# Sardar Patel University of Police, Security and Criminal Justice, Jodhpur

Phone : 0291-2640058                                      Web site : www.spup.org

## General conditions:

1. The hard copy of the application form duly completed in all respects alongwith all the necessary documents must reach the office of the The Registrar on the address mentioned below on or before 4<sup>th</sup> March, 2013 by 5.00 p.m.
2. Candidate should remit a sum of Rs.500/- ( in case of SC/ST/Physically Challenged persons a sum of Rs.250/-) as application fee in the form of Bank Draft drawn in favour of **The Registrar, Sardar Patel University of Police, Security and Criminal Justice, Jodhpur** payable at Jodhpur.
3. Retired persons need not apply.
4. The age of the applicant should not be less than eighteen years or should not be more than the prescribed limit on the last date of application.
5. Applications received after expiry of last date or incomplete forms will be rejected without making any reference.
6. The University reserves the right to change the total number of post(s) in each category.
7. Notwithstanding anything contained in any rules these appointments shall be made as probationer trainee for a period of 2 years and during the period of probation training he/she will be paid fixed remuneration at such rates as prescribed by the Government of Rajasthan/University from time to time or as per rules.  After successful completion of probation training he/she will be allowed minimum pay in the scale of the post and the period of probation training shall not count for grant of annual grade increment(s).
8. Candidate(s) belonging to SC/ST/OBC/SBC/PH should indicate their category along with the copy of the certificate issued by the competent authority.
9.  The University reserves the right:
    (a) to fix criteria for screening the applications so as to reduce the number of candidates to be called for interview;
    (b) to conduct written tests to further shortlist the candidates for such posts where no test is prescribed in the recruitment rules and a large number of applications are received;
    (c) relax any of the qualifications/experience/age at its discretion; and
    (d) not to fill up any of the advertised positions.
10. Where the written test is conducted for short-listing of candidates, it should not be construed as a merit test; the selection will be made on the basis of performance in the interview, academic qualifications, experience etc. and on the recommendation of Selection Committee.
11. Knowledge of Computer Application is necessary for all posts.
12. Candidate desirous to apply for more than one post should send separate application form for each post.
13. Mere applying for the post does not entitle the candidate to be called for Interview.
14. The binding of the children on prescribed date as notified by the Govt. of Rajasthan shall be applicable.

15. Reservation/Relaxation for SC/ST/OBC/SBC/PH will be applicable as per rules of Govt. of Rajasthan.
16. Age relaxation will be given to SC/ST/OBC/SBC/PH candidates as per rules, applicable from time to time.
17. The Contributory Pension Plan/Scheme as notified by the Govt. of Rajasthan shall be applicable for appointments.
18. The appointments will be governed by the rules & provisions notified by the UGC/University and State Govt. from time to time.
19. No TA/DA will be paid by the University to the applicants called for interview.
20. Those persons who are already in employment shall have to send their application through their employer but they can also send advance copy for the same directly to this office before 4$^{th}$ March, 2013 in the prescribed form **and fees alongwith**.  The application through proper channel should also reach this office before the date of interview.
21. The eligible and interested persons may apply in the on-line form available in the University website www.spup.org upto **4$^{th}$ March, 2013** and submit hard copy for the form alongwith Demand Draft of Fee, attested copies of the certificates of educational qualifications, date of birth, experience & caste etc. to **The Registrar, Sardar Patel University of Police, Security and Criminal Justice, III H/1, Sector 3, JNV Univ. Staff Quarters, New Campus Road, Jodhpur** upto **4$^{th}$ March, 2013 by 5.00 p.m.**  The post applied for must be clearly superscribed on the envelope.
22. University will not be responsible for any delay including postal delay.

**REGISTRAR**

# Minimum Qualifications

## 1. Assistant Registrar-01

**Pay Scale -  (G.P.  Rs. 5400 in pay band 15600-39100) Remuneration as per rules will be paid during Probation Period.**
**Minimum Qualifications:**
1. Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
2. Knowledge of Computer applications.

**Age Limit : Not more than 50 years..**

## 2. Private Secretary-01

**Pay Scale -  (G.P.  Rs. 6600 in pay band 15600-39100) Remuneration as per rules will be paid during Probation Period.**
**Minimum Qualifications:**

1. At least second class Post-graduate degree, and
2. 20 years experience of working as Personal Assistant/Senior Personal Assistant in a State / Central / Deemed University, Deemed Affiliated or Autonomous  College/Government Department and out of which atleast 3 years experience of working as Senior Personal Assistant.
3. Posses pleasing manners and personality
4. Knowledge of English Stenography and knowledge of both English & Hindi typing.
5. Familiar with working on computer and internet.

**Age Limit : Not more than 50 years.**

## 3. Section Officer-01

**Pay Scale -  (G.P.  Rs. 4200 in pay band 9300-34800) Remuneration as per rules will be paid during Probation Period.**

**Minimum Qualifications:**
1. Graduate in any discipline from recognized University.
1. At least 15 years working experience in a State / Central / Deemed University, Deemed Affiliated or Autonomous College/Government Department and out of which atleast 3 years working experience as an Office Assistant.
2. Knowledge of Computer application.

**Age Limit : Not more than 50 years..**

## 4. Personal Assistant-01
**Pay Scale - (G.P. Rs. 3600 in pay band 9300-34800) Remuneration as per rules will be paid during Probation Period.**

**Minimum Qualifications:**
1. Graduate in any discipline from recognized University.
2. Must have an experience of atleast 03 years of working as Stenographer in a State / Central / Deemed University, Deemed Affiliated or Autonomous College/Government Department.
3. Knowledge of Hindi Shorthand with minimum speed of 80 w.p.m. & 35 w.p.m. in Hindi Typing.
4. Knowledge of English Shorthand with minimum speed of 100 w.p.m. & 40 w.p.m. in English Typing
5. "O" or higher level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India. Computer Operator & Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme.

<div align="center">OR</div>

   Diploma in computer Science/Computer Applications of a University established by law in India or of an institution recognized by the Government.

<div align="center">OR</div>

   Diploma in Computer Science & Engineering from polytechnic institution recognized by the Government.

<div align="center">OR</div>

   Rajasthan State Certificate Course in Information Technology (RS-CIT) conduced by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited,"


**Age Limit : Not more than 45 years.**


## 5. Stenographer-03
**Pay Scale - (G.P. Rs. 3200 in pay band 9300-34800) Remuneration as per rules will be paid during Probation Period.**

**Minimum Qualifications:**
1. Graduate in any discipline from recognized University.
2. Knowledge of Hindi Shorthand with minimum speed of 80 w.p.m. & 35 w.p.m. in Hindi Typing.
3. Knowledge of English Shorthand with minimum speed of 100 w.p.m. & 40 w.p.m. in English Typing
4. "O" or higher level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India. Computer Operator & Programming

Assistant (COPA)/ Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme.

<div align="center">OR</div>

Diploma in computer Science/Computer Applications of a University established by law in India or of an institution recognized by the Government.

<div align="center">OR</div>

Diploma in Computer Science & Engineering from polytechnic institution recognized by the Government.

<div align="center">OR</div>

Rajasthan State Certificate Course in Information Technology (RS-CIT) conduced by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited,"

**Age Limit : Not less than 18 years and more than 35 years. Relaxation to reserved category will be applicable as per Rajasthan Govt. rules.**

## 6. Upper Division Clerk-02
**Pay Scale - (G.P. Rs. 2400 in pay band 5200-20200) Remuneration as per rules will be paid during Probation Period.**
**<u>Minimum Qualifications:</u>**
1. A Graduate or its equivalent with at least 3 years experience as Lower Division Clerk or equivalent in a State / Central / Deemed University, Deemed Affiliated or Autonomous College/Government Department.
2. Knowledge of Computer application.

**Age Limit : Not more than 45 years.**

## 7. Infrmation Assistant-04
**Pay Scale - (G.P. Rs. 2400 in pay band 5200-20200) Remuneration as per rules will be paid during Probation Period.**

**<u>Minimum Qualifications</u>:**

Educational Qualification: To apply for the position of Information Assistant, candidates can have any of the following educational qualifications:

• Graduation in electronics or computer science/applications from a recognized university

• Three-year diploma in computer science & engineering or Post polytechnic diploma in Computer Applications from a Polytechnic Institution recognized by the Government

• Graduation in any discipline with diploma in computer science/application from a recognized institution

• Graduation in any discipline with O level or higher level certificate course conducted by DOEACC under the control of Electronics Department of Government of India

• Graduation in any discipline with a course certificate from state council of Vocational Training Scheme/Data Preparation and Computer Software (DPCS) certificate organized under state/national council of Vocational Training Scheme/Computer Operator & Programming

Apart from any of these qualifications, candidates should also possess a speed of 8000 key depression per hour on computer in English and Hindi.

**Age Limit : Not less than 18 years and  more than 35 years. Relaxation to reserved category will be applicable as per Rajasthan Govt. rules.**