

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-07 (2013)

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

A. Positions available

Positions	No. of Posts	Pay Scale
Assistant Registrar	2 UR	15600-39100+GP 5400

B. Details about Qualifications, Eligibility, Experience, etc.

NOTE: The University being in its formative and evolving stage requires experienced, efficient and multitasking personnel. Such candidates may be considered for relaxation in age limit. 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.

Assistant Registrar

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

Minimum Qualifications:

- Good academic record plus Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale from a recognized University.
- Five years of experience as Section Officer/Superintendent or an equivalent position in Central /State University/Government Department/Educational or Research Institution in the grade of Rs.9300-34800 + GP Rs. 4,200/-
- Good working knowledge of computer applications.

Essential requirements:

Experience in one or more areas such as (i) Establishment (ii) Accounts and Finance (iii) Academic and Examinations.

Desirable qualifications:

- M.Phil./Ph.D. in any discipline
- MBA/PG Diploma in Management or LL.B. or CA / ICWA or MCA

Age: Preferably below 35 years. (Relaxable in case of candidates applying on deputation/ contract)

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GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION FOR APPLYING TO NON TEACHING POSITIONS

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1. Pay Scales of posts are as per the UGC norms and carry allowances and terminal benefits as admissible to Central Government employees of the respective scale posted at Bathinda.
2. The Prescribed Minimum Qualification/Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the University to interview all the candidates. The University may restrict the number of candidates to be called for written exam/Skill test/interview to a reasonable limit, on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences.
3. The qualification prescribed should have been obtained from recognized Universities/Institution.
4. The university reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the university either to fill or not to fill the post and its decision in this regard shall be final.
5. Minimum requirements of qualifications and/or experience can be relaxed in case of exceptionally qualified candidates by the screening/selection committee.
6. Higher initial pay may be given to exceptionally qualified and deserving candidates.
7. Applicants not found suitable for higher positions may be considered for lower position.
8. Reservation and relaxation for SC/STs, OBC and PH for all posts exists as per the guidelines of the UGC/GOI. Candidates applying for the reserved posts should clearly state to which category they belong. They must also enclose attested photostat copy of Caste Certificate/Medical Certificate from the concerned competent authorities. The caste certificate to be produced by Other Backward Class (OBC) candidates must be in the format as prescribed by the Govt. of India. Please visit www.ncbc.nic.in for details. Otherwise, the application will be summarily rejected without further consideration.
9. Separate application along with separate application fee should be submitted for each post applied for.
10. For all non-teaching positions, the candidates may have to appear for a test before the interviews.
11. Application should be accompanied with application fee in the form of non-refundable demand draft drawn in the favour of the **Central University of Punjab, Bathinda** as following:

For the posts with GP 4200 or above

Rs. 300/- (for General or OBC)

Rs. 150/- (for SC/ST/PH)

For the posts with less than GP 4200

Rs. 200/- (for General or OBC)

Rs. 100/- (for SC/ST/PH)

12. Persons serving in Central/State Government/Autonomous Bodies may be taken on deputation for one or more year(s) if the rules permit. The service conditions including pay scales shall be as per UGC norms/Govt. of India.
13. Applicants serving in Government/Semi-Government organizations/Public Sector Undertakings/Autonomous Bodies must send their applications **"Through Proper Channel."** The applications received without the recommendations of the employer will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.
14. The age of superannuation for all the post shall be as per UGC norms.
15. Retired persons may be considered for contractual appointment. [as per rules of the University/UGC/Govt. of India.]
16. The university reserves the right to consider the curriculum vitae of any person for any post who may not have formally applied.
17. The number of vacancies indicated in the notification is tentative. The university reserves the right to increase or decrease the number of advertised posts at the time of selection.
18. The panel of selected waitlisted candidates will be valid for one year from the date of approval of competent authority and University may make appointments on consequential/new vacancies.
19. Candidates shall have to produce original documents at the time of appearing in Test/Interview.

20. Canvassing in any form may lead to cancellation of candidature. No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
21. Incomplete applications or without relevant supporting enclosures (self attested clear photostat copies of degree certificates/marks sheets/experience certificate/application fee, etc.) will be summarily rejected. Experience and qualifications will be reckoned as on the last date of submission of application form.
22. New pension scheme in accordance with the O.M.NO.1 (13) EV/2001, Govt. of India, Ministry of Finance, Department of Expenditure, dated 15.03.2004, will be applicable with subsequent amendments made or be made from time to time.
23. In case of any disputes/suites or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts of Bathinda.
24. The application duly filled in the prescribed form along with supporting enclosures must reach the office of the Registrar on or before **September 26, 2013 up to 5:00 p.m.** at the address given below. The envelope should be superscribed as "**Application for the post of**". Applications received after the due date shall not be considered. The University shall not be responsible for postal delays, if any.

**Registrar
Central University of Punjab
City Campus
Mansa Road
Bathinda-151 001, India**

Registrar