

PANJAB UNIVERSITY CHANDIGARH

Advt. No. 3/2014

Applications are invited for the following posts so as to reach the Assistant Registrar (Estt.), Panjab University, Chandigarh by 31.03.2014 :-

Sr. No.	Name of the Post	Pay Band: Grade Pay
1.	Registrar - 01	Rs.37400-67000 + GP Rs.10000 plus Rs. 1000 p.m. as S.A.
2.	Chief Vigilance Officer-01	Rs. 37400-67000/- + G.P. Rs. 8900/-
3.	Chief Security Officer-01	Rs. 15600-39100/- + G.P. Rs. 6600/-

Application forms and pay-in-slip along with advertisement and its "Detailed Instructions" containing qualifications etc. are available on P.U. Website www.puchd.ac.in. The cost of the application form is Rs. 375/- (General Category)/150/- (SC/ST Category)/ Rs. 185/- (Physically Handicapped category), excluding bank charges @ Rs. 30/, which can be deposited in Panjab University, Chandigarh account No. 33417855484, to be payable at all branches of State Bank of India. Candidates are required to submit duly filled in application form, complete in all respects, along with fee pay-in-slip (University copy).

REGISTRAR

PANJAB UNIVERSITY, CHANDIGARH

Advertisement No.3/2014

Detailed Instructions

Applications are invited for the following post/s so as to reach the Assistant Registrar (Estt.), Panjab University, Chandigarh by 31.03.2014.

1. Registrar -01

Pay Band: Rs. 37400-67000 + GP Rs.10,000/- plus Rs.1000 p.m. as S.A. and allowances admissible under the University Rules.

Note: The Registrar of the University shall be appointed by the Senate either substantively or as a temporary arrangement on the recommendations of a Selection Committee constituted for the purpose. In the case of a substantive appointment the term of the office shall, in the first instance, be for a period of four years unless the Senate directs otherwise.

Qualification prescribed for the post of Registrar

A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale.

Relaxation of 5% in minimum educational qualification prescribed for the posts, will be provided to SC/ST/Physically Handicapped candidates.

Experience :

- (i) At least 15 years' of experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years' of service in the AGP of Rs.8000/- and above including as Associate Professor alongwith experience in educational administration, **or**
- (ii) Comparable Experience in research establishment and/or other institutions of higher education, **or**
- (iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

Job Profile

The Registrar should have wide-ranging experience in all aspects of University management. He will be the Head of the Administrative Office of the University, besides being Secretary of the Board of Finance, Member-Secretary of the Regulation Committee, non-Member Secretary of the Senate and the Syndicate and Appellate Authority under the RTI Act as well as under the Service and Conduct Rules for the University employees. The Registrar represents University in all legal proceedings and shall be the Custodian of the Estate of the University. Further, the Registrar will also perform such duties as have been specified in the University Act, Rules and Regulations as may be required by the Statutory Bodies and the Vice-Chancellor.

2. Chief Vigilance Officer - 01

Pay Band: Rs. 37400-67000 + GP Rs. 8900/- plus allowances admissible under the University Rules.

The post of Chief Vigilance Officer (CVO) is to be filled by Panjab University, Chandigarh on deputation basis by considering officers from Central Services, Central Board of Direct Taxes, Central Board of Excise and Custom and Comptroller and Auditor General of India. The Initial tenure of deputation would be three years which is extendable upto a further period of 2 years (total 5 years). The pay of the person appointed on deputation will be protected and he/she will be eligible for the applicable deputation allowances.

The Chief Vigilance Officer is to advise the Vice-Chancellor on Vigilance Complaints concerning the University officers, staff & teachers and to ensure probity and integrity in Public Administration with the following objectives:-

1. to get expedited the disposal of cases under investigation with the CBI/Courts.
2. to activate the vigilance machinery in the University for investigating complaints.
3. to sensitize the University Community against corruption and corrupt practices.
4. to strengthen preventive vigilance by streamlining procedures, and
5. to prevent the possibilities of corruption and encourage a culture of honesty and integrity.

3. Chief Security Officer -01

Pay Band : Rs.15600-39100 + GP-6600 plus allowances admissible under the University Rules.

Age: Not exceeding 50 years of age at the time of application.

Qualification:

- a. Graduate in any discipline from any recognized University.
- b. Height - 170 cm, relaxable by 5 cm for hill residents.
- c. Chest - 80 cm, with expansion 85 cm, relaxable by 5 cm for hill residents.
- d. Sound health, free from defect, deformity/disease. Vision 6/1E without glasses, No colour blindness.
For the claim of relaxation, certificate from DC, District Magistrate **OR** from Tehsildar is required. Further Medical Fitness test of the applicant will be taken by the Panjab University.

Experience :

Atleast 10 years experience as Security Officer in Central/State/Semi Government/University **OR** big industrial organizations.

OR

Commissioned/Ex-Commissioned Officer from Defence/Para Military Forces **OR** Police Officer (DSP & above) having minimum 10 years of experience.

Job Requirements :

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

- a) to maintain peace & tranquillity 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) Chief Security Officer is required to stay on campus, for which accommodation shall be provided.

Mode of Selection:

- (i) Direct Recruitment/selection - Post can be filled through open selection/by deputation/ contractual appointment.
- (ii) The person could be considered on deputation from Army/Para Military Force/Police. The pay will be protected in case he joins on deputation.
- (iii)The pay will be protected of in-service employees from the Govt. Sector **OR** the University/Organisations, in case of selection.

IMPORTANT INSTRUCTIONS TO CANDIDATES

1. 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 applications.
2. Incomplete application forms or those received after the last date will be rejected. The University will not be responsible for any postal/courier delays in the submissions 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.
3. All the documents in original will have to be produced at the time of interview.
4. Separate proforma/application must be used for each post.
5. It is understood that the candidates must possess the requisite qualifications and experience relevant to the post in the department/office concerned and other qualifications, if any, prescribed for a post.
6. If any information supplied by the candidate in his application form is found incorrect/false at any stage, his candidature/selection will be cancelled.
7. Along with original application form, candidates should attached 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 G.P.A. be also attached. It is mandatory to attach proof of date of birth of applicant. No documents will be entertained after the last date prescribed for receipt of applications.

8. Candidates should also indicate percentage of marks obtained by them in each examination in the column "Class/Division/Grade".
9. 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.
10. Canvassing in any form will disqualify the candidate.
11. It is not obligatory on the part of the University to call all eligible persons for interview.
12. The University may also prepare a waiting list in order of merit.
13. The University reserves the right not to fill up the above posts.
14. 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.
15. 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.
16. No TA/DA. will be given to the candidates appearing for the test/interview.
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. The reservation at (i) & (ii) will be interchangeable i.e. if sufficient numbers 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.

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 Officer/Civil Surgeon as the case may be of the District of place of which the applicant is a permanent residence or from the 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.

Application forms and pay-in slip along with advertisement and its "Detailed Instructions" containing qualifications etc. are available on P.U. Website: www.puchd.ac.in. The cost of the application form is Rs. 375/- (General Category)/ 150/- (SC/ST Category)/Rs.185/- (Physically Handicapped category), excluding bank charges @ Rs.30/- which can be deposited in Panjab University, Chandigarh account No.33417855484, to be payable at all branches of State Bank of India. Candidates are required to submit duly filled in application form, complete in all respect, along with fee pay-in-slip (University copy).

PAY IN SLIP**Bank's Copy**

Payable at all Branches of SBI
For Application Fee for various posts in Panjab University

Or credit to Panjab University A/c No. **33417855484**
at SBI Panjab University, Chandigarh (0742)

DETAILS TO BE FILLED BY APPLICANT/CANDIDATE

Branch _____
City _____
Date of Deposit _____

- Name of Candidate: _____
- Father/Husband Name: _____

Reference No.:	3	4	5	6
*Name of the Post & Subject, if any	#Advt. No./Year	^Category	@Post Code	

*In column 3 above: fill name of the Post & Subject, if any

#In column 4 above: fill Advt. No./Year
e.g. 1/2013

^In Column 5 above: fill Category
e.g. 'G' for General

'R' for Reserved: R-SC or R-ST or R-PH
(SC- Scheduled caste, ST – Scheduled Tribe and
PH – Physically Handicapped)

@In Column 6 above: fill 'T' for Teaching and
'NT' for Non-teaching

- Amount of Fee : _____
- Bank Charges: 30/-
- Total : _____

Signature of Depositor/Candidate

FOR BANK BRANCH USE ONLY

Journal No. :
Cashier's Signature :
Branch stamp :

NOTE:

- Mere deposit of fee does not entitle any candidate for employment. It will be subject to fulfillment of other conditions also.
- Fee and other details are available on University website: www.puchd.ac.in

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