

JagatGuru Nanak Dev
Punjab State Open University, Patiala
(Established by the State Legislature Act No.19 of 2019)

Advertisement No. 04/2021

Online applications are invited from eligible candidates for the posts of Deputy Registrar, Assistant Registrar, Audit Officer, Superintendent & Library Assistant in 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 these **posts at Sr. No. 1 to 4 will be Rs. 1180/-** for General Category and Rs. 590/- for SC/ST & PWD candidates. **For post at Sr. No.5, 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.

Important Dates:

Opening date for on-line Registration of applications	:	28/05/2021
Last date for on-line Registration/submission of application.	:	21/06/2021
Last date for submitting the hard copy/print out of online application and supporting documents to the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala (Punjab)	:	30/06/2021

DETAILS OF THE POSTS.

Sr. No.	Name of the Post#
1	Deputy Registrar (01)
2	Assistant Registrar (01)
3	Audit Officer (01)
4	Superintendent (01)
5	Library Assistant (01)
<p>(1) Method of Recruitment:</p> <p>i) By Direct Recruitment as per Punjab Government Rules. OR</p> <p>ii) On basis of last pay drawn minus pension for retired applicants. OR</p> <p>iii) On deputation from the State Government/Central institutions/ Universities.</p> <p>#Note: These appointments are contractual in nature for a period of one year.</p>	

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 these 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 these posts. Jagat Guru Nanak Dev Punjab State Open University will provide the information to the Candidates regarding the pay scales as and when it is received from Government of Punjab before the date of Interview.
- (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 posts on contract basis on last pay drawn minus (-) pension as per Punjab Government norms. Any employee retiring up to 30th June, 2021 may also apply.
- (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 as per Punjab Government Rules.
- (v) Appointment can be made on deputation basis from State Government/Central institutions/ Universities as per Punjab Government norms.
- (vi) Reservation policy and age limit will be followed as per Punjab Government norms

QUALIFICATIONS

Sr. No	Name of the Post	Qualifications
1	Deputy Registrar	1. Master's degree/LL.B. with at least 55% (50% for SC/ST) marks from a recognized University with five years regular teaching/administrative experience in Educational Institution (College/University)/Govt./SemiGovt./Autonomous Institutions. OR 2. A candidate with not less than 25 years of service in University, out of which he/she must have worked in the capacity of Superintendent/ Personal Assistant or higher position for a period of not less than 4 years, shall be eligible irrespective of qualification prescribed above at 1. 3. Punjabi upto Matric Standard.
2	Assistant Registrar	1. Master's degree/LL.B. with at least 50% (45% for SC/ST) marks from a recognized University with five years regular teaching/administrative experience in Educational Institution (College/University)/Government/Semi-Government/ Autonomous Institutions.

		<p style="text-align: center;">OR</p> <p>2. A candidate with not less than 20 years of service in University, out of which he/she must have worked in the capacity of Superintendent/ Personal Assistant or higher position for a period of not less than 1 years, shall be eligible irrespective of qualification prescribed above at 1</p> <p>3. Punjabi up to Matric Standard.</p>
3	Superintendent	<p>1. Graduation with at least 50% (45% for SC/ST) marks from a recognized University/ Institution with 10 years regular administrative experience (out of which at least 5 years as Senior Assistant) in State Govt./Central Educational Institutions /Universities.</p> <p>2. Punjabi up to Matric Standard.</p>
4	Audit Officer	Retired Audit Officer from State/Centre/UT Government having SAS Accounts/ Audit examination certification.
5	Library Assistant	<p>1. Master's degree 2nd class plus B.Lib Sc./Post Graduate Diploma in Library Science in 2nd class</p> <p style="text-align: center;">OR</p> <p>Bachelor degree 2nd class plus M.Lib. Sc. 2nd Class</p> <p>2. Punjabi up to Matric Standard.</p> <p>Note:- A candidate who possesses bachelor's degree in 2nd division and M.Lib. 2nd division is also eligible. B.Lib is graduation like B.Ed., LL.B. B.P.Ed., MBBS, BDS etc.</p>

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>.
2. 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.
3. Candidates should take care to furnish the correct details while filling in the online application. Any mistake committed by the candidate shall be his/her sole responsibility.
4. The candidates should ensure the completion of all columns of application by the stipulated date and time given in the advertisement.
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 150kb (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**
 - e. **Percentage of your Educational Qualification starting from Matriculation examinations onwards.**
(Please calculate percentage from CGPA/OGPA in advance).
 - f. **Soft Copies of scanned Photograph and Signatures.**

7. 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.
8. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
9. 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.
10. The candidates are required to apply separately for each post earmarked for each Department.
11. 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.
12. The University reserves the right to fill or not to fill up the posts and to call only suitable number of candidates for interview/counseling.
13. The number of posts can be increased or decreased.
14. Curriculum Vitae of any other candidate can also be placed before the Selection Committee.
15. Mere applying and satisfying the essential/minimum qualification required for a post does not entitle the candidate any right of appointment.
16. 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.
17. Canvassing in any form will lead to cancellation of candidature.
18. Any dispute with regard to the selection/recruitment process will be subject to the courts/tribunals having Jurisdiction of Patiala.
19. For any enquiry including technical assistance regarding online application form, please contact through E-mail at jobshelp@psou.ac.in

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PATIALA
28/05/2021

REGISTRAR