

## **Short-listing criteria for various non-teaching positions at JGND PSOU Patiala**

### **1. Registrar**

A Screening Committee will be constituted by the Vice Chancellor to scrutinize all the applications and shortlist the candidates as per following procedure:

- Those not fulfilling the minimum eligibility criteria shall be rejected.
- The Screening Committee would further give marks as per the shortlisting/selection criteria as per Annx.-I (attached), except for the presentation and interview marks.
- List of shortlisted candidates shall be put up on the University website [www.psou.ac.in](http://www.psou.ac.in)
- All shortlisted candidates shall be intimated for the interview through their email ids and Corresponding Address as mentioned in their application forms submitted.
- The University shall not hold any responsibility for non-receipt of intimation on account of change in the correspondence address or wrong email ids.

### **2. Assistant Registrar**

- All the applicants meeting the minimum eligibility criteria advertised by the University will be called for interview.

### **3. Personal Assistant:**

- Stenography Test(s) (Punjabi and English) at the prescribed speeds will be conducted.
- All shortlisted candidates shall be intimated.
- Candidates who qualify in the Stenography Test(s), will be called for Interview.

### **4. Senior Assistant:**

- Those not fulfilling the minimum eligibility criteria shall be rejected
- All eligible candidates will have to appear in the Typing Test (Punjabi & English), those who qualify Typing Tests (Punjabi & English) will appear for Domain Knowledge Test conducted by the university.
- Based on merit/score in Domain Knowledge test, the candidates will be called for interview in terms of number of vacancies advertised, as per its approved policy.
- Minimum 50% (45% for SC/BC category candidates) marks/score is required Domain Knowledge test to be called for interview. However, in case, there are less than six candidates who scored above said minimum marks, then the University, if thinks fit, may relax this condition.

### **5. Accountant:**

- Those not fulfilling the minimum eligibility criteria shall be rejected.

- The Domain Knowledge Test of eligible candidates will be conducted.
- Based on merit/score in Domain Knowledge test, the candidates will be called for interview in terms of number of vacancies advertised, as per its approved policy.
- Minimum 50% (45% for SC/BC category candidates) marks/score is required to be called for interview. However, in case, there are less than six candidates who scored above said minimum marks, then the University, if thinks fit, may relax this condition

**6. Library Assistant**

- Those not fulfilling the minimum eligibility criteria shall be rejected.
- The Domain Knowledge Test of eligible candidates will be conducted.
- Based on merit/score in Domain Knowledge test, the candidates will be called for interview in terms of number of vacancies advertised, as per its approved policy.
- Minimum 50% (45% for SC/BC category candidates) marks/score is required to be called for interview. However, in case, there are less than six candidates who scored above said minimum marks, then the University, if thinks fit, may relax this condition

**Note:**

- A Screening Committee will be constituted by the Vice Chancellor/Registrar to scrutinize all the applications and shortlist the candidates as per following procedure:
- Shortlisted candidates shall be intimated for the interview through their email ids/corresponding addresses as mentioned in their application forms submitted.
- The University shall not hold any responsibility for non-receipt of intimation on account of change in the correspondence address or wrong email ids.
- The University reserves the right to call only the requisite number of candidates for an interview after short-listing with reference to the candidate's qualification, suitability, experience, requirement etc.
- Mere satisfying the essential/minimum qualification required does not entitle a candidate to be called for an interview.
- Wherever Domain Knowledge test is to be conducted, syllabus for the same will be uploaded on the university website.

## Annexure-I

Criteria for shortlisting/selection of Registrar									
Matric	Graduation	Post-Graduation	Ph.D.**	Teaching/Research/ Administrative Experience	Research Publications <sup>#</sup>	Awards/ Recognition*	Presentation	Interview	Total
1	2	3	4	5	6	7	8	9	10
Formula i.e. %age of marks obtained in Matric multiplied by 0.05 i.e. out of 5, will be applicable.	Formula i.e. %age of marks obtained in Graduation multiplied by 0.1 i.e. out of 10, will be applicable.	Formula i.e. %age of marks obtained in Post-Graduation multiplied by 0.15 i.e. out of 15, will be applicable.		i. 02 (Two) marks for each year of the teaching/research/ Administrative experience (Teaching/Research/ Administrative experience above the minimum required for eligibility shall be considered)	Based on the quality of Publications		Applicant will make a 10 minute presentation through power point before the selection committee.		
<b>05</b>	<b>10 Marks</b>	<b>15 Marks</b>	<b>05 Marks</b>	<b>20 Marks</b>	<b>20 Marks</b>	<b>05 Marks</b>	<b>10 Marks</b>	<b>10 Marks</b>	<b>100 Marks</b>

**#Research Score will be calculated as under:**

- 03 (Three) marks for each article in refereed/peer review journal.
- 05 (Five) marks for each book published with ISBN/ISSN number.
- 02 (Two) marks for academic grant upto 02 Lakh and 05 (Five) marks for the academic grant more than 05 Lakh.

**\* Marks Distribution of Awards/ Recognition is as under:**

- State level: 01 for each award/recognition.
- National level: 02 for each award/recognition.
- International level: 03 for each award/recognition.

**\*\* Marks Distribution for Ph.D.:-**

- 03 marks for Ph.D. thesis submission.
- 05 marks for Ph.D. degree awarded.

**Note:**

- Candidates will be shortlisted on the basis of 80 marks (Column No. 01 to 07) as stated above and shortlisted candidates will be called for presentation and personal interview having 20 marks (10 marks each).
- All the candidates are required to fill the score card available along with the online application form.