

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

Advertisement No. 05/2021

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 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 application submitted through online mode **ONLY** shall be accepted and submission of its Hard Copy is also a must. The Candidates belongs to the reserved category 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

Important Dates:

Opening date for on-line Registration of applications	:	05/10/2021
Last date for on-line Registration/submission of application.	:	25/10/2021
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)	:	01/11/2021

DETAILS OF TEACHING AND NON-TEACHING POSTS.

Sr. No.	Name of the Post(s)#
1	Assistant Professor in Computer Science (02)
2	Assistant Professor in Sociology (01)
3	System Administrator (01)
4	Programmer (02)
5	Personal Assistant (01)
6	Superintendent (01)
7	Accountant (01)
8	Consultant-cum-Marketing Coordinator (01)
9	Stenographer (01)
#Note:	Method of Recruitment: i) By Direct Recruitment as per Punjab Government Rules. OR ii) On the basis of last pay drawn minus pension for retired applicants. OR iii) On deputation from the Punjab Government/ other institutions.

		<p>e. Candidate has made at least two presentations in conferences/seminars, based on his/her Ph.D. work.</p> <p>Note : (a) to (e) as above are to be certified by the Vice-Chancellor/Pro-Vice-Chancellor/Dean(Academic Affairs)/Dean (University instructions). NET/SLET/SET shall also not be required for such Masters Programmes in discipline for which NET/SLET/SET is not conducted.</p> <p>Note :</p> <ol style="list-style-type: none"> 1. 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). 2. 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. 3. 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. 4. Good academic record means at least 2nd class with 50% marks in graduation level.
3.	System Administrator	<ol style="list-style-type: none"> 1. M. Tech. (CSE) with five years experience in computing. OR B.Tech. (CSE) with seven years experience in computing. OR B.Tech. (Non-CSE) with eight years experience in computing. OR M.Sc. (Physical Sciences) with eight years experience in computing. OR M.Sc., DCA with seven years experience in computing OR M.C.A. with seven years experience in computing. OR Ph.D. with five years post Ph.D. experience in computing.

		<p>2. Experience of System Analysis/ Development/ Administration and in software analysis and design is desirable for System Administrator Position.</p> <p>3. Punjabi up to Matric Standard or equivalent Standard is essential</p> <p>Desirable:- Expertise in RDBMS & SQL, data base design, 3-tier architecture, Programming skills in Core, Java, JSP, Servlets and familiarity with Tomcat in Linux environment, Design and development of interactive websites and collaborative Environments. Should possess excellent analytical and logical skills.</p> <ul style="list-style-type: none"> • Post shall be filled through competitive test based on domain knowledge.
4	Programmer	<p>1. M.Sc. (IT) or M.C.A. or B.Tech. (C.S.E.) or B.Tech. (Non C.S.E.) with one year experience in computing or M.Sc. (Physical Sciences) with 2 years experience in computing or M.Sc. (Physical Sciences), PGDCA with one year experience in computing.</p> <p>2. The experience should be in a University/Public Sector/Government Organization having 51% Govt. Share.</p> <p>3. Punjabi up to Matric Standard or its equivalent Standard is essential</p> <p>Desirable :- Expertise of Programming skills in HTML, LINUX, MYSQL,PHP, JAVA, VB. Experience of developing online applications.</p> <ul style="list-style-type: none"> • Post shall be filled through competitive test based on domain knowledge.
5	Personal Assistant	<p>1. Graduate in any discipline from a recognized University.</p> <p>2. 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 recognized by the State/ Central Govt.</p> <p>3. English/Punjabi Typing speed of at least 40 wpm.</p> <p>4. Stenography speed of at least 100 wpm.</p> <p>5. Good working knowledge of computer applications.</p> <p>6. Good communication skills in English, Hindi and Punjabi along with good drafting skills.</p> <p>7. Punjabi up to Matric Standard Punjabi up to Matric Standard or its equivalent Standard is essential</p> <ul style="list-style-type: none"> • Post shall be filled through competitive test based on domain knowledge.

6	Superintendent	<ol style="list-style-type: none"> 1. Working/Retired Superintendent or Person having 10 years regular administrative experience out of which at least 5 years as Senior Assistant from State Centre/ UT Govt./recognized Universities/Institutions can also apply on deputation basis. 2. The said post to be filled on deputation basis from state/central government institutions/ universities as per Punjab Govt. norms basis or amongst the superannuated person. 3. Punjabi of Matric or its equivalent Standard is essential.
7	Accountant	<ol style="list-style-type: none"> 1. M.Com/M.B.A(Finance) OR B.com with CA/ICWA (Inter) with experience of two years. 2. Punjabi of Matric or its equivalent Standard is essential. 3. The selection will be based on the Competitive Examination.
8	Consultant-cum-Marketing Coordinator	<ol style="list-style-type: none"> 1. MBA (Marketing) with computer background. 2. Working experience of three years in Marketing & Social media. 3. This post is tenure post for a period of one year and extendable on fixed pay. 4. Fixed Pay of Rs. 40,000/- per month
9	Stenographer	<ol style="list-style-type: none"> 1. Bachelor's Degree from a recognized University or Institution; 2. 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. 3. Experience of five year as steno typist in University/college/educational institute. 4. Punjabi of Matric or its equivalent Standard is essential. 5. Post shall be filled through competitive test based on proficiency in English & Punjabi typing (Raavi Font). 6. There will be qualifying test to be conducted by the University in three paras (two in Punjabi and one in English language) containing 250 and 200 words respectively as follows : <ol style="list-style-type: none"> a. The passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at computer) at a speed of 20 words per minute; speed of 20 words per minute; and b. The passage in English shall be dictated at a speed of 50

		<p>words per minute in English language required to be transcribed these (at computer) at the speed of 10 words per minute.</p> <p>c. The candidates committing not more than 8% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Junior Scale Stenographer.</p>
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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):

A copy of circular containing detailed instructions, qualifications, etc. for the posts, is available only at <http://www.psou.ac.in>.

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 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.

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. **Candidates for the post(s) 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.

3. 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 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.
4. 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.
5. The candidates should ensure the completion of all columns of application by the stipulated date and time given in the advertisement.
6. 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.
7. **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.**
8. 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.
9. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.

10. 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.
11. The candidates are required to apply separately for each post earmarked for each Department.
12. 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.
13. University reserves the right to fill or not to fill up the posts and to call only suitable number of candidates for interview/counseling.
14. The number of posts can be increased or decreased.
15. Curriculum Vitae of any other candidate can also be placed before the Selection Committee.
16. Mere applying and satisfying the essential/minimum qualification required for a post does not entitle the candidate any right of appointment.
17. 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.
18. 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.
19. A relaxation of 5% is admissible at the Graduate and Master's level for Scheduled Castes/Scheduled Tribes candidates.
20. Candidates will be shortlisted as per the template to be used by the selection Committee for academic record and research performance etc. available with this advertisement.
21. 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.
22. A relaxation of 5% is admissible at the Graduate and Master's level for Scheduled Castes/ Scheduled Tribes candidates.
23. 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.

24. Candidates claiming Backward Class Category will have to submit the photo copy of their latest valid BC certificate issued by the competent authority.
25. Canvassing in any form will lead to cancellation of candidature.
26. Any dispute with regard to the selection/recruitment process will be subject to the courts/tribunals having Jurisdiction of Patiala.
27. 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.
28. For any enquiry including technical assistance regarding online application form, please contact through E-mail at jobshelp@psou.ac.in