

PANJAB UNIVERSITY CHANDIGARH

Advertisement No. 4/2008

Applications are invited for the following posts so as to reach the Assistant Registrar (Estt.), Panjab University, Chandigarh, up to 25.6.2008.

I. CONTROLLER OF EXAMINATIONS -I

Pay Scale: Rs. 16400-22400 plus allowances admissible under the university rules

II. FINANCE & DEVELOPMENT OFFICER-I

Pay Scale: -Rs. 16400-22400 plus allowances admissible under the University rules

III. UNIVERSITYS DIRECTOR OF PHYSICAL EDUCATION-1 (Directorate of Sports, P.U., Chandigarh)

Pay Scale: - Rs. 16400-22400 plus allowances admissible under the University rules

IV. DEAN COLLEGE DEVELOPMENT COUNCIL-1 (P.U. CHANDIGARH)

Pay Scale: -Rs. 16400-22400 plus allowances admissible under the University rules

V. ASSISTANT ARCHITECT-1 (P.U., Chandigarh)

Pay scale Rs. 7880-13500 (with start of Rs. 8000/-) plus allowances admissible under the University rules.

VI. DEMONSTRATORS-14 (Physiology-2, Biochemistry-2, Anatomy-4, Pathology-2, Pharmacology-2 & Microbiology-2) (Dr H.S. Judge Institute of Dental Sciences & Hospital, P.U. Chandigarh)

Pay scale Rs. 7220-11660 plus allowances admissible under the University rules.

VII. MEDICAL OFFICER (HOMEOPATHIC)-1 (SSGPURC, Bajwara (Hoshiarpur) (at fixed emoluments of Rs. 7200/- per month on contract basis).

VIII. TABLA INSTRUCTOR-I (Dept of Music, P.U., Chandigarh).

Pay scale Rs. 5800-9200 plus allowances admissible under the University rules.

IX. ASSISTANT SECURITY OFFICER-I

Pay-Scale:- Rs.5480-8925 plus allowances admissible under the University rules.

X. COMPUTER INSTRUCTOR-CUM OPERATOR-1(Deptt. of Laws, P.U., Chandigarh)

Pay scale of Rs. 5000-8100 plus allowances admissible under the University rules.

XI. LAB TECHNICIAN -1 (SSGPURC, Bajwara, Hoshiarpur)

Pay scale Rs. 4020-6200 plus allowances admissible under the University rules.

XII. STENO-TYPISTS:- 12 (11 reserved for SC/ST and 1 for Physically (Orthopaedically) Handicapped)

Pay-Scale:-Rs.3330-6200 plus allowances admissible under the University rules.

XIII. CLERK-CUM-DATA ENTRY OPERATORS -72 (Posting anywhere of P.U. Campus at Chandigarh, Hoshiarpur, Ludhiana, Muktsar etc.)

Pay-Scale:- Rs. 3120-5160 plus allowances admissible under the University rules.

Note: Those candidates, who have already applied in response to Advt. No. 12/2007, need not to apply again provided they fulfill the new qualifications.

XIV. ELECTRICIAN-CUM-MECHANIC-1 (for VVBIS&IS Hoshiarpur)

Pay scale of Rs. 3120-5160 plus allowances admissible under the University rules.

XV. ELECTRICIAN-CUM-DRIVER-1 (Tube well), P.U. Extension Library, Ludhiana Pay scale of Rs. 3120-5160 plus allowances admissible under the University rules.

Allowances @ Rs. 75/- p.m. for operating Diesel Generator

XVI. METER READER (WATER)-1 (Construction Office, P.U., Chandigarh)

Pay scale of Rs. 3120-5160 plus allowances admissible under the University rules

XVII AZO OPERATOR-1 (Architect's Office, P.U. Chandigarh)

Pay scale of Rs. 3120-5160 plus allowances admissible under the University rules.

The advertisement containing reservation policy, application form and detailed instructions for applicants are available on University website: **puchd.ac.in**.

Application forms/proforma along with "Detailed Instructions" for the posts mentioned above can be had either from the State Bank of India - Form Sale Counter, Panjab University, Chandigarh, on payment mentioned as under OR from the Assistant Registrar (Est.), Panjab University, Chandigarh by sending a crossed A/c bank draft of the same amount in favour of the Registrar, Panjab University, Chandigarh, accompanied by self-addressed stamped (worth Rs. 25/-) envelope of 30 cms. X 12 cms.

1	Rs. 375/- for General Category and Rs. 150/- for SC/ST category candidates	For post at Sr. No. 1 to VII
2	Rs. 250/- for General Category and Rs. 100/- for SC/ST category candidates	For post at Sr. No. VIII to XVII

Reservation: 15% reserved for scheduled Caste, 5% for Scheduled Tribe & 2.5% for socially backward Classes at the initial stage of cadres. 3% posts will be reserved for Physically Handicapped persons. Conditions given in the "Detailed Instructions" supplied with the application form shall be applicable

Advertisement and application form along with detailed instructions for the candidates are also available on **Website: forms puchd. ac. in**. Those who down load the application forms from the website may submit the same along with the crossed a/c payee Bank draft of the requisite fee payable at Chandigarh in favour of the Registrar, Panjab University, Chandigarh-160014.

PANJAB UNIVERSITY, CHANDIGARH

Detailed Instructions for the candidates

Advertisement No. 4/2008

Applications are invited for the following posts so as to reach the Assistant Registrar Panjab University, Chandigarh up to 25.6.2008.

I. CONTROLLER OF EXAMINATIONS -1

Pay Scale: Rs. 16400-22400 plus allowances admissible under the University rules.

Qualifications:

Master's degree with at least 55% marks or an equivalent grade of B in seven points scale.

At least 15 years experience as Professor/Reader/Lecturer/Principal taken together of which at least 8 years should be as Professor/Reader/Lecturer in Reader's scale/Principal, with experience in educational administration.

OR

Comparable experience in research establishment and other institution of higher education.

OR

An internal candidate with not less than 20 years service in Panjab University having worked as Deputy Registrar and Assistant Registrar for a total period of not less than 8 years shall also be eligible to compete for the post of Controller of Examination.

However, the condition of 20 years service in Panjab University shall not be applicable in the case of candidates who have been appointed by selection to the post of Assistant Registrar or above and have worked as such for at least 8 years in Panjab University.

Relaxation of 5% marks in requirement of 55% marks at Master's degree level is permissible to SC/ST candidates.

II. FINANCE & DEVELOPMENT OFFICER-1

Pay Scale: Rs. 16400-22400 plus allowances admissible under the University rules.

Qualifications: -

Master's degree with at least 55% marks or an equivalent grade of B in seven points scale in Commerce/Finance/Economics/Business Administration/Business Administration (Finance).

At least 15 years experience as a Lecturer/Lecturer (Senior-Scale) out of which at least 8 years should be in selection grade/Reader's grade along with experience in educational administration.

OR

Chartered Accountant with 55% marks in Master's degree.

OR

An internal candidate with not less than 20 years service in Panjab University having worked as Deputy Registrar and Assistant Registrar for a total period of not less than 8 years shall also be eligible to compete for the post of Finance and Development Officer.

However, the condition of 20 years service in Panjab University shall not be applicable in the case of candidates who have been appointed by selection to the post of Assistant Registrar or above and have worked as such for at least 8 years in Panjab University.

Relaxation of 5% marks in requirement of 55% marks at Master's degree level is permissible to SC/ST candidates

III. UNIVERSITY DIRECTOR OF PHYSICAL EDUCATION-1 (Directorate of Sports, P.U., Chandigarh)

Pay scale: Rs. 16400-22400 plus allowances admissible under the University rules.

Qualifications:

Essential:

- (i) Ph.D. in Physical Education.
- (ii) Experience of at least 10 years as University Deputy Director or Reader (Physical Education) or at least 15 years combined experience as University Assistant D.P.E.s/College D.P.E.s (Selection Grade/ Lecturer (Senior Scale or Selection Grade) in Physical Education can be counted for appointment to the post of University Director of Physical Education.
- (iii) Participation in at least two national/International Seminar/Conferences

- iv) Consistently good appraisal reports
- v) Evidence of organizing completions and conducting coaching campus.
- vi) Evidence of having produced good performance teams/athletes at Inter-University/Combined University and at higher level etc.

IV. DEAN COLLEGE DEVELOPMENT COUNCIL-1 (P.U. Chandigarh)

Pay scale: Rs. 16400-22400 plus allowances admissible under the University rules.

Qualifications:

Essential:

Academic qualifications:

- i) At least second class Master's degree with experience of teaching for 20 years at the College/University level and;

Experience

- ii) At least 5 years experience of administration as Principal/Head of Department or equivalent post.

NOTE: It is a non-vacation post. The appointment may be on tenure basis for 3-5 years at a time but not beyond the age of sixty years.

V. ASSISTANT ARCHSITECT-1 (P.U., Chandigarh)

Pay scale: Rs. 7880-13500 (with start of Rs. 8000/-) plus allowances admissible under the University rules.

Qualifications:

Essential:

- i) Bachelor of Architecture or equivalent from recognized University/Institute with 2 years relevant experience.
- ii) Should be registered with the council of Architecture as Architect under the Architect Act 1972.

OR

The internal candidates of Panjab University with 3 years Diploma in Architectural Assistantship from a recognized institute working as senior Draftsman and having 10 years service or working as Draftsman with 15 years of service shall also be eligible.

Desirable:

Knowledge of computer based designing.

VI. DEMONSTRATORS-14 (Physiology-2, Biochemistry-2, Anatomy-4, Pathology-2, Pharmacology-2 & Microbiology-2) (Dr. H.S. Judge Institute of Dental Sciences and Hospital, P.U., Chandigarh).

Pay scale Rs. 7220-11660 plus allowances admissible under the University rules.

Posts	Qualifications
Demonstrator (Physiology) -2	M.Sc. (Physiology) or MBBS or B.D.S.
Demonstrator (Biochemistry)-2	M.Sc. (Biochemistry) or MBBS or B.D.S.
Demonstrator (Anatomy)-4	M.Sc. (Anatomy) or MBBS or B.D.S.
Demonstrator (Pathology)-2	M.D. (Pathology) or MBBS or B.D.S.
Demonstrator (Pharmacology)-2	MBBS or B.Pharm or B.D.S.
Demonstrator (Microbiology)-2	M.Sc. (Microbiology) or MBBS or B.D.S.

VII. MEDICAL OFFICER (HOMEOPATHIC)-1 (SSGPURC, Bajwara, Hoshiarpur)

at fixed emoluments of Rs. 7200/- per month on contract basis.

Qualifications:

- i) Should possess a degree in Homoeopathy from any of the Institutions mentioned in the second schedule and third schedule of the Homeopathic Central Council Act, 1973 (Central Act 59 of 1973); and
- ii) Should have been enrolled on a State Register or the Central Register of Homeopathy.

NOTE: The number of hours to be put in by the Homeopathy doctor will be six hours, which can be in one shift or two shifts as per local requirements. The incumbent will be appointed initially for a period of six months on the recommendations of the Medical Officer,

Incharge, SSGPURC, Hoshiarpur, his/her term of appointment can be extended for six months more. The post will be advertised every year as being done at P .U. Health Centre for all the posts of part time Medical Officer at Rs. 8000/- fixed by putting up notices at various appropriate places.

The term and conditions of appointment will be the same as applicable to such other contract appointments in the Health Centre, Panjab University Chandigarh which are as under:-

- (a) The candidate should be preferably below the age of 55 years
- (b) The duty hours are adjustable as per the needs of the Health Centre
- (c) 20 days casual leave are available for the service put in for 12 months during the Calendar year .

VIII. TABLA INSTRUCTOR-I (Dept of Music P.U., Chandigarh).

Pay scale Rs. 5800-9200 plus allowances admissible under the University rules.

Qualifications:

Essential

- i) Master's Degree with at least 55% marks in the relevant subject would be a necessary requirement.
- ii) Ability to provide accompaniment to vocal and instrumental music of concert level.

Desirable

- i) Outstanding reputation as a traditional or a professional artist

Preferably Radio Artists and three years professional experience or commendable professional achievement in the subject concerned.

IX. ASSISTANT SECURITY OFFICER-1

Pay-Scale:- Rs. 5480-8925 plus allowances admissible under the University rules.

Qualifications:

- 1. Education: 10+2 or above from recognized Board/University or its Equivalent.

2. Ex-serviceman of JCO's rank in Army/Air Force/Navy/A.S.I. and above or equivalent in Para Military forces/Police/Intelligence force.
3. Age. Maximum 45 years.
4. Character: Exemplary
5. The incumbent will have to undergo a physical and medical fitness test with eyesight as at least 6x6 with spectacle.
6. Internal candidate with at least five years good service in the P.U. as Gunman will also be eligible to complete irrespective of the above qualifications prescribed.

X. COMPUTER INSTRUCTOR-CUM-OPERATOR-1 (Deptt. of Laws, P.U., Chandigarh)

Pay scale: Rs. 5000-8100 plus allowances admissible under the University rules.

Qualifications:

3 years Diploma in Computer Engineering/Software Engineering with 3 years experience from a recognized Institute/Organization.

OR

3 years DOEACC "A" Course in Computer Engineering/Software Engineering with 3 years experience from a recognized Institute/Organization.

OR

B.Sc. in Computer Science with one year experience from a recognized institute/Organization.

OR

BCA (3 years Course) with one year experience from a recognized Institute/organization.

NOTE:

1. Experience should be in Programming languages RDBMS, operating Systems (UNIX/Windows) and WEB Technologies
2. The person on his/her appointment shall be required to perform duties in morning and evening shifts.

XI. LAB TECHNICIAN-1 (Swami Sarvanand Giri P.U. Regional Centre, Bajwara, Hoshiarpur).

Pay scale: Rs. 4020-6200 plus allowances as admissible under the University rules.

Qualifications :

B.Sc. Medical Laboratory Technology (Clinical) from a recognized University/Institution as a whole time student.

Experience:

One year's experience in a Govt./Semi Govt./recognized Medical College/Institution after diploma and /or B.Sc.(MLT)

Desirable:

Higher qualification and more experience in clinical Laboratory work and knowledge of handling of sophisticated instruments like Auto-Analyzer etc.

NOTE: 1. Private practice would not be allowed.

2. It would be mandatory for the incumbent to stay on the Campus whenever accommodation is made available to him.

Age: Not less than 18 years and not more than 35 years as on closing date prescribed for receipt of applications.

XII. STENO-TYPISTS:- 12 (11 reserved for SC/ST and 1 for Physically (Orthopaedically) Handicapped)

Pay-Scale: Rs. 3330-6200 plus allowances admissible under the University rules.

Qualifications:

50% marks in either Graduation or Post graduation (Master's degree) with proven short-hand and computer proficiency. The candidates will be required to take down two passages in English for about 200 words each at the speed of 80 w.p.m. covering about 5 minutes in all, and to transcribe these at the type-writer at the speed of 15 w.p.m. Those committing not more than 8 percent mistakes in aggregate will be eligible for interview to be held for appointment as Steno- typist. The candidates will also be required to qualify a test in text writing and data entry using computers.

Age: Not less than 18 years and not more than 35 years as on closing date prescribed for receipt of applications.

XIII. CLERK-CUM-DATA ENTRY OPERATORS- 72 (Posting anywhere of P.U. Campus at Chandigarh. Hoshiarpur, Ludhiana, Muktsar etc.)

Pay-Scale:- Rs. 3120-5160 plus allowances admissible under the University rules.

Qualifications: -

Graduation in any stream from a recognized University or its equivalent examinations with at least 50% marks (45 % for SC/ST) in aggregate with Computer Science and Application as one of the elective subjects.

OR

B.A./B.C.A./B.B.A/ B.Com./B.Sc. from a recognized University or its equivalent examinations with at least 50% marks (45% for SC/ST) in aggregate and Postgraduate Diploma in Computer Applications (PGDCA) from a recognized University.

Desirable:

Knowledge of software tools such as MS-Office, Windows, OS, MS-Access Database, Page maker, Photoshop and CC++/VB.

All the candidates will be required to qualify a combined written practical test in Computer Applications (weight age 60%) as well as in English (Graduation level), Mathematics (Matric level) & General Knowledge (weight age 40%) as per the prescribed syllabi.

Age: Not less than 18 years and more than 35 years as on the closing date prescribed for receipt of applications.

NOTE: Those candidates, who have already applied in response to Advt. No. 12/2007 need not to apply again provided they fulfill the new qualifications.

XIV. ELECTRICIAN-CUM-MECHANIC-1 (for VVBIS&IS Hoshiarpur)

Pay scale of Rs. 3120-5160 plus allowances admissible under the University rules.

Qualifications:

Matric with 2 years I.T.I. Diploma in Electrician Trade from a recognized institute.

XV. ELECTRICIAN-CUM-DRIVER-1 (Tube-well), P.U. Extension Library, Ludhiana.

Pay scale of Rs, 3120-5160 plus allowances admissible under the University rules. Allowance @ Rs. 75/- p.m. for operating Diesel Generator.

Qualifications:

Matric with 2 years I.T.I. Diploma in Electrician Trade from a recognized institute.

XVI. METER READER (WATER)-I (P.U. Construction Office, Chandigarh)

Pay scale of Rs. 3120-5160 plus allowances admissible under the University rules.

Qualifications:

- i) Matric passed from recognized Board/University or equivalent
- ii) ITI certificate in the trade of Instrument Mechanic/fitter from any government Institute or equivalent
- iii) 2 years experience in the trade.

XVII AZO OPERATOR-1 (Architect's Office, P.U., Chandigarh)

Pay Scale of Rs. 3120-5160 plus allowances admissible under the University rules.

Qualifications:

Matric 2nd class

Documented experience of one year in handing blue printing job from an institution.

IMPORTANT INSTRUCTIONS TO CANDIDATES

1. It is not obligatory on the part of the University to call all eligible persons for interview and the mode of selection will be determined by the Panjab University.
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 are liable to be rejected.
5. All the documents in original will have to be produced at the time of interview.
6. Separate proforma/application may 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. Candidates should attach one set of attested copies of certificate of Educational Qualification and Experience in support of their claim for the same.
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. 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 Vice-Chancellor could place before the Selection Committee names of suitable persons for its consideration along with the applications received in response to advertisement.
15. University reserves the right not to fill up the above posts.

16. Number of posts can be altered.
17. Age- Not less than 18 years and more than 35 years as on the closing date prescribed for receipt of applications, (for post Nos. VIII, X to XVII)

18. Reservation:

- a. 22.5% for SC/ST/SBC (i.e. 15% for Scheduled Caste, 5% for Scheduled Tribes & 2.5% for Socially Backward Classes) at the initial stage of the cadres, 3 % for Physically Handicapped person.
19. Definition of Handicapped for the purpose of Reservation in Employment:

Orthopaedically handicapped: the orthopaedically 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 class I Medical Officer of any Government Medical Institution/Hospital shall be competent to issue the certificate of being handicapped but otherwise fit for Civil Employment against the post applied for.

Relaxation in upper age limit.

Upper age limit is relaxable:-

- (a) to the extent of five years for Scheduled Castes/Scheduled Tribes (of all India)
- (b) to the extent of ten years for Physically 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 produces his certificate from the competent authority that he had rendered continuous in the Armed forces of the Union after the 1st day of November, 1962 for a period 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-Serviceman" means a person who joined any rank, whether as a combatant or as no 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 Corps and the General Reserve Engineering force, and has been released otherwise than on grounds of misconduct or inefficiency.

- (d) For temporary/Adhoc employees of the University, to the extent of the period for which the post has been held by him on temporary/Adhoc basis.

Upper age limit will not be applicable in the following cases provided the candidate has at least five years to reach the age of Superannuation prescribed for the post: -

- (i) in service employees of the Panjab University holding posts lower than those of clerks/Steno-typists.
- (ii) Widows of University employees who die while in service
- (iii) Widows of Defence personnel killed/disabled in war service

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

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1	Rs. 375/- for General Category and Rs. 150/- for SC/ST category candidates	For post at Sr. No. 1 to VII
2	Rs. 250/- for General Category and Rs. 100/- for SC/ST category candidates	For post at Sr. No. VIII to XVII

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