

# **CENTRAL UNIVERSITY OF PUNJAB, BATHINDA**

(Established vide Act no 25(2009) of Parliament)

## **Positions available, Qualifications, Eligibility, Experience for Non-Teaching Positions**

Advertisement No: NT- 11 (2013)

**NOTE:** For Other Conditions, see the "GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION FOR APPLYING TO NON TEACHING POSITIONS

### **Positions available**

<b>Positions</b>	<b>No. of Posts</b>	<b>Pay Scale</b>
Upper Division Clerk	2 (UR), 1 (OBC), 1 (SC)	5200-20200 + GP 2400
Lower Division Clerk	4 (UR), 1 (OBC), 2 (SC)	5200-20200 + GP 1900
Driver	1 (UR), 1 (SC)	
Multitasking Staff	2 (UR)	5200-20200 + GP 1800

## Details of Qualifications, Eligibility and Experience

**NOTE:** The University being in its formative and evolving stage requires experienced, efficient and multitasking personnel. Such candidates may be considered for relaxation in age limit. Preference will be given to persons who have knowledge or experience of working in Universities or State/National level technical, education or research establishments. Such candidates may be considered for relaxations in conditions. Higher start may also be given to deserving candidates. Experienced candidates may be considered on deputation basis.

### **1. Upper Division Clerk**

Pay scale Rs.5200-20200 (Grade Pay Rs. 2,400/-)

#### **Minimum qualifications:**

- i. Graduate in any discipline with good academic record from a recognized University.
- ii. Three years experience as Jr. Office Assistant/Jr. Assistant/LDC/Computer Operator/Data Entry Operator in the Central/Govt./ PSU/ Corporate Sector or similar other institutions/ Govt. Department.
- iii. Good working knowledge of computer applications.

**Desirable:** Proficiency in local language (speaking, reading and writing)

**Age:** Preferably below 40 years

### **2. Lower Division Clerk**

Pay scale Rs.5200-20200 (Grade Pay Rs. 1,900/-)

#### **Minimum qualifications:**

- i. Bachelor's Degree in any discipline with good academic record.
- ii. English typing speed of 30 wpm.
- iii. Good working knowledge of computer applications.

#### **Desirable:**

- i. Experience as Computer Operator/Data Entry Operator in Centre/State educational institutions or any organization of repute.
- ii. Proficiency in local language (speaking, reading and writing)

**Note:** 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.

**Age:** Preferably below 40 years.

### **3. Driver**

Pay scale Rs. 5200-20200 (Grade Pay Rs. 1,900/-)

#### **Minimum qualifications:**

- i. Matriculation from a recognised Board of School Education.
- ii. Valid Driving License for Light/Medium Vehicles/Heavy Vehicle.
- iii. At least 3 years experience as executive's driver or as driver of a bus in a school, college, university/institution.

**Desirable:**

1. Proficiency in local language (speaking, reading and writing)
2. Experience of working in other areas like as office attendant/ library attendant/typing/ office cleaning and dusting/computer knowledge/photocopying/binding etc.
3. Certificate of Mechanic Motor Vehicle or equivalent from recognized ITI.

**Age:** Preferably below 40 years

**4. Multi-tasking Staff**

Pay scale Rs. 5200-20200 (Grade Pay Rs. 1,800/-)

**Minimum qualifications:**

- i. Matriculation from a recognised Board of School Education.
- ii. Should be multi-tasking with working experience in areas like driving/typing/operating computers/photocopying/binding/plumbing/cleaning/gardening/masonry/carpentering and dusting of offices/library/guest house/pantry management/ etc.

**Age:** Preferably below 35 years

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(Established vide Act no 25(2009) of Parliament)

## GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION FOR APPLYING TO NON TEACHING POSITIONS

Advertisement No. NT-11 (2013)

1. Pay Scales of posts are as per the UGC norms and carry allowances and terminal benefits as admissible to Central Government employees of the respective scale posted at Bathinda.
2. The Prescribed Minimum Qualification/Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the University to interview all the candidates. The University may restrict the number of candidates to be called for written exam/Skill test/interview to a reasonable limit, on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences.
3. The qualification prescribed should have been obtained from recognized Universities/Institution.
4. 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.
5. Minimum requirements of qualifications and/or experience can be relaxed in case of exceptionally qualified candidates by the screening/selection committee.
6. Higher initial pay may be given to exceptionally qualified and deserving candidates.
7. Applicants not found suitable for higher positions may be considered for lower position.
8. Reservation and relaxation for SC/STs, OBC and PH for all posts exists as per the guidelines of the UGC/GOI. Candidates applying for the reserved posts should clearly state to which category they belong. They must also enclose attested photostat copy of Caste Certificate/Medical Certificate from the concerned competent authorities. The caste certificate to be produced by Other Backward Class (OBC) candidates must be in the format as prescribed by the Govt. of India. Please visit [www.ncbc.nic.in](http://www.ncbc.nic.in) for details. Otherwise, the application will be summarily rejected without further consideration.
9. Separate application along with separate application fee should be submitted for each post applied for.
10. For all non-teaching positions, the candidates may have to appear for a test before the interviews.
11. Application should be accompanied with application fee in the form of non-refundable demand draft drawn in the favour of the **Central University of Punjab, Bathinda** as following:

For the posts with GP 4200 or above

Rs. 300/- (for General or OBC)

Rs. 150/- (for SC/ST/PH)

For the posts with less than GP 4200

Rs. 200/- (for General or OBC)

Rs. 100/- (for SC/ST/PH)

12. Persons serving in Central/State Government/Autonomous Bodies may be taken on deputation for one or more year(s) if the rules permit. The service conditions including pay scales shall be as per UGC norms/Govt. of India.
13. Applicants serving in Government/Semi-Government organizations/Public Sector Undertakings/Autonomous Bodies must send their applications "**Through Proper Channel.**" The applications received without the recommendations of the employer will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.
14. The age of superannuation for all the post shall be as per UGC norms.
15. Retired persons may be considered for contractual appointment. [as per rules of the University/UGC/Govt. of India.]
16. The university reserves the right to consider the curriculum vitae of any person for any post who may not have formally applied.
17. The number of vacancies indicated in the notification is tentative. The university reserves the right to increase or decrease the number of advertised posts at the time of selection.
18. The panel of selected waitlisted candidates will be valid for one year from the date of approval of competent authority and University may make appointments on consequential/new vacancies.
19. Candidates shall have to produce original documents at the time of appearing in Test/Interview.

20. Canvassing in any form may lead to cancellation of candidature. No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
21. Incomplete applications or without relevant supporting enclosures (self attested clear photostat copies of degree certificates/marks sheets/experience certificate/application fee, etc.) will be summarily rejected. Experience and qualifications will be reckoned as on the last date of submission of application form.
22. New pension scheme in accordance with the O.M.NO.1 (13) EV/2001, Govt. of India, Ministry of Finance, Department of Expenditure, dated 15.03.2004, will be applicable with subsequent amendments made or be made from time to time.
23. In case of any disputes/suites or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts of Bathinda.
24. The application duly filled in the prescribed form along with supporting enclosures must reach the office of the Registrar on or before **November 22, 2013 up to 5:00 p.m.** at the address given below. The envelope should be superscribed as "**Application for the post of .....**". Applications received after the due date shall not be considered. The University shall not be responsible for postal delays, if any.

**Registrar  
Central University of Punjab  
City Campus  
Mansa Road  
Bathinda-151 001, India**

**Registrar**