

Jagat Guru Nanak Dev Punjab State Open
University, Patiala
(Established by the State Legislature Act No.19 of
2019)

Advertisement No. 14/2023

Online applications are invited from eligible candidates for Non-teaching post in the Jagat Guru Nanak Dev Punjab State Open University, Patiala as per detail given below. Candidates are required to deposit the prescribed application fee (**non-refundable**) through Online Mode Only. **Application fee (including GST) will be Rs.1180/- for General Category and Rs. 590/- for SC/ST & PWD candidates.** The SC/ST and PWD candidates who are not domiciled in the State of Punjab shall have to pay the application fee as applicable to General Category. The Candidates belonging to the reserved category must upload their Punjab Domicile Certificate/Punjab Residence Certificate issued by the Competent Authority. The application submitted through online mode **ONLY** shall be accepted and submission of its Hard Copy (as per the schedule given below) is also mandatory. *It is advised to the candidate to fill all the mandatory columns/fields given in online application form.*

“Note: *Those candidates, who applied earlier in response to University advertisement No. 12/2023 for the position of Personal Assistant, need not to apply again. However, if they wish to submit any updates, they are required to reapply. Please note that the application fee is not required for reapplication”.*

IMPORTANT DATES:

Opening date for on-line Registration of applications	:	May 30, 2023
Last date for on-line Registration/ Submission of application.	:	June 18, 2023
Last date for submitting the hard copy/print out of online application along with supporting documents to the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala (Punjab) upto 5:00 pm.	:	June 22, 2023

DETAILS OF THE POST:

Sr. No.	Name of the Post	Nature of appointment	No. of Post (s)
1.	Personal Assistant Pay Level-15 (48200-152400 with entry pay of Rs. 48200/-)	Regular/ Deputation	02 [01- Gen., 01- SC]

Note:

- (i) Salary of in-service government employee will be protected.
- (ii) Person may be appointed on deputation basis from State/Central Government Institutions/Universities.

QUALIFICATION

1. Personal Assistant

- (i) Graduate in any discipline from a recognized University.
- (ii) Experience of five years as Stenographer/Personal Assistant in any Central/State organization/University/Institute funded by the Govt./PSU and presently, working in Pay Scale of Rs.10300-34800/- with GP Rs.3800/- or above (unrevised) as Stenographer/PA in the said organizations.
- (iii) English and Punjabi Typing speed at least 40 wpm (Punjabi typing in Unicode Font Raavi)

- (iv) Stenography speed of at least 100 wpm in Punjabi/English.
- (v) Good Working knowledge of computer applications.
- (vi) Good communication skills in English and Punjabi along with good drafting skills.
- (vii) Punjabi passed upto Matric Standard or its equivalent Standard is essential.

Note:

1. 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 and send the duly filled downloaded application form along with all required documents/testimonials by hand /registered post/speed post at university address. No other means / mode of application (through email, fax, deposit of CV etc.) will be accepted.
2. Applicants are required to take FIVE printouts of the duly filled Online Application Form. Affix the same passport size photograph (which was uploaded with the online form) on it and send 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/SGPA), 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.

GENERAL INSTRUCTIONS

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.
2. 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.
3. The candidates should ensure submission of hard copy of online submitted form within stipulated date and time.
4. Documents uploaded along with the application form will be considered for evaluation.
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 onwards.
 - f. Soft Copies of scanned Photograph and Signatures.
(Please calculate percentage from CGPA/SGPA in advance).
6. Application fee once paid shall neither be refunded under any circumstances nor shall it be held reserve for any other recruitment or selection process in future.
 7. Age criteria/relaxation thereof will be as per Punjab Government Instructions.
 8. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
 9. Persons already in service must forward their application through proper channel. All such candidates will be given standard joining time i.e. one month from the issuance of offer letter.
 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. Mere applying and satisfying the essential/minimum qualification required for a post does not entitle the candidate any right of appointment.
 13. 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.
 14. 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.
 15. Any dispute with regard to the selection/recruitment process will be subject to the courts/tribunals having Jurisdiction of Patiala.
 16. For any enquiry including technical assistance regarding online application form, please contact through E-mail at jobshelp@psou.ac.in.

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Registrar