifles Lok Sahayak Sena, Jammu and Kashmir Militia Territorial Army, Defence Security Crops and the General Reserve Engineering Force, and has been released otherwise than on grounds of misconduct or inefficiency.

- (d) The relaxation in age upto maximum of 5 years or to the extent of the period for which they have rendered the service in Panjab University on temporary/ Adhoc/ daily wage basis, be given at the entry point for all categories of non-teaching employees.

3. Upper age limit will not be applicable in the following cases provided the candidate has at least 5 years' service to reach the age of superannuation prescribed for the post:-

- (i) In-service employees of the Panjab University holding post lower than those of Clerks/Steno typist.
- (ii) Widows of University employees who die while in service.
- (iii) Widows of defence personnel killed/disabled in war service.

N.B. Defence personnel shall also include B.S.F/C.R.P.F.

17. Reservation:

The total percentage reservation of 22.5% for SC/ST/SBC (i.e.(i) 15 % for Scheduled Caste, (ii) 5% for Scheduled Tribes & (iii)2.5% for Socially Backward classes) at the initial stage of the cadres. The reservation at (i) & (ii) will be interchangeable i.e. if sufficient number of applicants is not available to fill up the vacancies reserved for Scheduled Tribes and vice versa. The benefits of reservations as stated above is extendable to Scheduled Caste/ Scheduled Tribe Candidates belonging to states of Punjab, Haryana, Himachal Pradesh and Chandigarh (UT) only as per rules in the Panjab University Calendar. (The applicant must attach his/her caste certificate in support of his/her claim in this regard.)

3% for Physically Handicapped person.

18. Definition of categories of the Handicapped for the purpose of Reservation in Employment:

a) The Deaf: The Deaf are those in whom the sense of hearing is non-functional for ordinary purpose of life. They don't hear, understand sound at all event with amplified speech. The cases included in this category will be those having hearing more or less than 60 decibels in the better ear (profound impairment) in the controversial range of frequencies.

b) The orthopedically handicapped: the orthopedically handicapped are those who have a Physical defect or deformity not less than 40% which caused an Interference with the normal functioning of the bones.

The candidates are required to submit a certificate from the Principal Medical Officer/Chief Medical Officers /Civil Surgeon as the case may be of the District of place of which the applicant is a permanent residence or from class I Medical Officer of any Government Medical Institution/Hospital shall be competent to issue the said certificate of being handicapped but otherwise fit for Civil Employment against the post applied for.

20. The candidates are advised to intimate their latest telephone/mobile numbers and e-mail addresses (if any) in the application form. In case of any change at the later stage please update the same to avoid inconvenience.
21. The fees etc. submitted will not be refunded and no correspondence will be entertained. The applicant must ensure that he/she fulfill the minimum eligibility condition and only then apply within due date.
22. No TA/DA will be given to the candidate appearing for test/interview.

NOTE : 1. The other allowances will be paid as admissible under University Rules.

***2.** All the guidelines/instructions as issued by UGC vide their communication No.F.3-1/2009 dated 30.6.2010 and other instructions issued from time to time shall be applicable in respect of posts at Sr.No.2 & 3.

****3.** Candidates who had already applied to the post of Deputy Registrar in response to advertisement No. 4/2011 need not apply again. However, they may send any additional information regarding their educational qualifications and experience etc. for updating their applications/Bio-data.

Application forms alongwith “Detailed Instructions” containing qualifications etc. can be had either from the “Form Sale Counter”, Panjab University, Chandigarh or from the Assistant Registrar (Estt.), by sending a crossed account payee bank draft payable at Chandigarh of the amount mentioned below in favour of the Registrar, Panjab University, Chandigarh, accompanied by self-addressed stamped envelope (worth ₹ 30/-) of 30 cm x 12 cm:-

Post Sr. No.	Application Fee	
	General Category (in Rs.)	SC/ST Category (in Rs.)
1-17	375	150
18-24	250	100
25-29	50	25
Exam. Fee for posts at Sr.No.25, 26 & 27	Rs.250	Rs.125

Note :- The examination fee is payable alongwith application form through a demand draft in favour of the Registrar, Panjab University, Chandigarh.

Advertisement & application forms along with detailed instructions for the candidates are also available on Website: puohd.ac.in. Those who download the application forms from the website, may submit the same along with the crossed a/c payee bank draft of the requisite fee payable.

REGISTRAR