JagatGuru Nanak DevPunjab State Open University,Patiala

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

Advertisement No. 03/2021

Online applications are invited from eligible candidates for various Teaching and 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 fees (non-refundable) through Demand Draft drawn in favour of Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala. Application fees (including GST) for Posts of all Teaching staff and for Non-Teaching posts at Sr. No. 1 and 2 will be Rs. 1180/- for General Category and Rs. 590/- for SC/ST & PWD candidates. For Non-Teaching posts at Sr. No. 3 to 7 the application fee (including GST) will be Rs. 590/- for General Category and Rs. 295/- 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 application submitted through online mode ONLY shall be accepted and submission of its Hard Copy is also a must. The Candidates desirous to apply against the reserved category posts must also attach their Punjab Domicile Certificate/Punjab Residence Certificate issued by the Competent Authority.

Candidates must also fill the Score Card Proforma for Assistant Professors, which is an essential component of the online application form. For the posts of Professor & Associate Professor, candidates must send the downloaded Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in UGC regulations, and score card performa duly filled in all respects as per guidelines, along with the supporting documents with the hard copy of their application form, which is an essential component of the application form. This PBAS and Score Card proforma and guidelines are available at the university website: www.psou.ac.in. No modification will be allowed subsequently.

Research Publications of the Candidates shall be as per the old list of UGC approved Journals published before 16.09.2019 and as per the new UGC care list published after 16.09.2019 respectively.

Important Dates:

Opening date for on-line Registration of applications	:	28.04.2021
Last date for on-line Registration/submission of application.	:	19.05.2021
Last date for submitting the hard copy/print out of online application	:	25.05.2021
and supporting documents to the Registrar, Jagat Guru Nanak Dev		
Punjab State Open University, Patiala (Punjab)		

DETAILS OF POSTS: TEACHING STAFF

Sr. No.	Name of the Post* (numbers)	Subject /No. of posts	
1	Professor (02) (*)	Commerce/Management -01	
		Computer Science -01	
2	Associate Professor (01) (*)	Computer Science -01	
3	Assistant Professor (05) (*)	Punjabi -01	
		History -01	

	Political Science - 01
	Economics -01 (Reserved for SC)
	Sikh Studies -01 (Reserved for SC)

*Note:-

- (*) (i) Government of Punjab has issued a Notification No. 7/42/2020-5FP1/741-746 dated 17.07.2020 vide which it is in the process of revising the pay scales of Regular Employees of Government of Punjab as well as Autonomous Bodies i.e. Universities. Because of this notification, the pay scales are not mentioned in the Advertisement issued by Jagat Guru Nanak Dev Punjab State Open University, Patiala for candidates who apply for regular posts. The University will provide the information to the Candidates regarding the pay scales (before the date of interview) as and when it is received from Government of Punjab.
 - (ii) 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.
 - (iii) Fresh appointment will be on regular basis.
 - (iv) Retired persons below the age of 65 years can be considered for these posts on contract basis on the terms of last pay drawn minus pension.
 - (v) For retired but non-pensionable applicants, the remuneration will be fixed by the Selection Committee at the time of interview. For pensionable applicants, the remuneration will be last pay drawn minus (-) pension.
 - (vi) Salary of the in service teachers will be protected.
 - (vii) Professors (Retired or Serving) who wish to apply for the post of Professor need not submit the PBAS proforma of API score, if they have been regularized by any of the University as a Professor as per UGC norms. They may only submit a detailed curriculum vitae.
 - (viii) Appointment can also be made on deputation basis from government/ other institutions as per Punjab Govt. norms.

QUALIFICATION FOR TEACHING POSTS

Professor

- (i) Commerce/ Management (1)
- (ii) Computer Sciences (1)

Qualification:

- A. (i) An eminent scholar with Ph.D. degree in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.
 - (ii) A minimum of ten years of teaching experience in University/College, and/or experience in research at the University/National level Institutions/ Industry, including experience of guiding candidates for research at doctoral level.

- (iii) Contribution to educational innovation, design of new curricula and courses, and technology
 - mediated teaching learning process.
- (iv) A minimum score of 400 points in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in UGC Regulation 2010 (3rd and 4th amendments **2016** vide UGC Notification No. F.1-2/2016(PS/Amendment) dated 04-05-2016 and 11-07-2016 respectively).

OR

B. An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

Note:

- (a) Candidates are also required to submit five sets of application form including their curriculum vitae and five sets of reprints of five major publications for evaluation purpose. Applicants are required to affix the same passport size photograph (which was uploaded with the online form). Such publications submitted by the candidate shall have been published subsequent to the period from which the teacher was placed in the Assistant Professor stage-II.
- (b) A relaxation of 5% may be provided at the graduate and Masters level for the Scheduled Castes/Scheduled Tribes/Differently-abled (physically and visually) /Other Backward Classes (OBC) (non-creamy layer) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace marks procedures.
- (c) The period of time taken by candidates to acquire M.Phil. and /or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions.

Associate Professor (Computer Sciences/IT (1)

Qualification:

- i. Good academic record with a Ph.D. Degree in the concerned/ allied/ relevant disciplines.
- ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- iii. A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
- iv. Contribution to educational innovation, design of new curricula and courses, and technology
 - mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- v. A minimum score of 300 points in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in UGC Regulations (3rd and 4th amendments **2016** vide UGC Notification No. F.1-2/2016(PS/Amendment) dated 04-05- 2016 and 11-07-2016 respectively).

Note:

- (a) Candidates are also required to submit five sets of application form including their curriculum vitae and five sets of reprints of five major publications for evaluation purpose. Applicants are required to affix the same passport size photograph (which was uploaded with the online form).
- (b) A relaxation of 5% may be provided at the graduate and Masters level for the Scheduled Castes/Scheduled Tribes/Differently-abled (physically and visually)
 /Other Backward Classes (OBC) (non-creamy layer) categories for the purpose of eligibility and for assessing good academic records during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace marks procedures.
- (c) A relaxation of 5% is admissible, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.
- (d) Good academic record means at least 2nd class with 50% marks at graduation level.

Assistant Professor (Punjabi-(1), History (1), Political Science (1), Economics (1) (SC), Sikh Studies (1) (SC)

Qualification:

- i. Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- iii. Candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 or the subsequent Regulations if notified by the UGC, 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 the University.

Provided further, the award of degree 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/Bylaws/Regulations of the Institutions awarding the degree and the Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment as 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) Open Ph.D. viva voce of the candidate had been conducted;
- d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) Candidate has made at least two presentations in conferences/seminars, based on his/her Ph.D. work.

- (a) to (e) as above are to be certified by the Vice-Chancellor/Pro-Vice-Chancellor/Dean (Academic Affairs)/Dean(University instructions).
- iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

Note:

- a. Candidates are also required to submit five sets of application form including their curriculum vitae and five sets of reprints of five major publications for evaluation purpose. Applicants are required to affix the same passport size photograph (which was uploaded with the online form).
- b. A relaxation of 5% may be provided at the graduate and Masters level for the Scheduled Castes/Scheduled Tribes/Differently-abled (physically and visually)

 /Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose of eligibility and for assessing good academic records during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
- c. A relaxation of 5% is admissible, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.
- d. Good academic record means at least 2nd class with 50% marks in graduation level.

DETAILS OF NON-TEACHING POSTS.

Sr. No.	Name of the Post(s)#		
1	Finance Officer	(01)	
2	Librarian	(01)	
3	Personal Assistant (PA)	(01)	
4	Senior Assistant	(02)	
5	Stenographer	(01)	
6	Technical Assistant	(02)	
7	Driver	(02)	

*Note: (1) These appointments are contractual in nature for a period of one year.

(2) Method of Recruitment:

i) By Direct Recruitment as per Punjab Government Rules.

OR

ii) On basis of last pay drawn minus pension for retired applicants.

OR

iii)On deputation from the Punjab Government/ other institutions.

Note:-

- (i) Government of Punjab has issued a Notification No. 7/42/2020-5FP1/741-746 dated 17.07.2020 vide which it is in process of revising the pay scales of Regular Employees of Government of Punjab as well as Autonomous Bodies i.e. Universities. Because of this notification the pay scales are not mentioned in the Advertisement issued by Jagat Guru Nanak Dev Punjab State Open University, Patiala for candidates who apply for regular posts. Jagat Guru Nanak Dev Punjab State Open University will provide the information to the Candidates regarding the pay scales (before the date of Interview) as and when it is received from Government of Punjab.
- (ii) 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.
- (iii) Retired persons below 65 years can be considered for these post on contract basis on Last pay drawn minus pension.
- (iv) For Non-Pensionable applicants, the Remuneration will be fixed by the Selection Committee at the time of Interview. For Pensionable applicants, the Remuneration will be Last pay drawn minus(-) Pension.
- (v) May be appointed on deputation basis from government/ other institutions as per Punjab Govt. norms

OUALIFICATIONS OF THE NON-TEACHING POSTS

Sr. No	Name of the Post	Qualifications
1	Finance Officer	a. Master degree in Commerce/Management or MBA (Finance) or equivalent with at-least 55% of the marks or its equivalent grade of B in the UGC seven point scale in any discipline from a recognized University/Institute. OR Qualified CA/CS/ICWA
		b. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or with eight 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 along with experience in educational administration. OR
		15 years of administrative experience of which 8 years as Deputy Finance Officer/Deputy Registrar or an equivalent post along with an experience in educational

		finance administration.
		OR
		15 years experience in accounting /auditing as CA/CS/ICWA
		c. Punjabi upto Matric Standard.
2	Librarian	 a. A Master's Degree in Library Science / Information Science / documentation with at least 55% marks or its equivalent grade of B in UGC seven point scale and consistently good academic record. b. At least 13 years as a Deputy Librarian in a University library or 18 years experience as a college Librarian. c. Evidence of innovative library service and organization. d. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for the maintenance of standards in higher education, 2010. e. Punjabi upto Matric Standard.
		Desirable:
		M.Phil./Ph.D. Degree in Library Science / Information Science/documentation/ archives and manuscript keeping.
3	Personal Assistant (PA)	 a. Graduate in any discipline from a recognized University. b. Experience of five years (after Graduation) or two years (after Masters Degree) as Stenographer in any Central/State organization/ University/ Institute funded by the Govt. /PSU/Education Organization recognised by the State/ Central Govt. c. English/Punjabi Typing speed of at least 40 wpm. d. Stenography speed of at least 100 wpm. e. Good working knowledge of computer applications. f. Punjabi upto Matric Standard.
		Desirable :
		i. Experience as PA in a university or educational institution.
		 ii. Good communication skills in English, Hindi and Punjabi along with good drafting skills. iii. Degree or Diploma in Computer Applications. iv. Post Graduate Degree.

4	Senior Assistant	a.	Bachelor's Degree from a recognized University or
			Institution; and
		b.	At least one hundred and twenty hours course with
			hand 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
			Computer Information Technology Course equivalent
			to 'O' level certificate of Department of Electronics
			Accreditation of Computer Course (DOEACC) of
			Government of India.
		c.	Experience of five years as clerk in
			University/college/educational institute.
		d.	Punjabi upto Matric Standard.
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			Post shall be filled through competitive test based
	G: 1		on proficiency in English & Punjabi typing.
5	Stenographer	a.	Graduation from a recognized University or Institution,
		b.	and Possesses at least one hundred and twenty hours course
		0.	with hands on experience in the use of personal
			computer on Information Technology in office
			productivity applications or Desktop Publishing
			applications from 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 Courses
			(DOEACC) of Government of India
		c.	Experience of five year as steno typist in University/college/educational institute.
			Oniversity/conege/educational histitute.
		d.	Punjabi upto Matric Standard.
			Post shall be filled through competitive test based
			on proficiency in English & Punjabi typing.
6	Technical Assistant	a.	MCA/B.Tech (Computer Science/IT)
	(A) IT (01)	b.	Experience of at least one year in software development.
			development.
		c.	Punjabi upto Matric Standard.
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	Technical Assistant (B) Languages (01)	 a. MA in Punjabi/Religious Studies. b. At least three years experience of research in Sikh Theology. c. Proficiency in computer typing Punjabi & English. Desirable:
7	Driver (02)	Experience of translation from English to Punjabi. a. The candidate must have passed Matric.
		b. Must have valid driving licence.
		c. The driving test will be conducted.
		d. Punjabi upto matric standard.

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. No other means / mode of application (through post, email, fax, deposit of CV etc.) will be accepted.

Applicants are required to take TWO 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 as made in the online application form) etc. The applicants 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. The qualifications for all the teaching posts are as per UGC norms.
- 2. <u>IMPORTANT</u>: Applicants for the posts of Professor & Associate Professor must attach the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) Proforma as indicative Appendix III Table II(B)/V(B) as per UGC(4th amendment), Regulations, 2016 (duly filled-in all respects by them) and attested copies of supporting documents, with hard copy of their application form to be submitted as per note above.

- 3. Candidates for the post(s) of Professor, Associate Professor and Assistant Professor must also fill the Score Card Proforma, which is an essential component of the application form. Score Card Proforma available at University website http://www.psou.ac.in. No modification will be allowed subsequently.
- 4. Candidates must have a valid Email- ID of his/her own, which should be active through out 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 check the University website regarding any updates during the recruitment process. Candidates should check their 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.
- 5. 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.
- 6. The candidates should ensure the completion of all columns of application by the stipulated date and time given in the advertisement.
- 7. 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 <u>150kb</u> (photograph) and <u>150kb</u> (signature) for online uploading.
- 8. 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
 - e. Percentage of your Educational Qualification starting from Matriculation examinations to onwards.

(Please calculate percentage from CGPA/OGPA in advance).

f. Soft Copies of scanned Photograph and Signatures.

- 9. Application fee once paid shall neither be refunded under any circumstances nor it shall be held reserve for any other recruitment or selection process in future.
- 10. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
- 11. Persons already in service must produce NOC from their employer at the time of joining. All such candidates will be given standard joining time i.e. one month from the issuance of appointment letter.
- 12. The candidates are required to apply separately for each post earmarked for each Department.
- 13. 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.
- 14. University reserves the right to fill or not to fill up the posts and to call only suitable number of candidates for interview/counseling.
- 15. The number of posts can be increased or decreased.
- 16. Curriculum Vitae of any other candidate can also be placed before the Selection Committee.
- 17. Mere applying and satisfying the essential/minimum qualification required for a post does not entitle the candidate any right of appointment.
- 18. 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.
- 19. The candidature of the candidate for reserved category will be considered only for the category he/she has applied online/offline. Under No Circumstances, reserve category of the candidate will be changed. No request in this regard will be entertained.
- 20. A relaxation of 5% is admissible at the Graduate and Master's level for Scheduled Castes/Scheduled Tribes candidates.
- 21. The screening criteria and template to be used by the selection Committee for academic record and research performance etc. are also available on the University Website.

- 22. 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 residents 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 reserved category as made in the online application form along with Punjab Domicile Certificate/Punjab Residence Certificate issued by the Competent Authority.
- Candidates claiming Backward Class Category will have to submit the photo copy of their latest valid BC certificate issued by the competent authority.
- 24. Canvassing in any form will lead to cancellation of candidature.
- Any dispute with regard to the selection/recruitment process will be subject to the courts/tribunals having Jurisdiction of Patiala.
- 26. At present, the recruitments Jagat Guru Nanak Dev Punjab State Open University is governed by "UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010". The University Grants Commission has notified the "UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018". The recruitment of the teaching faculty would be done on the basis of Regulations in force on the date of interview.
- For any enquiry including technical assistance regarding online application form, please contact through E-mail at jobshelp@psou.ac.in

PATIALA

26-04-2021