

Jagat Guru Nanak Dev Punjab State Open University, Patiala

(Established by the State Legislature Act No.19 of 2019)

Advertisement No. 02/2024

Online applications are invited from eligible candidates for non-teaching posts in the Jagat Guru Nanak Dev Punjab State Open University, Patiala as per details given below. Candidates are required to deposit the prescribed application fees (**non-refundable**) through Online Mode. **Application fees (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 domicile of the State of Punjab shall have to pay the application fee as applicable to General Category. The Candidates belongs 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 given below) is also must.

IMPORTANT DATES:

Opening date for on-line Registration of applications	:	13-03-2024
Last date for on-line Registration/submission of application.	:	09-04-2024
Last date for submitting the hard copy/print out of online application along with the supporting documents to the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala (Punjab) latest by 5:00 pm on the mentioned date.	:	16-04-2024

DETAILS OF NON-TEACHING POSTS:

Sr. No.	Name of the Post(s) (numbers) (category)	Nature of appointment	No. of Post (s)
1.	Accounts Assistant (Gen.) (Revised Pay Scale 20,200-64,000/- Pay level-3)	Regular	01
2.	Consultant cum Liaison Officer (Lump sum 40,000/- per month)	Contractual for 6 months	01

Note:

- (i) Fresh appointment will be on three year probation period as per Punjab Government Notification no. G.S.R.56/Const./Art.309/Amd.(18)/2016, dated 05-09-2016.
- (ii) Person may be appointed on deputation basis from State/Central Government Institutions/Universities.
- (iii) Age limit as per Punjab Govt. rules for Accounts Assistant.

QUALIFICATION FOR NON TEACHING POSTS

1. Accounts Assistant (01)

- i. Should possess a degree of Commerce from a recognized University or Institution.
- ii. Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized institution or a reputed institution, which is ISO 9001 certified.

OR

- Possesses a Computer Information Technology course equivalent to 'O' Level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India. and
- iii. Should have passed matriculation examination with Punjabi as one of the subject.

Selection Procedure

- i. As per Notification No. G.S.R. 72/Const./Art.309/Amd. (22)/2022 dated 28.10.2022 containing amendment issued by the Govt. of Punjab Personnel Deptt, titled as The Punjab Civil Services (General & Common conditions of Service) (First amendment) Rules, 2022,
"Provided that no person shall be appointed to any post in Group-C service unless he has passed a qualifying test of Punjabi Language equivalent to Matriculation standard with at least fifty per cent marks, to be conducted by respective recruitment agencies in addition to competitive examination. The test of Punjabi Language shall be a mandatory qualifying test and failure to a secure of minimum of fifty per cent marks in Punjabi Language will disqualify the candidate for being considered in the final merit list of candidates to be selected irrespective of their scores or marks in other papers of the respective exam."
- ii. Only those candidates who qualify in the Punjabi language test with minimum 50% marks shall be called for typing test in Punjabi and English to be held by the recruiting authority at the speed of 30 words per minute or at such speed as may be specified by the Punjab Government from time to time.
- iii. Shortlisted candidates through Punjabi qualifying test (who score minimum 50% marks) and typing test (both Punjabi & English) shall be called for skill test (related to accounting proficiency).
- iv. The syllabus for Punjabi Language Qualifying Paper (MCQ basis) will be as follows:-
 - a) ਦਸ ਗੁਰੂ ਸਾਹਿਬਾਨਾਂ ਦੀ ਜੀਵਨੀ ਅਤੇ ਰਚਨਾਵਾਂ ਨਾਲ ਸੰਬੰਧਤ ਪ੍ਰਸ਼ਨ
 - b) ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਨਾਲ ਸੰਬੰਧਤ ਪ੍ਰਸ਼ਨ
 - c) ਪੰਜਾਬ ਦੇ ਇਤਿਹਾਸ ਨਾਲ ਸੰਬੰਧਤ ਪ੍ਰਸ਼ਨ
 - d) ਪੰਜਾਬ ਦੇ ਸੱਭਿਆਚਾਰ ਨਾਲ ਸੰਬੰਧਤ ਪ੍ਰਸ਼ਨ
 - e) ਪੰਜਾਬੀ ਵਿਆਕਰਨ ਨਾਲ ਸੰਬੰਧਤ ਪ੍ਰਸ਼ਨ

- v. The syllabus for written skill test is attached herewith as **Annexure- A**. Instructions for the typing test will be upload on the university website. Candidates are requested to remain in touch with the University website www.psou.ac.in. for further information from time to time.
- vi. Candidate will be selected based on the performance in the written skill test only.

2. Consultant cum Liaison Officer (01) purely contractual basis for 6 months

- i. Candidate should be a retired Central Government or State Government Officer with requisite experience in estate management.
- ii. Should have passed matriculation examination with Punjabi as one of the subject.

Note:

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 downloaded application form along with all required documents/testimonials by hand/registered/speed post at university address. No other means / mode of application (through email, fax, deposit of CV etc.) will be accepted.

Applicants are required to take FIVE printouts of the 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/OGPA), experience certificate, and reserve category certificate (Reservation certificate issued by the competent authority as a proof of claiming the reserve category for fee and /or age relaxation purposes as made in the online application form) etc. They are advised to keep a copy of the same with them.

GENERAL INSTRUCTIONS (for all applicants):

1. A copy of circular containing detailed instructions, qualifications, etc. for the posts, is available only at <http://www.psou.ac.in>.
2. 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 regularly check the University website regarding any updates during the recruitment process. Candidates should regularly check their concerned Email account for updates. 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. 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. The candidates should ensure the completion of all columns of application by the stipulated date and time given in the advertisement.
4. Documents uploaded along with the application form will only be considered for evaluation.

5. Please scan your Photograph and Signatures individually and save them in the JPEG format. The size of any of these individual images should not exceed 150 KB (photograph) and 150 KB (signature) for online uploading.
6. 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, if any
 - e. Percentage of your Educational Qualification starting from Matriculation examinations onwards.
 - f. Soft Copies of scanned Photograph and Signatures.
(Please calculate percentage from CGPA/OGPA in advance).
7. 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.
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 and produce NOC from their employer at the time of interview. 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 post/s.
12. University reserves the right to increased or decreased the number of posts.
13. Mere applying and satisfying the essential/minimum qualification required for a post does not entitle the candidate any right of appointment.
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. Canvassing in any form will lead to cancellation of candidature.
16. Any dispute with regard to the selection/recruitment process will be subject to the courts/tribunals having Jurisdiction of Patiala.
17. 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

Syllabus of skill test for the post of Accounts Assistant

Duration: 60 Minutes

Max. Marks:60

Note:

- a. **The Syllabus is divided in two sections i.e. Section A and section B. There will be 30 MCQ questions each from section A and section B respectively.**
- b. **Candidates are required to attempt all MCQ questions from both sections. There will be no negative marking.**

Section- A (30 marks)

1. **Basics of Accounting:** Accounting Concepts and Conventions, Accounting System in a non-profit organization and its applications. Distinction between Capital and Revenue items. Maintenance of accounting records, System of modern Accounting: Double Entry System, Accounting Process right from Preparation of Journal, Subsidiary Books including Cash Book, Ledger, Trial Balance to final accounts; Inventory Accounting and maintenance of stock records, Reconciliation of the stock items with the Physical inventory. Preparation and finalization of accounts, Maintenance of books of accounts of non-profit organizations both in Single entry basis of accounts and double entry System. Reconciliation of Accounts with Banks, Sundry Debtors and suppliers; Depreciation Methods and its accounting including maintenance of the Fixed asset register as per the legal requirements.
2. **Basics of Auditing:** Nature, Objectives and Scope of auditing, Basic Principles of auditing, , Techniques of Auditing, Types of audit, Audit Process, Internal Check and Internal Control System, Vouching: Features, Verification of Assets and Liabilities.

Section- B (30 marks)

3. **Awareness of working in an IT environment:** MS office including Introduction to Microsoft Excel 2000 and its latest versions. Creating spreadsheets using financial functions in Excel. Computerized Accounting and its feature. Financial Accounting Package – Tally etc. ERP: Introduction and Implementation.
4. **Pay Roll Accounting:** Maintaining the employee's records. Good working knowledge of maintaining the EPF and ESI records and registers as per the applicable Labour laws. Preparation and filing of the EPF and ESI returns as per the law on the relevant portals. Preparation of the salary records and deductions from salary. Issuance of salary slips on monthly basis. Safe Keeping of the accounting records, expenses vouchers, invoices and other important documents.