

Guru Nanak Dev University, Amritsar

Advertisement No. 1/2017

Applications are invited for the various Non-Teaching posts. For further details visit **University Website: <http://www.gndu.ac.in>**.
The Last date for receipt of application is **10-10-2017**.

Amritsar

13-09-2017REGISTRAR

Scroll Down For Further Details



GURU NANAK DEV UNIVERSITY, AMRITSAR

(Established by the State Legislature Act No.21 of 1969)

Accredited as "A" grade level by NAAC and awarded "University with Potential for Excellence" status by the UGC

Advertisement No.1/2017

Applications are invited for the following posts on the prescribed application form so as to reach this office latest by **10-10-2017**. Cost of application form for **Class 'A' posts will be Rs.1000/-(Rs.500/-for SC/ST and Handicapped Persons)**. Application form, Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) Proforma are available only at the **University Website: <http://www.gndu.ac.in>**. Candidates are required to submit the downloaded application form, duly filled-in in all respects. Cost of application form can either be deposited with the University Cashier or through a crossed A/c Payee Bank Draft of Rs.1000/-(Rs.500/-for SC/ST and Handicapped Persons) in favour of the "**REGISTRAR, GURU NANAK DEV UNIVERSITY, AMRITSAR** " payable at Amritsar.

Non Teaching Post

1. **University Librarian -1**
(Pay Scale:- 37400-67000+10000 AGP) (*)
2. **Director Physical Education & Sports -1**
(Pay Scale:- 37400-67000+10000 AGP) (*)
3. **#Controller of Examinations -1**
(Pay Scale Rs.37400-67000+8800 GP+2500 SP) (*)
4. **#Finance & Development Officer -1**
(Pay Scale Rs.15600-39100+8400 GP +2500 SP) (*)
5. **Deputy Director Physical Education& Sports-2** (Campus-1, Women-1)
(Pay Scale:- 15600-39100+8000 AGP) (*)
6. **Deputy Registrar -2** (General-1, SC-1)
(Pay Scale:- 15600-39100+7600 GP+2500 SP) (*)
7. **Assistant Librarian-5** (Main Campus-4(Gen-3, SC-1), RC, Jalandhar-1)
(Pay Scale:- 15600-39100+6000 AGP) (*)
8. **Programmers-6**
GNDU, Main Campus-4(SC-1, BC-1, Ex-Servicemen-1, PWD (Blind)-1)
RC, Jalandhar-1(SC), RC-Gurdaspur-1(SC)
(Pay Scale:- 15600-39100+5400 GP)(*)
9. **Director Public Relations -1**
(Pay Scale:- 10300-34800+5000 GP) (*)

(*) 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 .

(Copy of notification available at UniversityWebsite :<http://www.gndu.ac.in> .)

(#) As per Guru Nanak Dev University Calender 2017 Vol I under Statute 28.1 at page no. 30 (reproduced below), the term of appoint of Controller of Examinations and Finance & Development Officer will be for a period of three years in the first instance and Vice- Chancellor may define their duties .

“28.1 The Syndicate may appoint Controller of Examinations and Finance & Development Officer in the First instance for a period of three years and Vice- Chancellor may define their duties .

The Syndicate may re-appoint the same person as the Controller of Examinations and Finance & Development Officer, as the case may be, after the expiry of the original term of 3 years for another term of three years or for a specified period.”

Qualifications and Instructions :

1. University Librarian -1

(Pay Scale:- 37400-67000+10000 AGP)(*)

Qualifications :-

- 1) A Master's Degree in Library Science/ Information Science/ Documentation with atleast 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.
- 2) At least thirteen years Deputy Librarian in a University library or eighteen years' experience as College Librarian.
- 3) Evidence of innovative library service and organization of published work.
- 4) Desirable: AM.Phil/PhD. Degree in library science/Information science/ documentation/ archives and manuscript- keeping.
- 5) A minimum score of 400 points in the Academic Performance Indicator(API) based Performance Based Appraisal System(PBAS), as set out in UGC Regulation2010 (3rd and 4th amendments2016 vide UGC Notification No. F.1-2/2016(PS/Amendment) dated 04-05-2016 and 11-07-2016 respectively).
- 6) A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19-09-1991.

2. Director Physical Education & Sports -1

(Pay Scale:- 37400-67000+10000 AGP)(*)

Qualifications :-

- (1) Ph.D in Physical Education.
- (2) Experience of at least ten years as University Deputy or fifteen years as University Assistant DPEs/College (Selection Grade)
- (3) Participation in at least two national/international seminars/conferences.
- (4) Consistently good appraisal reports.
- (5) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- (6) Evidence of having produced good performance teams/athletes for competitions like state/national/interuniversity/ Combined university etc.
- (7) A minimum score of 400 points in the Academic Performance Indicator(API) based Performance Based Appraisal System(PBAS), as set out in UGC Regulation2010 (3rd and 4th amendments2016 vide UGC Notification No. F.1-2/2016(PS/Amendment) dated 04-05-2016 and 11-07-2016 respectively).

3. #Controller of Examinations -1

(Pay Scale Rs.37400-67000+8800 GP) (*)

Qualifications:

Master's degree of a recognised University or its equivalent qualification with at least 10 years' teaching/administrative experience in a responsible position. Knowledge of Punjabi upto Matric standard is essential. Knowledge of examination system is required.

4. #Finance & Development Officer -1

(Pay Scale Rs.15600-39100+8400 GP +2500 SP)(*)

Qualifications:

1. M.A. with at least 50% marks from recognized university or an equivalent qualification. Must have passed S.A.S. examination held by the Comptroller and Auditor General of India/State, Finance Department with at least 10 years experience of accounts in a responsible position in an Educational Institutions or a Government Office.

OR

At least 15 years experience as 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 at least 10 years experience.

OR

For internal candidates

- (i) Master Degree with at least 50% marks.
 - (ii) Not less than 20 years service in the University.
 - (iii) Having, worked as Deputy Registrar for not less than 5 years.
2. Must have passed Punjabi upto Matric Standard.

**5. Deputy Director Physical Education & Sports-2 (Campus-1, Women-1)
(Pay Scale:- 15600-39100+8000 AGP)(*)**

Qualifications:

- (i) A Ph.D. in Physical Education. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.
- (ii) Eightyears experience as University Assistant DPES/College DPES, with a benefit of two years and one year for Ph.D. and M.Phil. Degree holders.
- (iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- (iv) Evidence of having produced good performance teams/athletes for competitions like state / national / inter-university / combined university, etc.
- (v) Passed the physical fitness test in accordance with these Regulations.
- (vi) Consistently good appraisal reports.
- (vii) A minimum score of 300 points in the Academic Performance Indicator(API) basedPerformance Based Appraisal System(PBAS), as set out in UGC Regulation2010 (3rd and 4th amendments2016 vide UGC Notification No. F.1-2/2016(PS/Amendment) dated 04-05-2016 and 11-07-2016 respectively).
- (viii) A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19-09-1991.

4.6.4.PHYSICALFITNESSTESTNORMS

- (a)Subjecttothe provisionsoftheseRegulations,allcandidates whoarerequiredto undertakethephysicalfitnesstestshallberequiredtoproduceamedicalcertificate certifyingthathe/sheismedicallyfitbeforeundertakingsuchtests.
- (b)Onproductionofsuchcertificatementionedinsub-clause(a)above,thecandidate would be required to undertake the physical fitness test in accordance with the following norms:

NORMS FOR MEN			
12 MINUTES RUN/WALK TEST			
Upto30years	Upto40years	Upto45years	Upto50years
1800metres	1500metres	1200metres	800metres

NORMS FOR WOMEN			
8 MINUTES RUN / WALK TEST			
Upto30years	Upto40years	Upto45years	Upto50years
1000Metres.	800metres.	600metres.	400metres.

6. **Deputy Registrar -2** (General-1, SC-1)
(Pay Scale:- 15600-39100+7600 GP+2500 SP)(*)
- Qualifications:**
- I. (i) M.A. or LL.B. with at least 55% marks from a recognized University or an equivalent thereof.
- (ii) Atleast 7 years experience of working in responsible position in an educational institution or Govt. office, preferably with experience of administration at College/University, such as Principal, Head of the Department, Bursar, Registrar (Exams.), Lecturer, Assistant Registrar etc.
- (iii) Must have passed Punjabi upto Matric Standard.
- OR**
- II. An internal candidate, having M.A. or LL.B. degree with not less than 15 years of service in Guru Nanak Dev University out of which he/she must have worked as Assistant Registrar for a period of not less than three years.
- OR**
- II. An internal candidate having Graduate degree with not less than 20 years of service in Guru Nanak Dev University out of which he/she must have worked as Assistant Registrar for a period of not less than three years.

7. **Assistant Librarian-5** (Main Campus-4(Gen-3, SC-1), RC, Jalandhar-1)
(Pay Scale:- 15600-39100+6000 AGP)(*)
- Qualifications:**
- 1) A Master's Degree in Library Science/Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
 - 2) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
 - 3) However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian/College Librarian.
 - 4) A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19-09-1991.

Further, the award of degrees to candidates registered for the M.Phil./Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ By laws/ Regulations of the Institution awarding the degrees and the Ph.D. candidates shall be exempted from the requirement of the minimum eligibility condition of "NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/ Institutions subject to the fulfillment of the following conditions:-

- (a) Ph.D. degree of the candidate awarded in regular mode only;
 - (b) Evaluation of the Ph.D. thesis by at least two external examiners;
 - (c) Candidates had published two research papers out of which at least one in a refereed journal from out of his/ her Ph.D. work;
 - (d) The candidate had presented two papers in seminars/ conferences from out of his/ her Ph.D. work;
 - (e) Open Ph.D. viva-voce of the candidate had been conducted.
- (a) to (e) as above are to be certified by the Vice-Chancellor/ Pro-Vice-Chancellor/ Dean (Academic Affairs) / Dean (University Instructions).

8. Programmers-6

GNDU, Main Campus-4(SC-1, BC-1, Ex-Servicemen-1, PWD (Blind)-1)
RC, Jalandhar-1(SC), RC-Gurdaspur-1(SC))
(Pay Scale:- 15600-39100+5400 GP)(*)

Qualifications:-

1. M.Tech(CSE)/M.Tech(IT)/MCA/ Equivalent with atleast 60% marks in aggregate.
2. Knowledge of Punjabi upto Matric standard.

9. Director Public Relations -1

(Pay Scale:- 10300-34800+5000 GP)(*)

Qualifications:

1. (i) At least 2nd Class Master's Degree in any discipline from a recognized University.
 - (ii) Bachelor's degree in Journalism or Post Graduate Diploma in Journalism from any recognized University.
 - (iii) Knowledge of Punjabi upto Matric standard.
- 2 (i) At least 10 years experience of Public Relations/Editing/ Advertisement/ Reporting and preparing of Press/T.V./Radio News etc.
 - (ii) Sufficient knowledge of bringing out a House Journal preferably of an Academic Institution and other misc. printing jobs.
- (*) 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 .
(Copy of notification available at University Website :<http://www.gndu.ac.in> .)
- (#) As per Guru Nanak Dev University Calender 2017 Vol I under Statute 28.1 at page no. 30 (reproduced below), the term of appoint of Controller of Examinations and Finance & Development Officer will be for a period of three years in the first instance and Vice- Chancellor may define their duties .
"28.1 The Syndicate may appoint Controller of Examinations and Finance & Development Officer in the First instance for a period of three years and Vice- Chancellor may define their duties .
The Syndicate may re-appoint the same person as the Controller of Examinations and Finance & Development Officer, as the case may be, after the expiry of the original term of 3 years for another term of three years or for a specified period."

Instructions :-

1. The qualifications for the posts at Sr. No. 1,2,5 and 7 are as per UGC norms.
2. Copy of Circular, containing detailed instructions, qualifications, etc. for the posts, is available only at the University Website: <http://www.gndu.ac.in>

3. **Persons already in service must send their applications through their employer. All those candidates working in organizations/institutions including affiliated colleges of the university may be allowed to appear in interview without No Objection Certificate with the condition that in case the candidate is selected, no extension in joining time will be allowed. Such candidates are required to give an undertaking on the format available on university website: www.gndu.ac.in. All such candidates will be given standard joining time i.e. one month from the issuance of appointment letter.**
4. The candidates are required to apply separately for each post earmarked for each Deptt. / Station.
5. **Incomplete applications in any respect or without the prescribed fee or received after the due date will not be entertained.**
6. University reserves the right to fill or not to fill up the posts and to call only suitable candidates for interview.
7. The number of posts can be increased or decreased before the interview.
8. Candidates within India may not be considered in absentia. Higher start in the grade may be given depending upon qualifications and experience of the candidates.
9. C.V. of any candidate can be placed before the Selection Committee at the time of Interview.
10. Written and/ or Practical Test will be held wherever necessary.
11. **IMPORTANT: Applicants for the posts of Librarian/Director Physical Education & Sports /Deputy Director Physical Education & Sports must attach the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) Proforma as set out in UGC Regulation 2010 (3rd and 4th amendments) (duly filled-in all respects by them) and attested copies of supporting documents, with their applications.**
12. A minimum score of 300 points for the post of Deputy Director Physical Education & Sports /equivalent cadres and 400 points for Librarian/Director Physical Education & Sports/equivalent cadres from category II and III of APIs (cumulative) are required as set out in UGC Regulations (3rd and 4th Amendment 2016) (vide UGC Notification No. F.1-2/2016(PS/Amendment) dated 04-05-2016 and 11-07-2016 respectively).
13. Application once submitted will not be allowed to withdraw and application fees once paid shall not be refunded under any circumstances neither it shall be held reserve for any other recruitment or selection process in future. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
14. Candidates claiming Backward Class Category will have to submit the photocopy of their latest valid BC certificate issued by the competent authority.
15. Wards/ Wife of Ex-servicemen can apply under Ex-servicemen category.
16. Ex-servicemen or Lineal Descendent of Ex-Servicemen (**LDESM**), **who have domicile of Punjab**, are eligible for reservation under the Ex-Servicemen category. Both will have to produce a certificate issued by District Defence Services Welfare officer/ District Sainik Welfare officer of their respective district in support of their category.
17. The lineal descendents of the Ex-Servicemen can apply in the Ex-Servicemen category, provided they satisfy the eligibility conditions of a general category candidate. Their candidature will be considered only if sufficient numbers of Ex-Servicemen candidates'

- are not available in the Ex-Servicemen category. In case sufficient numbers of Ex-servicemen are available, then LDESM shall be treated as General Category candidates.
18. Mere applying and satisfying the essential/ minimum qualification required for a post and to qualify the written and/or practical test does not entitle the candidate any right of appointment.
 19. 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.
 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 residence of Punjab State only. The SC/ST/OBC/PWD, etc candidates are required to attach the relevant certificate issued by the competent authority as a proof of claiming the reserve category as made in the application form.
 21. The candidature of the candidate for reserve category will be considered only for the category he/ she has applied. Under No Circumstances, reserve category of the candidate will be changed. No request in this regard will be entertained.
 22. Canvassing in any form will lead to cancellation of candidature.
 23. **A relaxation of 5% is admissible at the Graduate and Master's level for Scheduled Castes/Scheduled Tribes candidates for posts at Sr. No. 4,6, 8 and 9.**

Amritsar
13 September, 2017

REGISTRAR