JAGAT GURU NANAK DEV
PUNJAB STATE OPEN UNIVERSITY PATIALA
(Established by Act No.19 of 2019 of Legislature of the State of Punjab)

Advt. No.09/2022   **Date:12.04.2022**

Online applications are invited from eligible candidates for various Non-Teaching posts at Jagat Guru Nanak Dev Punjab State Open University, Patiala, as per details given below. Candidates are required to deposit the prescribed application fees (**non-refundable**) through Online Mode. **Application fees (including GST) post at Sr. No.01 to 02 will be Rs.1180/- General Category and Rs.590/- for SC/ST & PWD candidates. For post at Sr. No.03 to 06 the Application fees (Including GST) will be Rs.590/- for General Category and Rs.295/- for SC/ST & PWD candidates**. The SC/ST and PWD candidates who are not domicile of the State of Punjab shall have to pay the application fee as applicable to General Category. The application submitted through online mode **ONLY** shall be accepted and submission of its Hard Copy is also a must. The Candidates belongs to the reserved category must upload their Punjab Domicile Certificate/Punjab Residence Certificate issued by the Competent Authority.

Important Dates:

Opening date for on-line Registration of applications	:	**12/04/2022**
Last date for on-line Registration/submission of application.	:	**02/05/2022**
Last date for submitting the hard copy/print out of online application and supporting documents to the **Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala (Punjab) upto 5:00 pm.**	:	**09/05/2022**

Note:

Candidates are required to apply in the online mode only through Jagat Guru Nanak Dev Punjab State Open University, Patiala website www.psou.ac.in. No other means / mode of application (through post, email, fax, deposit of CV etc.) will be accepted.

Applicants are required to take TWO printouts of the Online Application Form. Affix the same passport size photograph (which was uploaded with the online form) on it and send one copy to 'THE REGISTRAR, JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, C-28, THE LOWER MALL, PATIALA- 147001, PUNJAB' along with self-attested copies of all the certificates of Educational/ Professional Qualifications (Degrees and DMC'S and with conversion formula of CGPA/OGPA, if any), experience certificate, and reserve category certificate **(**Reservation certificate issued by the competent authority as a proof of claiming the reserve category as made in the online application form) etc. The applicants are advised to keep a copy of the same with them.

Qualifications and experience are as under:

Sr. No.	Name of Post(s)	No. of Posts	Qualifications and Experience
1	Controller of Examinations	01	1) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading of 'B' in UGC 7 point scale. 2) 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 along with experience in educational administration. **OR** 3) Comparable experience in research establishment and/or other institutions of higher education **OR** 4) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. 5) Punjabi upto Matric Standard or Equivalent. **Desirable:** 1) Preference will be given to candidate having Educational Qualification: M.Sc. (IT)/MCA/M.Tech. (CSE/IT) or any other equivalent qualification. 2) Ph.D from any recognized University/Institution. 3) Adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examination. 4) Having working knowledge of Design, Configuration, Testing & Implementation of examination web portal for both offline and online examination. 5) Strong working knowledge in online security at different levels for offline and online examination. 6) Working knowledge of verification process using NAD Digilocker, Academic Bank of Credits (ABC) etc. 7) Knowledge of integration of exam portal with other university web portals. 8) Knowledge of IT Infrastructure, Cloud services, storage devices, web applications, databases and networks for smooth conduct of examination.
2	Deputy Registrar	01	1. Master's degree/LL.B. with at least 55% (50% for SC/ST) marks from a recognized University with five years regular teaching/administrative experience in Educational Institution (College/University)/Govt./Semi Govt./Autonomous Institutions. **OR** 2. A candidate with not less than 25 years of service in University, out of which he/she must have worked in the capacity of Superintendent/ Personal Assistant or higher position for a period of not less than 4 years, shall be eligible irrespective of qualification prescribed above at 1.

			3. Punjabi upto Matric Standard or Equivalent.
			Desirable: 1) **a)** Preference will be given to candidate having Educational Qualification: M.Sc. (IT)/MCA/M.Tech. (CSE/IT) or any other equivalent qualification. OR **b)** CA/CS/ICMA. 2) Having Administrative experience in Central/State/UT Educational Institution.
3	Superintendent	02	1. Working/Retired Superintendent **OR** Person having 10 years regular administrative experience out of which at least 5 years as Senior Assistant. 2. The post is to be filled only on deputation basis from State/UT/Central Government Institutions/Universities as per Punjab Govt. norms basis or amongst the superannuated person. 3. Punjabi upto Matric Standard or Equivalent.
4	Senior Assistant	01	1. Bachelor's Degree from a recognized University or Institution; and 2. At least one hundred and twenty hours course with hand on experience in the use of Personal Computer or Information Technology in office productivity applications or desktop publishing applications from a Government recognized institution or a reputedinstitution, which is ISO 9001 certified **OR** 3. Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India. 4. Experience of five years as clerk in State/UT/Central Government Institutions/Universities. 5. Punjabi upto Matric Standard or Equivalent. 6. **Eligible candidates shall have to clear qualifying Typing Test in Punjabi & English (Punjabi Typing test in Unicode Font Raavi), at a speed of 30 wpm (300 words in 10 minutes) and those who qualify in Typing Tests shall be required to appear in Domain Knowledge & Skill Test. After that, Interview shall be conducted.**

5	Technical Assistant (A) (IT)	01	1. MCA/B.Tech (CSE/IT) 2. Experience of at least 1 year in software development/Computer hardware & Networking. 3. Punjabi upto Matric Standard or Equivalent. **Note**: Candidates will be shortlisted on the basis of written examination.
	Technical Assistant (B) Language	01	1. M.A. in Punjabi with PG Diploma in Sikh Theology. 2. Proficiency in computer typing Punjabi & English. 3. Punjabi upto Matric Standard or Equivalent. **Desirable:** 1) Experience of translation from English to Punjabi. 2) Experience in Book designing and setting of lesson plan. **Note**: Candidates will be shortlisted on the basis of written examination.
6	Junior Technician (Multi Media Lab)	01	1. Graduation in Computer Science or equivalent, with at least 50% marks in aggregate from a recognized University. 2. Punjabi upto Matric Standard or Equivalent. **Desirable:** 1. Minimum 1 year experience is software development in a University/Public Sector/Government organization & at least 6 months of work experience in multimedia and animation. 2. Working knowledge of photo shop, Coral draw, HTML, CSS, Java Script, PHP, Video Editing, Bootstrap, 2D/3D Animation.

Note:-

(*) (i) Government of Punjab has issued a Notification No. 7/42/2020-5FP1/741- 746 dated 17.07.2020 vide which it is in the process of revising the pay scales of Regular Employees of Government of Punjab as well as Autonomous Bodies i.e. Universities. Because of this notification, the pay scales are not mentioned in the Advertisement issued by Jagat Guru Nanak Dev Punjab State Open University, Patiala for candidates who apply for regular posts. The University will provide the information to the Candidates regarding the pay scales as and when it is received from Government of Punjab.

(ii) Appointed candidates will be paid the salary as per Notifications No.7/204/2012-4FP 1/66, dated 15.1.2015 of Govt. of Punjab Department of Finance (Finance Personnel-I Branch) Chandigarh and as amended from time to time.

(iii) Fresh appointment will be on regular basis.

(iv) Salary of the in-service employee will be protected as per the rules of Punjab Government.

(v) Retired persons below 65 years can be considered for these post on contract basis on Last pay drawn minus pension. For Non-Pensionable applicants, the Remuneration will be fixed by the Selection Committee at the time of Interview. For Pensionable applicants, the Remuneration will be Last pay drawn minus (-) Pension.

(vi) Person may be appointed on deputation basis from Government/ other Institutions as per Punjab Govt. norms

General Terms and Conditions (for all applicants):

1. Candidates must have a valid Email- ID of his/her own, which should be active throughout the recruitment process. Candidates should keep checking the Inbox or even the Spam box of his/her Email ID regularly during the recruitment process as the University may send any important intimations on the University Website and/or through Email. Candidates should also check the University website regarding any updates during the recruitment process. Candidates should check their Email account for updates. Jagat Guru Nanak Dev Punjab State Open University, Patiala 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 in their own interest to remain in touch with the University website **www.psou.ac.in.**

2. Candidates should take care to furnish the correct details while filling in the online application. Any mistake committed by the candidates shall be his/her sole responsibility.

3. The candidates should ensure the completion of all columns of application by the stipulated date and time given in the advertisement.

4. Please scan your Photograph and Signatures individually and save them in the JPEG format. The size of any of these individual images should not exceed 150kb (photograph) and 150 kb (signature) for online uploading.

5. Please keep the following details ready with you before clicking on the registration button for starting your online application:-
   a. Personal details including Date of Birth and Nationality
   b. Mobile Number
   c. Valid Email ID
   d. Reservation Category Details
   e. Percentage of your Educational Qualification starting from Matriculation examinations to onwards.
   f. Soft Copies of scanned Photograph and Signatures.
   (Please calculate percentage from CGPA/OGPA in advance).

6. Application fee once paid shall neither be refunded under any circumstances nor it shall be held reserve for any other recruitment or selection process in future.

7. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.

8. Persons already in service must produce NOC from their employer at the time of joining. All such candidates will be given standard joining time i.e. one month from the issuance of offer letter.

9. The candidates are required to apply separately for each post earmarked for each Department.

10. Incomplete applications not duly substantiated with supporting documents in any respect or hard copy of application received after the due date will not be entertained.

11. University reserves the right to fill or not to fill up the posts and to call only suitable number of candidates for interview/counseling.

12. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates

13. 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. Separate application for each post is required.

14. **The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University shall have the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that may deem fit.**

15. 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.

16. Minimum and maximum age limits/relaxations will be as per instructions of the Punjab Government/UGC.

17. The candidature of the candidate for reserved category will be considered only for the category he/she has applied online/offline. Under no circumstances, reserve category of the candidate will be changed. No request in this regard will be entertained.

18. A relaxation of 5% is admissible at the Graduate and Master's level for Scheduled Castes/Scheduled Tribes candidates.

19. The screening criteria and template to be used by the selection Committee for academic record and research performance etc. are also available on the University Website.

20. Reservation Policy for direct recruitment will be followed as per instructions issued by the Govt. of Punjab and adopted by this university. The benefits of reservation policy will be given to the residents of Punjab State only. The SC/ST/BC/PWD, etc. candidates are required to attach the relevant certificate issued by the competent authority as a proof of claiming the reserved category as made in the online application form along with Punjab Domicile Certificate/Punjab Residence Certificate issued by the Competent Authority.

21. Candidates claiming Backward Class Category will have to submit the photo copy of their latest valid BC certificate issued by the competent authority.

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

23. Any dispute with regard to the selection/recruitment process will be subject to the courts/tribunals having Jurisdiction of Patiala.

24. The Chairman Selection Committee shall have the power to lay-down the procedure in respect of any matter regarding the above.

25. For any enquiry including technical assistance regarding online application form, please contact through E-mail at jobshelp@psou.ac.in

Registrar