

# **CENTRAL UNIVERSITY OF PUNJAB, BATHINDA**

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

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

Advertisement No: NT-01 (2013)

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

### **Positions available**

S.N.	Positions	No. of Posts	Pay Scale	Total Emoluments (Approx.)
1	Finance Officer	1	37400-67000 + GP 10,000	113800
2	Deputy Librarian	1	15600-39100 + AGP 8000	60160
3	Deputy Registrar*	2	15600-39100 + GP 7600	59390
4	Internal Audit Officer	(1 on deputation)		59390
5	Executive Engineer	1	15600-39100 + GP 6600	51420
6	Hindi Officer	1	15600-39100 + GP 5400 <sup>#</sup>	43070
7	Public Relation Officer	1		43070
8	Medical Officer	1		43070
9	System Analyst	1		43070

\*Those who have applied earlier in response to Advt. No. NT-06 (2011) need not apply again, unless they want to update their biodata

# NPA as per rules in case of Medical Officer.

**GROUP – A**  
**Details about Qualifications, Eligibility, Experience, etc.**

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

**1. FINANCE OFFICER**

Pay Band-4: Rs. 37400-67000 (Grade pay Rs. 10,000) + Allowances

**Minimum qualifications:**

- i. Master's Degree with at least 55% of the marks or its equivalent grade of "B" in UGC seven point scale in any discipline from a recognized University/ Institute.
- ii. 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

Comparable experience in research establishment and/or other institutions of higher education.

Or

15 years of administrative experience, of which 8 years should be as Deputy Registrar in handling finance and accounts or an equivalent post, in pay scale of Deputy Registrar with AGP of 7600.

**Essential requirements:**

- i. Good working knowledge of rules & regulations of Central Universities, R & D institutions relating to accounts / audit, service conditions and related financial matters.
- ii. Well versed in the financial / accounting systems.
- iii. Experience in computer systems, finance/accounts related software handling for information processing and retrieval.

**Desirable:**

- i. Passing of Subordinate Accounts Service (SAS) or its equivalent accounts service examination of Central / State government.
- ii. Background in Audit and Accounts will be given due weightage.
- iii. Preference will be given to the candidates with M.Com./M.B.A.(Finance)/ICWA/CA/SAS or appropriate experience of financial management.
- iv. Ph.D.

**Mode of appointment:**

- i. The appointment shall be made either on deputation or on direct recruitment basis for a term of three (3) years.
- ii. The FO shall be eligible for reappointment, provided that he/she shall retire on attaining the age 62 years.

**Age:** Preferably below 55 years. However, the applicant should not be more than 58 years of age on the closing date for receiving the applications.

## **2. DEPUTY LIBRARIAN**

Pay scale: Rs. 15600-39100 (AGP Rs. 8,000/-)

### **Minimum qualifications:**

- i. A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or its equivalent grade of B in the UGC seven-point scale and consistently good academic record.
- ii. Five years experience as an Assistant University Librarian/College Librarian in the pay scale of Rs.15600-39100 + AGP Rs.6,000/-
- iii. Evidence of Innovative Library Services, organization of published work and professional commitment. Experience in computerization of Library.

### **Essential requirements:**

Operational Knowledge of Library Automation and Networking.

### **Desirable qualification:**

M.Phil./Ph.D. degree in Library Science/Information Science/Documentation/Archives and Manuscript - Keeping / Computerization of Library.

**Age:** Preferably below 45 years (for direct entry)

Not more than 56 years (for deputation)

## **3 Deputy Registrar**

Pay Scale : Rs.15600-39100 (Grade Pay Rs.7,600/-)

### **Minimum qualifications:**

- i. Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale.
- ii. Five years of administrative experience as Assistant Registrar or in an equivalent post in Central University/similar institution in the pay scale of Rs.15600-39100 + Grade Pay Rs.5,400/-.

OR

Five years of experience as a Lecturer in a College or a University or in research establishment and/or other institutions of higher education with experience in educational administration in the pay scale of Rs.15600-39100 + AGP Rs. 6,000/-

- iii. Good working knowledge of computer applications.

### **Essential requirements:**

Experience in one or more branches of administration such as (i) Establishment (ii) Accounts and Finance (iii) Academic and Examinations in University/UGC/Centre/State Government/and other similar Institutions.

**Age:** Preferably below 45 years (for direct entry)

Not more than 56 years (for deputation)

#### **4 Internal Audit Officer (On deputation basis)**

Pay Scale Rs. 15600-39100 (Grade Pay Rs. 7,600/-)

##### **Minimum qualification**

- i. Master's Degree from a recognized University.
- ii. Qualified in SAS/its equivalent Accounts Service examination of Central/State Government; Holding analogous position in any University or a Govt./PSU/Corporate Sector organization.  

Or

Five years service in the next lower cadre in Audit/Accounts and Works Dept. of any University or a Govt./ PSU/Corporate Sector organization.
- iii. Good working knowledge of Computer applications.

**Desirable:** Preference will be given to the candidates with M.Com/MBA (Finance)/ICWA/CA/ SAS.

**Age:** Not more than 56 years.

##### **Other conditions:**

Deputation allowance/Leave Salary Pension contributions will be paid as per rules.

#### **5 Executive Engineer**

Pay scale Rs.15600-39100 (Grade Pay Rs.6,600/-)

##### **Minimum qualifications:**

- i. A Bachelors Degree in Civil Engineering with at least 55% marks or its equivalent grade of B in the UGC seven-point scale, with 10 years of experience in design and systems and construction of buildings, roads, sanitary and water supply systems including maintenance of the same

##### **Desirable:**

- i. Post-Graduate Degree in structural engineering.
- ii. Experience of working in Universities/Educational Institutions / similar organization.

**Age:** Preferably below 45 years (for direct entry)  
Not more than 56 years (for deputation)

## **6 Hindi Officer**

Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)

### **Minimum qualifications:**

- i. Master's degree in Hindi with at least 55% marks or its equivalent from any recognized University with English as a subject at the degree level.
  - ii. At least five years experience in translation work from English to Hindi or vice-versa preferably of technical or Scientific literature
- Or
- 5 years experience of teaching/research/writing or journalism in Hindi.

### **Desirable:**

- a. Good working knowledge of Computer applications.
- b. Knowledge of Sanskrit or any Indian Language.
- c. Relaxation of five years in upper age limit will be given to the candidates working in Central/State Government Offices/University/Autonomous Bodies.

**Age:** Preferably below 40 years (for direct entry)  
Not more than 56 years (for deputation)

## **7 Public Relation Officer**

Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)

### **Minimum qualifications:**

- i. Master's Degree in Public Relations/Mass Communication and Journalism with at least 55% marks or its equivalent grade of B in the UGC seven-point scale.
- Or
- Master's degree in any discipline with at least 55% marks or its equivalent and P.G. Diploma in Public Relations/Mass Communication and Journalism.
- ii. Five years of experience as PRO/APRO in any University or a Govt./PSU/Corporate Sector organization or 5 years experience in the editorial Department/Centre of any established newspaper, National News Agency, Radio or Television or Film media.
  - iii. Good working knowledge of computer applications.

### **Desirable:**

Knowledge of 2 or more Indian languages with proficiency in English and Punjabi/Hindi.

**Age:** Preferably below 45 years. (for direct entry)  
Not more than 56 years (for deputation)

## **8 Medical Officer**

Pay Scale : 15600-39100 (Grade Pay Rs.5,400/-)#

### **Minimum qualifications:**

- i. M.B.B.S. with at least 55% marks from a recognized university
- ii. 5 years experience as Medical Officer in a residential teaching institution or a hospital of repute.
- iii. Candidate with post-graduate qualifications will be preferred.

**Age:** Preferably below 45 years (for direct entry)

Not more than 56 years (for deputation)

**NPA**<sup>#</sup>: As per rules.

## **9 System Analyst**

Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)

### **Minimum qualifications:**

- i. B.E./B.Tech. in Electronic Engineering/ Computer Engineering with 5 years experience in computing.  
Or  
M.C.A . with 5 years experience in computing.  
Or  
M.Sc. (IT/Computer Science) with 7 years experience in computing  
Or  
M.Tech. with 3 years experience in computing.

All Degrees/Diplomas should be from a recognized University with minimum of 55% marks, or its equivalent.

**Desirable:** Adequate experience in computer software & other comparable experience in office automation /e-governance/ ERP/ Networking.

**Age:** Preferably below 35 years.(for direct entry)

Not more than 56 years (for deputation)