

CHAPTER II

RECRUITMENT/PROMOTION/SELECTION TO DIFFERENT POSTS

I) Method and Procedure of Recruitment

Recruitment to the posts may be made

- (i) by direct recruitment.
- (ii) by promotion/selection; and
- (iii) by appointment of employees borrowed from Government Departments & other institutions.

At the time of filling posts by direct recruitment in the basic cadre, the following reservation policy shall be applicable for non-teaching employees of class 'A', including technical and professional staff provided the candidates selected under reservation quota must fulfil the qualifications and conditions prescribed for the post concerned :-

Scheduled Caste/Tribes	:	25%
Backward Classes/Tribes	:	5%
Physically handicapped (1% blind, 1% deaf & dumb, 1% orthopaedically handicapped)	:	3%

Note 1.: Fifty percent of the Vacancies of this quota reserved for Scheduled Castes in direct recruitment, shall be offered to Balmikis and Mazbhi Sikhs, if available as a first preference from a amongst the Scheduled Castes.

2. If Ex-Servicemen are not available, their dependents should be considered. For this purpose reference may be made to para no 4 of Punjab Recruitment of Ex-servicemen rules 1982.

At the time of filling posts by direct recruitment in the basic cadre, the following reservation policy shall be applicable for non-teaching employees of class 'B' and 'C' including technical and professional staff provided the candidates

selected under reservation quota must fulfil the qualifications and conditions prescribed for the post concerned :

S.C. Balmikis and Mazbhi Sikh	S.C. Ex Servicemen	SC. Sportsmen	S.C. Handicapped	S.C. Freedom Fighters	Other S.C.s	Total S.C.s
12.5%	4%	1%	—	—	7.5%	25%
—	B.C. Ex. Servicemen 2%	B.C. Sportsmen —	B.C. Handicapped —	B.C. Freedom Fighters —	Other B.C.s 10%	Total B.C.s 12%
—	GENERAL Ex. Servicemen 7%	GENERAL Sportsmen 2%	GENERAL Handicapped 3%	GENERAL Freedom Fighters 1%	Unreserved 50%	Total GENERAL Category 63%
—	TOTAL Ex. Servicemen 13%	Total Sportsmen 3%	Total Handicapped 3%	Total Freedom Fighters 1%	—	—

- Note 1.: Fifty percent of the Vacancies of the quota reserved for Scheduled Castes in direct recruitment shall be offered to Balmikis and Mazbhi Sikhs, if available as a first preference from amongst the Scheduled Castes.
2. If Ex-Servicemen are not available, their dependents should be considered. For this purpose reference may be made to para no. 4 of Punjab Recruitment of Ex-servicemen rules 1982.

II) Provision of Concession

A relaxation of 5% marks should be admissible at the graduate and master's level for the Scheduled Castes/Scheduled Tribes at the time of filling posts by direct recruitment of class 'A', 'B' and 'C' of non-teaching employees.

III) Filling up the Vacancies by Promotion

According to Amendment Act 2018 (Punjab Act no. 17 of 2018)

The following Reservation Policy shall be applicable for filling up the vacancies by promotion for non-teaching employees of Group 'A', 'B', 'C' and 'D' including technical &

professional staff provided the candidate promoted under reservation quota must fulfill the qualifications and conditions prescribed for respective Post:

Scheduled Castes of Non-teaching employees

Group A & B : 14%

Group C & D : 20%

Note: 1. Reservation shall also be applicable to proforma promotion and appointment by transfer.

2. The Punjab Scheduled Caste and Backward Classes (Reservation in Services) Amendment Act 2018 (Punjab Act No. 17 of 2018) shall come into force on and w.e.f 20th Feb, 2018.

Physically handicapped

3% for 'A', 'B', 'C', & 'D' class employees which is classified as below :

Type of handicap	Percentage
1. Blind & partially blind	1%
2. Deaf & dumb	1%
3. Orthopaedically handicapped and mentally retarded	1%

IV) De-Reservation of Reserved Vacancy

There shall be no de-reservation of any reserved vacancy which is to be filled up by direct recruitment or by promotion. In case a qualified or eligible candidate is not available to fill up concerned vacancy, in that situation, such vacancy shall remain unfilled until the suitable candidate is available.

Note: No post in the reserved category shall, in any circumstances, be filled up from a candidate in the general category unless the Selection Committee unanimously records a finding that no suitable candidate from the reserved category is available before it.

1. Assistant Registrars

The posts of Assistant Registrars shall be filled on the

basis of 25 percent by direct recruitment after advertisement and 75 percent by promotion from the Superintendents working in the University on the basis of seniority-cum-merit. Any Post of Assistant Registrar falling vacant shall be filled in such a manner that the above ratio is maintained.

Qualifications/experience for the post of Assistant Registrars (Direct Recruitment)

Master's degree/LL.B. with atleast 50% marks from a recognized University with five years regular teaching/administrative experience in Educational Institution (College/University)/Government/Semi-Government/Autonomous Institutions.

- The promotion of Assistant Registrars from within the office will be on the basis of seniority-cum-merit and shall be made on the recommendation of a Screening Committee appointed by the Vice-Chancellor.
- The seniority alone will not be criteria for promotion from within the office. Suitability and efficiency also will be the determining factors in the matter of promotion.
- The 75% posts of Assistant Registrar which are to be filled in by promotion from within the office shall be filled in from amongst the Superintendents on the basis of Seniority-cum-merit.
- No Superintendent shall be promoted as Assistant Registrar unless he has put up atleast two years service as Superintendent in this University. In order that the interests of the employees do not suffer on this account, a post of Assistant Registrar which is to be filled up by promotion from amongst the Superintendents on the basis of Seniority-cum-merit may not be filled up but a Senior Assistant may be promoted as a temporary Superintendent and his salary be charged against the vacant post of Assistant Registrar. As and when the in-service Superintendent would fulfil the condition of atleast two years service as a Superintendent, he may be promoted as a temporary measure against the post of an Assistant Registrar, will then be adjusted against the vacancy thus caused by the promotion of a Superintendent as an Assistant Registrar on the basis of seniority-cum-merit.

- (e) The post of Assistant Registrar created through ratio from amongst P.As. shall be filled by the promotion from amongst the P.As. on the basis of seniority-cum-merit on the recommendation of Screening Committee approved by the Vice-Chancellor.

Provided that no P.A. shall be promoted as Assistant Registrar unless he has put atleast two years service as P.A. in this University.

2. Superintendents

- (a) The posts of Superintendents shall be filled up by promotion from amongst the Senior Assistants on the basis of Seniority-cum-merit.
- (b) The promotion shall be made on the recommendation of a Screening Committee to be appointed by the Vice-Chancellor.
- (c) The seniority alone will not be the criteria for promotion from within the office. Suitability and efficiency also will be the determining factor in the matter of promotion.
- (d) No Senior Assistant shall be promoted as Superintendent unless he has put in at least five years' service as such in this University.

3. Assistants

- The posts of Assistants shall be filled by promotion from amongst the Clerks/Clerk-cum-Junior Data Entry Operators/Junior Assistants on the basis of seniority-cum-merit.
- No Clerks/Clerk-cum-Junior Data Entry Operators/Junior Assistants shall be promoted as Assistant unless he/she has put in atleast five years service as such in this University.

4. Computer related Non-Teaching Posts

(A) Programmer (100% direct recruitment)

- M.Tech. (CSE)/M.Tech. (IT)/MCA/Equivalent with atleast 60% marks in aggregate.
- Knowledge of Punjabi upto Matric Standard.

(B) Sr. Technical Asstt. (Computer)/Programme Asstt. (Computer)/Asstt. Programmer

- (a) By promotion through Screening Committee on the basis of seniority-cum-merit: 50%

- b) By promotion through Selection by Selection-cum-Screening Committee:50%; with the following qualifications;

Qualifications:

Having Eight years of experience as Computer Operator in the University.

Or

Having Five years of experience as Computer Operator in University who possess the following prescribed qualifications for the post of Sr. Technical Asstt. (Computer)/ Programme Asstt. (Computer)/Asstt. Programmer.

Qualifications:

- MCA/B.Tech (CSE) or equivalent thereto with atleast 55% marks.
- Knowledge of Punjabi upto Matric standard.

Note : The designation of Sr. Technical Asstt. (Computer) and Programme Assistant be redesignated as Assistant Programmer.

(C) Computer Operator

- By Promotion through Screening Committee on the basis of seniority-cum-merit: 50% .
- By Promotion through Selection by Selection-cum-Screening Committee: 50% with the following qualifications:

Qualifications:

Having Eight years of experience as Data Entry Operator in the University.

Or

Having Five years of experience as Data Entry Operator in the University who possess the following prescribed qualifications for the post of Computer Operator :

Qualifications:

- MCA/M.Sc.(CS)/M.Sc.(IT)/B.Tech (CSE) or equivalent thereto with atleast 50% marks.

2. Knowledge of Punjabi upto Matric standard.

(D) Data Entry Operator

- a) By Promotion through Screening Committee on the basis of seniority-cum-merit: 50%
- b) By Promotion through Selection by Selection-cum-Screening Committee: 50% with the following qualifications:

Qualifications :

Having Eight years of experience as Attendant (Computer) in the grade of Junior Technician (Computer)/Junior Technician (Computer) in the University.

OR

Having Five years of experience as Attendant (Computer) in the grade of Junior Technician (Computer)/Junior Technician (Computer) in the University who possess the following prescribed qualifications for the post of Data Entry Operator:

Qualifications :

1. MCA/M.Sc.(CS)/M.Sc.(IT)/B.Tech(CSE) or equivalent thereto.
2. Knowledge of Punjabi upto Matric standard.

(E) Clerk-Cum-Junior Data Entry Operator

- (i) BCA/B.Sc.(IT)/B.Sc. (Computer Science) from a recognized University/Institute with atleast 50% marks.

OR

Graduation with Computer Science as a subject from a recognized University/Institute with atleast 50% marks.

OR

Graduate from a recognized University/Institute with atleast 50% marks and PGDCA from GNDU or equivalent thereto.

OR

B.Tech./BE in any stream with Computer Science subject from a recognized University/Institute with atleast 50% marks.

OR

Master's degree in Computer Science/Computer Application/IT from a recognized University/Institute with atleast 50% marks.

- (ii) Must have passed Punjabi subject upto Matric standard.

(F) Junior Technician (Computer)/Attendant (Computer) (100% direct recruitment)

1. BCA/B.Sc.(IT)/ B.Sc. Computer Science/B.Sc. Eco. Or equivalent thereto or B.A./B.Sc. with Computer Sc. as an elective Subject with atleast 50% marks

OR

Post-Graduate/Graduate with 50% marks and PGDCA from GNDU or equivalent thereof.

2. Knowledge of Punjabi upto Matric Standard.

Note: 1 Candidates working as Junior Technician(Computer)/Attendant (Computer)/Clerk-cum-Junior Data Entry Operator (CCJDEO) (on adhoc basis) prior to revision of qualifications can be considered for appointment on the condition that in case they are selected for the post, will have to pass Dip. in Computer Application (DCA)/PGDCA of Guru Nanak Dev University or equivalent thereto within two years from the date of their appointment.

Note : 2 The designation of the post of Attendant (Computer) in the grade of Junior technician (Computer) may be changed to that of Junior Technician (Computer) as and when the post of Attendant (Computer) falls vacant.

4.1 33% vacancies of Clerk-cum-Junior Data Entry Operators shall be filled by promotion from amongst the in-service-Duplicating Machine operators-cum-Restorers-cum-Daftries/"C" class employees provided the incumbent fulfils the academic and other qualifications as prescribed below:-

- i) +2 with eight years experience.

OR

Graduate with five years experience.

- ii) Must have passed the subject of Punjabi upto Matric Standard.

- iii) Good practical and theoretical knowledge of Computer. The knowledge of computer/typing shall be tested through a written/practical test and only those candidates who qualify the written/practical test shall be considered for promotion.

5. Photostat Machine Operator-cum-Restorer-cum-Daftri

- (1) 50% of the posts of Photostat Machine Operator-cum-Restorer-cum-Daftri shall be filled up by promotion from amongst the peons on the basis of seniority-cum-merit who are atleast Matriculate and have experience of atleast five years as peon.
- (2) 50% of the posts of Photostat Machine Operator-cum-Restorer-cum-Daftri shall be filled up from amongst the peons having experience of atleast five years as peon on the basis of seniority-cum-merit.

Note : The employees designated as Photostat Machine Operator-cum—Restorer-cum-Daftri will work on Photostat-Machines.

6. Personal Assistants

Personal Assistants Grade-1, Stenographers and Steno-typists shall form a separate cadre.

- (a) The posts of Personal Assistants shall be filled up by promotion from amongst the Stenographers on the basis of seniority-cum-merit.
- (b) The promotion shall be made on the recommendation of a Screening Committee to be appointed by the Vice-Chancellor.
- (c) The seniority alone will not be the criteria for promotion from within the office. Suitability and efficiency also will be the determining factor in the matter of promotion.
- (d) No Stenographer shall be promoted as Personal Assistant unless he has put in at least Five Years' service as such in this University.

7. Stenographers

- (a) The posts of Stenographers shall be filled up by promotion from amongst the Steno-Typist on the basis of seniority-cum-merit.

- (b) No Steno-Typist shall be promoted as Stenographer unless he has put in at least seven years service as such in this University.
- (c) They will have to qualify the Typing Test on Computer (in the language they were appointed as Steno-Typist) within a period of six months in not more than three chances, failing which, they will be reverted to their original post and they will not be considered for promotion to the posts of Stenographers for a period of one year from the date of their reversion. After the expiry of this period, they would be considered for promotion as Stenographer only if they qualify the Typing-Test on Computer.

Criteria for Typing

To qualify the Typing Test on Computer, he/she will have to secure atleast 50% marks. One Mark for one mistake will be deducted.

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| (i) Duration of the Test | : | 20 Minutes |
| (ii) Paragraph for Test | : | 400 Words |
| (iii) Marks for Test | : | 30 Marks |

8. Steno-typists and Clerks

These posts shall be filled through competitive test and on the recommendation of a Screening Committee appointed by the Vice-Chancellor.

9. Senior Proof Readers

The posts of Senior Proof Readers shall be filled up on the basis of 50% by Promotion through Selection from amongst the in service Junior Proof Readers by the Selection-cum-Screening Committee and 50% by promotion from amongst the Junior Proof Readers in the University on the basis of seniority-cum-merit and such appointments shall be made alternatively as under:

For Promotion-through-Selection and Promotion on the basis of seniority-cum-merit

- (a) The qualifications for the posts of Senior Proof Readers shall be as under:-
 - i) Candidates should have passed M.A. in second class in the subject of English or Punjabi. A

candidate who has passed M.A. in subject other than English or Punjabi, he should have passed B.A. examination with English or Punjabi as one of his subjects, obtaining atleast 50% marks or should have passed B.A. (Hons.) in English or Punjabi or equivalent examination.

- ii) The candidate must possess a minimum experience of five years as Junior Proof Readers or equivalent post. M.A. (Journalism) may be given preference.

Provided that candidates having atleast 8 years experience as Junior Proof Readers with M.A. will be eligible if they fulfil all other conditions.

- (b) The promotion of Senior Proof Readers from within the office will be on the basis of seniority-cum-merit and shall be made on the recommendations of a Screening Committee appointed by the Vice-Chancellor.
- (c) The seniority alone will not be criteria for promotion from within the office. Suitability and efficiency will also be the determining factors in the matter of promotion.

10. Junior Proof Readers

The posts of Junior Proof Readers shall be filled up on the basis of 50% by Promotion through selection from amongst the in-service Copy Holders by the Selection-cum-Screening Committee and 50% by promotion from amongst the Copy Holders in the University on the basis of seniority-cum-merit and such appointments shall be made alternatively as under:

Promotion through-Selection: 50%

The qualifications and experience shall be as under:-

Atleast M.A. with proficiency in English and Punjabi OR BA with English or Punjabi as one of the subjects with at least two years experience of Proof Reading in a good printing press or newspaper office. Must have passed Punjabi Language upto Matriculation. Those possessing above qualifications and have three years experience of Copy Holder in the University Printing Press and have proficiency in proof reading shall also be eligible.

Promotion : 50%

- (a) For promotion of Junior Proof Readers from within the office, persons possessing the above qualification and

having three years experience as Copy Holders in the University and proficiency in proof reading shall be eligible.

- (b) The promotion of Junior Proof Readers from within the office will be on the basis of seniority-cum-merit and shall be made on the recommendations of a Screening Committee appointed by the Vice-Chancellor.
- (c) The seniority alone will not be the criteria for promotion from within the office. Suitability and efficiency will also be the determining factors in the matter of promotion.

11. Copy Holder

Direct Recruitment : 100%

1. B.A. Second division or M.A.
2. Punjabi upto Matric Standard.
3. Two years experience as Proof Reader or Copy Holder in any press.

LIBRARY STAFF

Sr. No.	Name of the post	Qualification	Ratio of recruitment
1.	Junior Library Attendant-cum-Peon	Senior Secondary certificate	Direct Recruitment 100%
2.	Restorer-cum-Attendant (Library)		
	For outsiders	B.Lib Science	Direct Recruitment 66%
	For Internal employees	1. Senior Secondary certificate 2. Diploma in Library Science (2nd division) 3. At least five years experience as Junior Library Attendant cum-Peon in the Bhai Gurdas Library or its branches	By Promotion/ Selection 33%

The employees appointed/promoted against these posts will perform the same duties as of the Jr. Library Attendant-cum-Peon such as:-

- (1) Restoring/shelving of books.
- (2) To ensure that the books are kept neat and clean by them.
- (3) In addition to above, any other duty to be assigned by the University Librarian from time to time.

Note :- The existing Peons of Bhai Gurdas Library or its branches having five years experience in the Library as on 31-3-2004 and also having the prescribed academic qualification, are also eligible for promotion of Restorer-Cum-Attendant (library)

3. Professional Assistant Qualifications

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| 1. B.A./B.Sc./B.Com. IInd Class with B.Lib. Science IInd Class | Direct recruitment 50% |
| OR | |
| M.A./M.Sc./M.Com.plus B.Lib. Science IInd Class | |
| 2. Must have passed Microsoft word course recognized by the University/Govt. Institution and should have proficiency to operate the computer | |
| 3. Must have passed Punjabi upto Matric standard. | |

By Promotion Selection

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|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. B.A./B.Sc./B.Com. with Diploma/Certificate in Library Science. Second Division. | By Promotion/ Selection 50% from within the inservice Restorer (Library) in the Bhai Gurdas Library or its branches with atleast five years experience as Restorer (Library) in the respective library. |
| 2. Must have passed Microsoft word course and shall have Proficiency to operate the computer. | |
| 3. Must have passed Punjabi upto Matric standard | |

4. **Assistant Librarian Qualifications**

1. Master's degree in Library Science/Information Science/ Documentation science or an equivalent professional degree with atleast 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library. **Direct recruitment 100%**
2. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
3. However, candidates, who are, or have been awarded 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 University Assistant Librarian/ College Librarian.

Further, the award of degrees 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/By laws/Regulations of the Institution awarding the degrees and the Ph.D. candidates 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 Universities/Colleges/Institutions subject to the fulfilment of the following conditions

- Ph.D. degree of the candidate awarded in regular mode only;
- Evaluation of the Ph.D. thesis by at least two external examiners;
- Candidate had published two research papers out of which at least one in a refereed journal from out of his/her Ph.D. work;
- The candidate had presented two papers in seminars/ conferences from out of his/her Ph.D. work;
- Open Ph.D. viva-voce of the candidate had been conducted.

(a) to (e) as above are to be certified by the Vice-Chancellor/ Pro Vice-Chancellor/Dean (Academic Affairs)/Dean (University Instructions);

Note: In case U.G.C. amends the qualifications for this post, that shall also be applicable in this University.

5. **Deputy Librarian Qualifications**

1. A Master's degree in Library Science/Information Science/ Documentation with atleast 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record. **Direct recruitment 100%**
2. Five years experience as an Assistant University Librarian/ College Librarian.

3. Evidence of innovative Library Service and organisation of published work and professional commitment computerization of library.
4. Desirable: M.Phil/Ph.D. Degree in Library Science/ Information Science/ Documentation/Archives and Manuscript-keeping/Computerization of Library.
5. A minimum score of 300 points as stipulated in the Academic performance Indicator (API) based Performance Based Appraisal System (PBAS) as set out in the UGC Regulations.

Note: In case U.G.C. amends the qualifications for this post, that shall also be applicable in this University.

6. Librarian Qualifications

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| <ol style="list-style-type: none"> 1. Master's degree in Library Science/Information Science/ Documentation with atleast 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record. 2. Atleast thirteen years experience as Deputy Librarian in a University Library or eighteen years experience as College Librarian. 3. Evidence of innovative Library Service and organisation of published work. 4. Desirable: M.Phil/Ph.D. Degree in Library Science/ Information Science/ | <p>Direct recruitment 100%</p> |
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Documentation/Archives and Manuscript-keeping.

5. A minimum score of 400 points as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) as set out in the UGC Regulations.

Note: In case U.G.C. amends the qualifications for this post, that shall also be applicable in this University.

General

- (i) Direct appointment, wherever provided for the various posts in the University Library, Departmental Libraries and Libraries of Study Centres set up by the University will be made on the recommendations of duly constituted committees by the Vice-Chancellor/Syndicate.
- (ii) Direct recruitment after advertisement and appointment by promotion/selection shall be made alternately.
- (iii) Qualifications laid down for different posts will be as prescribed for direct recruitment and appointment/selection by promotion.
- (iv) The promotion/selection from within, will be on the basis of seniority-cum-merit and shall be made on the recommendations of a committee constituted by the Vice-Chancellor from time to time.
- (v) The seniority alone will not be the criteria for promotion/selection from within. Suitability and efficiency also will be the determining factors in the matter of promotion/selection.
- (vi) In-service employees who fulfil the requisite qualifications for respective posts and are otherwise eligible may also apply for the posts to be filled by direct recruitment.
- (vii) Appointment to a post in any grade to be made by promotion/selection shall be made from amongst employees working on the posts in the next lower grade.

Note: In the case of internal candidates the qualification for promotion of the Library staff, would be the same as prescribed by the Government for promotion of equivalent posts.

SECURITY STAFF

1. **Security Guard**
Direct recruitment 100%
Ex-servicemen from Defence Forces/Para Military Forces.
2. **Head Watchman**
By promotion 100%
The post of Head Watchman shall be filled up on the basis of Seniority-cum-merit from amongst the Security Guards, provided one should be literate and can maintain record of leave and attendance etc. The person should not be handicapped.
3. **Gunman**
 - i) By Direct Selection 50%
From amongst the Head Watchman and Security Guards provided the incumbent had served for five years in this University. The person should be confirmed in his post and should not be handicapped.
 - ii) By Promotion 50%
From amongst the Head Watchman/Security Guards on the basis of Seniority-cum-merit, provided he is confirmed and is not handicapped.
4. **Watch & Ward Supervisor**
Direct Selection 100%
The post shall be filled up by direct recruitment through advertisement and the minimum qualification for this post is Ex-junior Commissioned Officer, not below the rank of a Subedar Major or a retired Police Officer not below the rank of an Inspector. However, the qualifications may be relaxed to the rank of a Subedar for a candidate who is in the service of the University with atleast two years of experience. Knowledge of Punjabi upto Matric standard is essential.
5. **Security Officer**
Direct Selection 100%
 - (i) Retired Army Officer with minimum rank of Major, preferably from the infantry and having experience of security and intelligence or retired Police Officer of the rank of DSP or above.
 - (ii) Punjabi Upto Matric is essential.
 - (iii) The retired person above the age of 60 years will be recruited initially for a period of 3 years with fixed salary (Last pay drawn minus pension).

UNIVERSITY PRESS

Inker

By Direct Recruitment 100%

Qualifications

Matric with three years experience of Cylinder/Treadle machine. Preference will be given to a person capable of operating treadle machine. Selected candidate is supposed to operate the machine also. However, the qualifications may be relaxed in the case of candidates already working in the University Press.

Impositor

By Direct Recruitment 100%

Qualifications :

Matric with three years experience of Cylinder/treadle machine. Preference will be given to a person capable of operating treadle machine. Selected candidate is supposed to operate the machine also. However, the qualifications may be relaxed in the case of candidates already working in the University Press.

Machineman

By Direct Recruitment 50%

Qualifications :

Matric with seven years experience of printing of books, journals, job work, colour work on treadle as well as Cylinder machine. The candidate shall have to qualify the departmental test. Preference will be given to the I.T.I. certificate holder. However, the qualifications may be relaxed in the case of candidates already working in the University Press.

By Promotion : 50%

Qualifications :

Having five years experience as Impositor/Inker including service on daily wages on the basis of seniority-cum-merit.

Sr. Machineman

By Promotion 100%

Qualifications :

Having five years experience as Machineman on the basis of seniority-cum-merit.

Distributor

This post will be filled only in case it is approved by the Finance Committee.

By Direct Recruitment 100%

Qualifications :

Matric with five years experience as Distributor in Punjabi/Hindi and English types. Should have knowledge of book and job work. Preference will be given to a person knowing composing work/I.T.I. certificate holder. However, the qualifications may be relaxed in the case of candidates already working in the University Press.

Compositor

By Direct Recruitment : 50%

Qualifications :

Matric with seven years experience as Compositor (book and job work) in Punjabi, Hindi & English, provided the candidate qualifies departmental test.

By Promotion : 50%

Qualifications :

Having five years experience as Distributor/Compositor including service on daily wages on the basis of seniority-cum-merit.

Sr. Compositor

By Promotion : 100%

Qualifications :

Matric with five years experience as Compositor on the basis of seniority-cum-merit.

Learner Binder

By Direct Recruitment : 100%

Qualifications :

Matric with atleast five years experience of binding in a

good binding house and knowing different kinds of binding. provided the candidate qualifies the test. Preference will be given to I.T.I. certificate holder. However, the qualification may be relaxed in the case of candidates already working in the University.

Binder

By Direct Recruitment : 50%

Qualifications :

Matric with seven years experience as Binder in good binding house and knowing different kinds of bindings, provided the candidate qualifies the test. Preference will be given to I.T.I. certificate holder. However, the qualifications may be relaxed in the case of candidates already working in the University.

By Promotion : 50%

Qualifications :

Having five years continuous service as Learner Binder on the basis of seniority-cum-merit.

Ware House Operator

By Promotion : 100%

Qualifications :

Having five years service as Binder on the basis of seniority-cum-merit.

Computer

By Direct Recruitment : 100%

Qualifications :

Matric with five years practical experience of costing, estimating, and ability to calculate daily output of work in press, provided the candidate qualifies the test. Preference will be given to diploma holder or two years' certificate course in Printing Technology.

Assistant Section Holder

By Direct Recruitment : 50%

Qualifications :

Matric with Diploma in Printing Technology with four years' experience in supervisory capacity in a Press of repute.

Or

Matric with ten years experience as Compositor/Binder/Machineman in a University/Govt. Press.

By Promotion : 50%

Qualifications :

Matric with seven years experience as Senior Machineman/Senior Compositor/Ware House Operator/Compositor/Machineman/Binder on the basis of seniority-cum-merit.

Section Holder

By Promotion : 100%

Qualifications :

Matric with seven years experience as Assistant Section Holder/Computer on the basis of seniority-cum-merit.

Foreman

By Promotion : 100%

Qualifications :

Matric with seven years' experience as Section Holder on the basis of seniority-cum-merit.

General

- (i) Direct appointment, where ever-provided, for the various posts, will be made on the recommendations of a Committee duly constituted by the Vice-Chancellor.
- (ii) (a) The promotion from within will be on the basis of seniority-cum-merit and shall be made on the recommendation of a Screening Committee constituted by the Vice-Chancellor.
- (b) The seniority will not be the only criteria for promotion from within. Suitability and efficiency will also be the determining factors in this matter.
- (iii) The Direct recruitment through advertisement and appointment by Promotion shall be made alternatively.

MAINTENANCE STAFF (ENGINEERING DEPARTMENT)

Helper to Carpenter/Fitter/Plumber/Welder-cum-Black Smith

By Direct Recruitment : 100%

Qualifications :

1. Matric with Punjabi.
2. Persons with experience or having passed Certificate course from I.T.I. or any other recognised Institution in the respective Trade will be preferred.
3. Shall have to clear Trade test and/or viva voce conducted by a committee constituted by the Registrar.

Helper to Painter/Mason

By Direct Recruitment : 100%

Qualifications :

1. Matric with Punjabi.
2. Persons with experience will be preferred.
3. Shall have to clear Trade test and/or viva voce conducted by a committee constituted by the Registrar.

Helper to Electrician

By Direct Recruitment : 100%

Qualifications :

1. Matric with Punjabi.
2. Two years Trade Certificate from I.T.I. or any other recognized Institution in the trade of Electrician/Persons having License of A class Wireman issued by Chief Electrical Inspector to the Govt. of Pb. or any other State Govt.
3. Shall have to clear Trade test and/or viva voce conducted by a committee constituted by the Registrar.

Work Munshi/Work Inspector/Road Inspector

By promotion from amongst Mortar Mates working in Guru Nanak Dev University on the basis of seniority-cum-merit : 50%

Qualifications

1. Matric with Punjabi.

2. Seven years experience as Mortar Mate in Guru Nanak Dev University.

OR

Ten years experience as Mortar Mate in Guru Nanak Dev University for present incumbents who are non-matric by relaxing qualification of Matric.

3. Shall have to clear Trade test and/or viva voce conducted by a committee constituted by the Vice-Chancellor.

Note : If no Mortar Mate is found suitable for promotion for the post of Work Munshi/Work Inspector/Road Inspector the post shall be filled through direct recruitment.

By Direct Recruitment : 50%

Qualifications :

1. Matric with Punjabi.
2. Certificate Course for Civil Draftsman from I.T.I. or any other recognized institution. Preference will be given to persons having Diploma in Civil Engineering.
3. Should be able to study drawings, estimates, NIT etc. and get the work executed as per documents.
4. Shall have to clear Trade test and/or viva voce conducted by a committee constituted by the Vice-Chancellor.

Mortar Mate

By Direct Recruitment: 100%

Qualifications :

1. Matric with Punjabi.
2. Certificate Course from I.T.I. or any other recognized institution in the trade of Civil Draftsman.
3. Shall have to clear Trade test and/or viva voce conducted by a committee constituted by the Vice-Chancellor.

Sewerman

By Direct Recruitment : 100%

Qualifications :

1. Middle Passed.
2. Should have knowledge/experience of the Trade.

3. Shall have to clear Trade test and/or viva voce conducted by a committee constituted by the Registrar.

Beldar/Keyman

By Direct Recruitment : 100%

Qualifications :

1. Matric with Punjabi.
2. Should have knowledge/experience of respective trade.
3. Shall have to clear Trade test and/or viva voce conducted by a committee constituted by the Registrar.

Pump Attendant-cum-Chowkidar

By Direct Recruitment : 100%

Qualifications :

1. Matric with Punjabi.
Certificate course from I.T.I. or any other recognised institution in the Trade of Machinist/Electrician/Wireman will be preferred.
2. Shall have to clear Trade test and/or viva voce conducted by a committee constituted by the Registrar.

Store Attendant

By Direct Recruitment : 100%

Qualifications :

1. Matric with Punjabi.
2. Preference will be given to persons who have working knowledge of Computer and Engineering Store items.
3. Shall have to clear Trade test and/or viva voce conducted by a committee constituted by the Registrar.

Tubewell Mechanic

By Direct Recruitment : 100%

Qualifications :

1. Matric with Punjabi.
2. Certificate course in the trade of Machinist/Fitter from I.T.I. or any other recognised Institution. Preference will be given to the candidates holding Diploma in Mechanical Engineering.
3. Shall have to clear Trade test and/or viva voce.

Pump Driver

By promotion from amongst Pump Attendant-cum-Chowkidar working in the Guru Nanak Dev University on the basis of seniority-cum-merit : 33%

Qualifications :

1. Matric with Punjabi.
2. Seven years experience as Pump Attendant-cum-Chowkidar in Guru Nanak Dev University.

OR

Ten years experience as Pump Attendant-cum-Chowkidar in Guru Nanak Dev University for present incumbents who are non-Matric by relaxing the qualification of Matric.

3. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Note : If no Pump Attendant-cum-Chowkidar is found suitable for promotion to the post of Pump Driver, the post shall be filled through direct recruitment.

By Direct Recruitment : 67%

Qualifications :

1. Matric with Punjabi.
2. Certificate course from I.T.I. or any other recognised institution in the trade of Machinist/Electrician/Wireman. Preference will be given to the candidates holding diploma in Mechanical/Electrical Engineering.
3. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Store Munshi

By promotion from amongst Store-Attendants working in Guru Nanak Dev University on the basis of seniority-cum-merit : 100%

Qualifications :

1. Matric with Punjabi and Seven years experience as Store Attendant in Guru Nanak Dev University.
2. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Note : If no Store Attendant is found suitable for promotion to the post of Store Munshi, the post shall be filled through direct recruitment for which the qualifications will be as under :-

Qualifications :

1. Matric with Punjabi.
2. Certificate course in the trade of Civil Draftsman from I.T.I.
3. Knowledge of Civil, Public Health, Electrical, Mechanical Store items related to Engineering Department.
4. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Store Keeper

By promotion from amongst the Store-Munshis working in Guru Nanak Dev University on the basis of seniority cum-merit : 100%

Qualifications :

1. 10+2 and Punjabi upto Matric level.
2. Should have the working knowledge of Computer.
3. Five years experience as Store Munshi in Guru Nanak Dev University.
4. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Note : If no Store Munshi is found suitable for promotion to the post of Store Keeper, the post shall be filled through direct recruitment for which the qualifications will be as under :-

Qualifications :

1. 10+2 with Punjabi upto Matric level.
2. Certificate course in the trade of Civil Draftsman from I.T.I. or any other recognised Institution. Preference will be given to Diploma in Civil Engg.
3. Should have the working knowledge of Computer.
4. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Refrigeration/Air Conditioning Mechanic

By Direct Recruitment : 100%

Qualifications :

1. Matric with Punjabi.
2. Two years certificate from I.T.I. or any other recognized Institution in the trade of Refrigeration & Air Conditioning.
3. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Welder-cum-Blacksmith

By promotion from amongst the Helpers to Welder-cum-Blacksmith working in Guru Nanak Dev University on the basis of seniority-cum-merit: 100%

Qualifications :

1. Matric with Punjabi.
2. Seven years experience as Helper to Welder-cum-Blacksmith in Guru Nanak Dev University.

OR

Ten years experience as Helper to Welder-cum-Blacksmith in Guru Nanak Dev University for present incumbents who are non-matric by relaxing the qualification of Matric.

3. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Note : If no Helper to Welder-cum-Blacksmith is found suitable for promotion to the post of Welder-cum-Blacksmith, the post shall be filled through direct recruitment for which the qualifications will be as under :-

Qualifications :

1. Matric with Punjabi.
2. Certificate course in the trade of Welder-cum-Blacksmith from I.T.I. or any other recognised institution.
3. Three years experience as Welder in a Govt./Semi Govt./Autonomous Bodies/University/Board/Firm of Repute.
4. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Plumber

By promotion from amongst Helpers to Plumber in the Guru Nanak Dev University on the basis of seniority-cum-merit : 50%

Qualifications :

1. Matric with Punjabi.
2. Seven years experience as Helper to Plumber in Guru Nanak Dev University.

OR

Ten years experience as Helper to Plumber in Guru Nanak Dev University for present incumbents who are non-Matric by relaxing qualification of Matric.

3. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Note: If no Helper to Plumber is found suitable for promotion to the post of Plumber, the post shall be filled through direct recruitment.

By Direct Recruitment : 50%

Qualifications :

1. Matric with Punjabi.
2. Certificate course from I.T.I. or any other recognised institution in the trade of Plumber.
3. Two years experience as Plumber in a Govt./Semi Govt./Autonomous Bodies/Corporate Houses/Firms dealing with Plumbing work/contractors registered with various departments such as PWD/MES/CPWD, etc. for civil works.
4. Shall have to clear Trade test and/or viva voce.

Fitter

By promotion from amongst Helpers to Fitter in the Guru Nanak Dev University on the basis of seniority-cum-merit : 100%

Qualifications :

1. Matric with Punjabi.
2. Seven years experience as Helper to Fitter in the Guru Nanak Dev University.

OR

Ten years experience as Helper to Fitter in Guru Nanak Dev University for present incumbents who are non-matric by relaxing qualification of Matric.

3. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Note : If no Helper to Fitter is found suitable for promotion to the post of Fitter, the post shall be filled through direct recruitment for which the qualifications will be as under :-

Qualifications :

1. Matric with Punjabi.
2. Certificate course in the trade of Fitter/Plumber, from I.T.I. or any other recognised institution.
3. Three years experience as Fitter/Plumber in a Govt./Semi Govt./Autonomous Bodies/University/Board/Firm of Repute.
4. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Mason Grade-II

By promotion from amongst Helpers to Mason in the Guru Nanak Dev University on the basis of seniority-cum-merit : 100%

Qualifications :

1. Matric with Punjabi.
2. Seven years experience as Helper to Mason in the Guru Nanak Dev University.

OR

Ten years experience as Helper to Mason in Guru Nanak Dev University for present incumbents, who are non-Matric by relaxing qualification of Matric.

3. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Note : If no Helper to Mason is found suitable for promotion to the post of Mason Grade-II, the post shall be filled through direct recruitment, for which the qualifications will be as under :—

Qualifications :

1. Matric with Punjabi with 5 years practical experience or middle with Panjabi with 10 years experience.
2. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Mason Grade-I

By promotion from amongst Masons Grade-II in the Guru Nanak Dev University on the basis of seniority-cum-merit : 100%

Qualifications :

1. Matric with Punjabi.
2. Seven years experience as Mason Grade-II in Guru Nanak Dev University

OR

Ten years experience as Mason Grade-II in Guru Nanak Dev University for present incumbents who are non-Matric by relaxing qualification of Matric.

3. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Note : If no Mason Grade-II is found suitable for promotion to the post of Mason Grade-I, the post shall be filled through direct recruitment, for which the qualifications will be as under :

Qualifications :

1. Matric with Punjabi.
2. Ten years experience as Mason in Govt./Semi Govt. Bodies/University/Board/Autonomous Body/Firm of Repute in Construction Work.
3. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Carpenter Grade-II

By promotion from amongst Helpers to Carpenter in the Guru Nanak Dev University on the basis of seniority-cum-merit : 100%

Qualifications :

1. Matric with Punjabi.
2. Seven years experience as Helper to Carpenter in the Guru Nanak Dev University.

OR

Ten years experience as Helper to Carpenter in Guru Nanak Dev University for present incumbents, who are non-Matric by relaxing qualification of Matric.

3. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Note: If no helper to Carpenter is found suitable for promotion to the post of Carpenter Grade-II, the post shall be filled through direct recruitment for which the qualifications will be as under:

Qualifications :

1. Matric with Punjabi
2. Certificate course from ITI or any other recognised institution in the trade of Carpenter.
3. Five years experience as Carpenter in Govt./Semi Govt./University/Board/Autonomous Body/Firm of Repute in Construction Work.
4. Shall have to clear trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Carpenter Grade-I

By promotion from amongst Carpenters Grade-II in the Guru Nanak Dev University on the basis of seniority-cum-merit : 100%

Qualifications :

1. Matric with Punjabi.
2. Seven years experience as Carpenter Grade-II in the Guru Nanak Dev University.

OR

Ten years experience as Carpenter Grade-II in Guru Nanak Dev University for present incumbents who are non-Matric by relaxing qualification of Matric.

3. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Note: If no Carpenter Grade-II is found suitable for promotion to the post of Carpenter Grade-I, the post shall be filled through direct recruitment for which the qualifications will be as under :

Qualifications :

1. Matric with Punjabi.
2. Certificate course in the trade of Carpenter from ITI or any other recognised institution.
3. Five years experience as Carpenter in Govt./Semi Govt./University/Board/Autonomous Bodies/Firm of repute in Construction Work.
4. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Painter

By promotion from amongst Helpers to Painter in the Guru Nanak Dev University on the basis of seniority-cum-merit : 50%

Qualifications :

1. Matric with Punjabi.
2. Seven years experience as Helper to Painter in the Guru Nanak Dev University.

OR

Ten years experience as Helper to Painter in Guru Nanak Dev University for present incumbents who are non-Matric by relaxing the qualification of Matric.

3. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Note: If no Helper to Painter is found suitable for promotion to the post of Painter, the post shall be filled through direct recruitment.

By direct recruitment : 50%

Qualifications :

1. 10+2 with Punjabi upto Matric.
2. Three years experience as Painter in Govt./Semi Govt. Bodies/University/Board/Autonomous Body/Firm of Repute.

3. Should be able to paint and write sign board in English/Punjabi.
4. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Electrician Grade-II

By Promotion from amongst the Helpers to Electrician in the Guru Nanak Dev University on the basis of seniority-cum-merit: 50%

Qualifications :

1. Matric with Punjabi.
2. Two years certificate from ITI or any other recognized institution in the Trade of Electrician/Wireman.

OR

Should possess 'A' class Wireman Licence issued by Chief Electrical Inspector to the Govt. of Punjab or any other State Government.

3. 7 years experience in the Guru Nanak Dev University as Helper to the Electrician.

OR

10 years experience as Helper to Electrician in Guru Nanak Dev University for present incumbents who are non-Matric by relaxing the qualification of Matric.

4. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Note : If no Helper is found suitable for promotion to the post of Electrician Grade-II the post shall be filled through direct recruitment.

By direct recruitment : 50%

Qualifications :

1. Matric with Punjabi.
2. Two years certificate from ITI or any other recognized institution in the Trade of Electrician/Wireman.
3. 3 years experience in Govt./Semi Govt./Reputed Firm.
4. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Electrician Grade-I

By Promotion from amongst Electricians Grade-II in the Guru Nanak Dev University on the basis of seniority-cum-merit : 100%

Qualifications :

1. Matric with Punjabi.
2. Two years certificate from ITI or any other recognized institution in the Trade of Electrician or should possess A class wireman licence issued by CEI of Govt. of Punjab.
3. 5 years experience as Electrician Grade-II in the Guru Nanak Dev University.
4. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Note : If no Electrician Grade-II is found suitable for promotion to the post of Electrician Grade-I, the post shall be filled through direct recruitment for which the qualifications will be as under :

Qualifications :

1. Matric with Punjabi.
2. Two years certificate from ITI or any other recognized institution in the Trade of Electrician/Wireman.
3. Five years experience as Electrician in Govt./Semi Govt. Bodies/University/Board/Autonomous body/Firms of repute.
4. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Foreman (Electrical)

By Promotion from amongst Electricians Grade-I in the Guru Nanak Dev University on the basis of seniority-cum-merit : 100%

Qualifications :

1. Matric with Punjabi.
2. Two years certificate from ITI or any other recognized institution in the Trade of Electrician; or should possess A class wireman licence issued by CEI, Govt. of Punjab.
3. Twelve years experience as Electrician Grade-I/Electrician Grade-II (with a minimum of Five years as Electrician Grade-I) in the Guru Nanak Dev University.

4. Shall have to clear the Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Note : If no Electrician Grade-I is found suitable for promotion to the post of Foreman (Electrical) the post shall be filled through direct recruitment for which the qualifications will be as under :

Qualifications :

1. Matric with Punjabi.
2. Three years Dip. in Electrical Engg.
3. Three years practical experience as Electrician in a Govt./Semi Govt. Bodies/Institution/University/Board/Autonomous body/Firms of repute.
4. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Foreman (Mechanical)

By promotion from amongst the Tubewell Mechanics in the Guru Nanak Dev University on the basis of seniority-cum-merit: 100%

Qualifications :

1. Matric with Punjabi.
2. Certificate course for Machinist/Fitter Trade from ITI or any other recognised Institution. Preference will be given to the candidates holding Diploma in Mechanical Engineering.
3. Twelve years experience as Tubewell Mechanics in Guru Nanak Dev University.
4. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Note : If no Tubewell Mechanic is found suitable for promotion to the post of Foreman (Mechanical) the post shall be filled through direct recruitment, for which the qualifications will be as under :

Qualifications :

1. Matric with Punjabi.
2. Certificate course for Machinist/Fitter trade from ITI or any other recognised Institution. Preference will be given to three years Diploma in Mechanical Engg.

3. Five years practical experience in a Govt./Semi Govt./University/Board/Autonomous body/Firm of repute such as Kriloskar, Siemens etc.
4. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Foreman Public Health

By promotion from amongst the Plumbers/Work Munshis/Work inspectors Working in Guru Nanak Dev University on the basis of seniority-cum-merit : 100%

Qualifications :

1. Matric with Punjabi.
2. Twelve years experience as Plumber/Work Munshi/Work Inspector in the Guru Nanak Dev University.
3. Should be able to study drawings related to Public Health works and get the work executed as per the drawings.
4. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Note : If no Plumber/Work Munshi/Work Inspector is found suitable for promotion to the post of Foreman (Public Health), the post shall be filled through direct recruitment for which the qualifications will be as under :

Qualifications :

1. Matric with Punjabi.
2. Three years Diploma in Civil Engineering.
3. Five years practical experience in a Govt./Semi Govt. Bodies/University/Board/Autonomous body/Firm of repute.
4. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Foreman Maintenance (Carpentry/Masonry)

By promotion from amongst the Carpenters/Masons working in Guru Nanak Dev University on the basis of seniority-cum-merit: 100%

Qualifications :

1. Matric with Punjabi.

2. Twelve years experience as Mason Grade-I/II or as Carpenter Grade-I/II (out of which atleast five years experience as Grade-I) in the Guru Nanak Dev University.
3. Should be able to study drawings related to Civil Works (Carpentary and/or Masonary) and get the work executed as per the drawings.
4. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Note : If no Carpenter/Mason is found suitable for promotion to the post of Foreman (Carpentry/Masonry) the post shall be filled through direct recruitment, for which the qualifications will be as under :

Qualifications :

1. Matric with Punjabi.
2. Three years Diploma in Civil Engineering.
3. Five years practical experience in a Govt./Semi Govt. Bodies/University/Board/Autonomous body/Firm of repute.
4. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Foreman (Civil)

By promotion from amongst the Road Inspectors/Work Inspectors/Work Munshi in Guru Nanak Dev University on the basis of seniority-cum-merit : 100%

Qualifications :

1. Matric with Punjabi.
2. Twelve years experience as Road Inspector/Work Inspector/Work Munshi in the Guru Nanak Dev University.
3. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Note : If no Road Inspector/Work Inspector/Work Munshi is found suitable, for promotion to the post of Foreman (Civil) the post shall be filled through direct recruitment, for which the qualifications will be as under :

Qualifications :

1. Matric with Punjabi.

2. Three years Diploma in Civil Engineering.
3. Three years practical experience in a Govt./Semi Govt. Bodies/University/Board/Autonomous body/Firm of repute.
4. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Junior Engineer (Public Health/Civil)

By promotion from amongst the Foremen/Estimators in the respective trade in the Guru Nanak Dev University on the basis of seniority-cum-merit : 33%

Qualifications :

1. Matric with Punjabi.
2. Diploma in Civil Engineering.
3. Five years practical experience as Foreman (Foreman Civil/Public Health) in Guru Nanak Dev University or Five years experience as Estimator in Guru Nanak Dev University.
4. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Note : If no Foreman/Estimator is found suitable for promotion to the post of Junior Engineer the post shall be filled through direct recruitment.

By direct recruitment : 67%

Qualifications :

1. Matric with Punjabi.
2. Diploma in Civil Engineering.
3. Shall have to clear trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Junior Engineer (Electrical)

By promotion from amongst the Foremen (Electrical) in the respective trade in Guru Nanak Dev University on the basis of seniority-cum-merit : 33%

Qualifications :

1. Matric with Punjabi.
2. Diploma in Electrical Engineering.

3. Five years practical experience as Foreman Electrical in the Guru Nanak Dev University.
4. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Note : If no Foreman (Electrical) is found suitable for promotion as Junior Engineer (Electrical) the post shall be filled through direct recruitment.

By direct recruitment : 67%

Qualifications :

1. Matric with Punjabi.
2. Three years Diploma in Electrical Engineering.
3. Shall have to clear Trade test and/or viva voce conducted by a Committee constituted by the Vice-Chancellor.

Divisional Accountant

Qualifications :

1. M.Com with experience of 3 years in the field of Accounts in registered firm/company of repute concerning construction.

OR

B.Com. with experience of 5 years in the field of Accounts in registered firm/company of repute concerning construction.

OR

Graduate and have passed Intermediate Examination of Institute of Chartered Accountant of India with experience of 5 years in the field of Accounts in registered firm/company of repute concerning construction.

OR

Graduate with 15 years of experience (including 5 years as Accounts Clerk/Senior Assistant) and having worked in an organization following P.W.D. system of Accounts.

OR

Person having passed Divisional Accountant Exam in P.W.D. Accounts conducted by Accountant General and having worked as Divisional Accountant in an organization following P.W.D. system of Accounts.

2. Punjabi upto Matric standard is essential

Qualifications for Accounts clerk and Senior Accounts clerk

Accounts clerk

Qualifications :

1. B.Com with 50% marks
2. Punjabi upto Matric level
3. Basic knowledge of computer
4. Candidate having CA/CA-Inter will be given Preference.

Senior Accounts Clerk

Qualifications :

1. B.Com/B.Com (Professional) with P.G.D.C.A. and Five Years experience in Accounts/Auditing in any Govt./Semi Govt./Private registered concern.
2. Knowledge of Punjabi upto Matric Standard.

Promotion Rules for Executive Engineer and Assistant Engineer

Assistant Engineer (Civil/Public Health/Design/Electrical)

- a) By promotion from amongst for Junior Engineer through Screening Committee on the basis of Seniority-Cum-Merit: 50%
- b) 50% by direct recruitment through advertisement.

Qualifications

1. Ten years experience as Junior Engineer (Civil/Public Health/Design/Electrical) in Guru Nanak Dev University, Amritsar for those who possess three years Diploma in Civil/Electrical Engineering.

OR

Eight years experience as Junior Engineer (Civil/Public Health/Design/Electrical) in Guru Nanak Dev University for those who possess AMIE.

OR

Six years experience as Junior Engineer (Civil/Public Health/Design/Electrical) in Guru Nanak Dev University for those who possess the Degree of Bachelor in Civil/Electrical Engineering.

2. Knowledge of Punjabi upto Matric Standard

Qualifications for Direct Recruitment :

1. Degree in Civil Engineering/Electrical Engineering (i.e. in the relevant Field) from recognized University or Institution.
2. Knowledge of Punjabi upto Matric Standard.
3. Preference will be given to those candidates who possess Master's degree in the field of Civil Engineering/Electrical Engineering.

Note : B.E./B.Tech. Degree under Distance Education mode will not be considered.

Executive Engineer

By promotion from amongst the Assistant Engineers (Civil/Public Health/Design) through Screening Committee on the basis of Seniority-cum-Merit: 100%.

Qualification

1. Bachelor's Degree in Civil Engineering.
2. Eight years experience as Assistant Engineer (Civil/Public Health/Design) in Guru Nanak Dev University, Amritsar.
3. Knowledge of Punjabi upto Matric Standard.

Note : If no incumbent is found suitable for promotion as Executive Engineer, the post shall be filled through Direct Recruitment.

Qualifications for Direct Recruitment

1. Bachelor's Degree in Civil Engineering.
2. Knowledge of Punjabi upto Matric Standard.
3. Preference will be given to those candidates who possess Master's Degree in the field of Civil Engineering.
4. Eight years experience as Assistant Engineer in Govt./Semi Govt./University/Board/Corporation/Autonomous Body.

TECHNICAL STAFF WORKING IN LABORATORIES OF SCIENCE AND OTHER DEPARTMENTS

(A) Laboratories of Science Departments

Each department should formulate the qualifications concretely for various technical posts separately but for uniformity the following guidelines may be followed and adopted in this regard :

1. Junior Technician

By 100% direct recruitment through open advertisement.

i) B.Sc.

OR

Three years Diploma in relevant subject/Two years Diploma in Pharmacy for the department of Pharmaceutical Sciences from a recognized institution.

ii) Punjabi upto Matric standard is essential.

1.1 Junior Technician in Human Genetics Department.

Qualifications

i) B.Sc. (Medical)/B.Sc. (Medical Laboratory Technology)

OR

Three year diploma in Medical Laboratory Technology with two years work experience.

ii) Punjabi upto Matric standard is essential

2. Technician

By 100% promotion from Junior Technicians subject to the fulfillment of the following conditions.

1. Suitability and capability to undertake the specific job/handling of equipments.
2. Persons who are Matric with Science and have Ten years working experience as Junior Technician in the University.

OR

Persons who are 10+2 with Science and have Eight Years working experience as Junior Technician in the University.

OR

Persons who have Five years working experience as Junior Technician in the University and possess the prescribed qualifications for the post of Technician for direct recruitment.

Note: If, in view of the specialized job requirements, no one from the internal candidates within the department is found suitable the Committee consisting of Chairman and Senior Most Faculty Members shall record this fact and the post alongwith job requirements will be notified to all the teaching departments at the Campus inviting applications for the post from internal candidates. However, if even then no suitable candidate is found, the Committee shall record this fact and the post would be advertised and filled as per normal procedure with following qualifications :

By Direct Recruitment

i) M.Sc. in the relevant subject

OR

B.Sc. or Three years Diploma in relevant subject/Two years Diploma in Pharmacy for the department of Pharmaceutical Sciences, from a recognized institution with three years experience in the relevant field.

ii) Punjabi upto Matric standard is essential.

3. Senior Technician

By 100% promotion satisfying the following qualifications and experience.

Persons who have Eight years working experience as Technician in the University.

OR

Persons who have Five years working experience as Technician in the University and possess the prescribed qualifications for the post of Senior Technician for direct recruitment.

Note : If, in view of the specialized job requirements, no one from the internal candidates within the department is found suitable, the Committee consisting of Chairman and Senior Most Faculty Members shall record this fact and the post alongwith job requirements will be notified to all the teaching departments at the Campus inviting applications for the post from internal candidates.

However, if even then no suitable candidate is found, the Committee shall record this fact and the post would be advertised and filled as per normal procedure with following qualifications:

By Direct Recruitment

M.Sc. in the relevant subject with 55% marks.

OR

B.Sc. or Three years Diploma in relevant subject/Two years Diploma in Pharmacy for the department of Pharmaceutical Sciences, from a recognized institution with five years experience in the relevant field.

ii) Punjabi upto Matric standard is essential.

4. Lab Superintendent/Senior Technical Assistant

By Direct Recruitment 100%

1. M.Sc. in the relevant subject or equivalent qualification thereof with 55% marks having three years experience in the relevant field.
2. Punjabi Pass upto Matric Standard.

B) Laboratory Superintendent for Electronics Technology Department

Qualifications :

BE/B.Tech. in Mechanical Engineering having atleast 60% marks in the aggregate from a recognized University/institution.

C) Qualifications for Technician in Pharmaceutical Department

(i) M.Sc. Chemistry/Applied Chemistry/Microbiology

OR

B.Sc. (Med./Non-Med.), 3 Years experience as Tech. in Chemistry Pharmacy Lab.

OR

B.Pharmacy

(ii) Punjabi upto Matric is essential

D) Qualifications for Senior Technician in Pharmaceutical Sciences Department

1. B.Pharmacy with 55% marks.

OR

B.Sc./Two years Diploma in Pharmacy from a recognised institution with five years experience in the relevant field.

2. Having passed Punjabi upto Matric standard.

E) Qualifications for Technician in Applied Physics Department

1. M.Sc. (Applied Physics)/M.Sc. (Electronics)/M.Sc. (Physics)

OR

B.Tech./B.Sc. (Electronics) with 60% marks.

2. Having passed Punjabi upto Matric standard.

F) Qualifications for Technician (Mechanical) in University Scientific Instrumentation Centre

1. B.Tech. (Mechanical) or Three years Diploma in Mechanical Engineering with 50% marks and having three years experience in mechanical work.
2. Punjabi upto Matric standard is essential.

G) Qualification for Technician (Boiler) in Food Science and Technology Department

- (a) M.Sc. in any field.

OR

B.Sc. in any field or three years Diploma in Electrical Instruments/ Mechanical Engineering with three years experience in Boiler operation and maintenance.

- (b) Certificate from Director of Boiler, Punjab or equivalent.
(c) Punjabi upto Matric.

H) Qualifications for the Post of Sr. Technician (Glass Blowing)

- i) M.Sc. in Physics/Chemistry/Applied Physics/Applied Chemistry with 50% marks and three years experience in Glass Blowing.

OR

B.Sc./Three years Diploma in Glass Blowing with 50% marks from recognized institution and five years experience in Glass Blowing.

- ii) Punjabi upto Matric standard is essential.

I) Qualifications for Senior Technician (Computer) in Guru Ram Das School of Planning

1. M.Sc. (Computer Science)/MCA/B.Tech (Computer Science and Engg.) with 55% marks.

OR

B.Sc. (Computer Science)/BCA/PGDCA with 55% marks from a recognized University having 5 years experience in Computer field.

2. Punjabi upto Matric Standard is essential.
3. Desirable Qualification
1 year experience in Autocad/GIS

J) Qualification for Jr. Technician in the Chemistry Department

1. B.Sc. Medical/Non-medical with chemistry as one of the major subject.
2. Punjabi upto Matric standard is essential.

K) Qualifications for Junior Technician in the Architecture department

100% by direct recruitment through open advertisement.

Essential Qualifications

1. B.Sc. Computer Science/Bachelor of Design with at least 50% marks from a recognized Institute/University.

OR

Diploma in Architectural Assistantship Diploma in Civil Engineering with at least 50% marks from a recognized Institute/University.

2. Punjabi upto Matric standard

Note : Preference will be given to the candidate with the knowledge of Auto CAD Software.

L. Qualifications for the post of Junior Technician in the Department of Psychology :-

1. B.A. (with Psychology as subject) with 2nd Division.

OR

Masters in Psychology with 2nd Division.

2. Punjabi upto Matric Standard.

M. Qualifications for Technician in the Department of Psychology :-

1. By Promotion 100% from Junior Technician in the Department.

Qualification :

Eight years experience as Junior Technician in the Department.

Note : If no Junior Technician is found eligible for the post of Technician, the same shall be filled by direct recruitment.

2. By Direct Recruitment

Qualifications :

- i) M.A. (Psychology) with 3 years experience as Lab Attendant/Junior Technician/Technician in a recognized Institution/College/University.

OR

Bachelor's Degree with Psychology as one of the subjects with 5 years experience as Lab Attendant/Junior Technician/Technician in a recognized Institution/College/University.

- ii) Knowledge of Punjabi upto Matric standard is essential.

N) Qualifications for Driver at GNDU

1. Matric
2. Must have valid driving commercial licences (which is renewable after three years) of heavy as well as light vehicles. One of these driving licenses must have been issued atleast five years ago.
3. The driving test of heavy as well as light vehicles will be conducted.
4. Punjabi upto Matric standard.
5. Must have five years practical experience of motor driving.

UNIVERSITY HEALTH CENTRE

Para Medical Staff

1. Senior Lab. Tech.

By Promotion 50% :

Qualifications :

Eight years experience as Junior Lab. Technician in University Health Centre.

Note : If no Junior Lab Technician is found eligible for the post of Senior Lab. Technician, the same shall be filled in by direct recruitment.

By Direct Recruitment 50% :

Qualifications :

1. Bachelor's Degree in Medical Lab. Technology with two years experience in Health Centres of Govt./Semi Govt. Bodies/Corporation/Autonomous Bodies/Hospital of repute having at least 50 beds.

OR

Diploma in Medical Lab. Technology after 10+2 with 5 years experience in clinical Health Centres of Govt./Semi Govt. Bodies/Corporation/Autonomous Bodies/Hospital of repute having at least 50 beds.

OR

Diploma in Medical Lab. Technology after Matriculation with 8 Years experience in clinical Health Centres of Govt./Semi Govt. Bodies/Corporation/Autonomous Bodies/Hospital of repute having at least 50 beds.

2. Knowledge of Punjabi upto Matric standard is essential.

2. Staff Nurse

Direct Recruitment 100%

Qualifications :

1. Bachelor's Degree in General Nursing with 2 years experience in Health Centres of Govt./Semi-Govt. Bodies/Corporation/Autonomous Bodies/Hospital of repute having atleast 50 beds.

OR

Diploma in General Nursing after 10+2 with 5 years experience in Health Centres of Govt./Semi Govt. Bodies/Corporation/Autonomous Bodies/Hospital of repute having at least 50 beds.

OR

Diploma in General Nursing after Matriculation with 8 years experience in Health Centres of Govt./Semi Govt. Bodies/Corporation/Autonomous Bodies/Hospital of repute having at least 50 beds.

2. Knowledge of Punjabi upto Matric standard is essential.
3. Job is residential in nature and stay on the campus is mandatory.

3. Dispenser-cum-Pharmacist

Direct Recruitment 100%

Qualifications :

1. Diploma in Pharmacy after 10+2 with 5 years experience in Health Centres of Govt./Semi Govt. Bodies/Corporation/Autonomous Bodies/Hospital of repute having at least 50 beds.

OR

Diploma in Pharmacy after Matriculation with 8 years experience in Health Centres of Govt./Semi Govt. Bodies/Corporation/Autonomous Bodies/Hospital of repute having at least 50 beds.

2. Knowledge of Punjabi upto Matric standard is essential.
3. Job is residential in nature and stay on the Campus is mandatory.

4. Junior Technician

Direct Recruitment 100%

Qualifications :

1. Diploma in Medical Lab. Technology after 10+2 with 3 years experience in Health Centres of Govt./Semi Govt. Bodies/Corporation/Autonomous Bodies/Hospital of repute having at least 50 beds.

OR

Diploma in Medical Lab. Technology after Matriculation with 5 years experience in Health Centres of Govt./Semi Govt. Bodies/Corporation/Autonomous Bodies/Hospital of repute having at least 50 beds.

2. Knowledge of Punjabi upto Matric standard is essential.

5. Junior Staff Nurse

Direct Recruitment 100%

Qualifications :

1. Diploma in General Nursing after 10+2 with 3 years experience in the Health Centres of Govt./Semi Govt. Bodies/ Corporation/Autonomous Bodies/Hospitals of repute having atleast 50 beds.

OR

Diploma in General Nursing after Matriculation with 5 years experience in the Health Centres of Govt./Semi Govt. Bodies/ Corporation/Autonomous Bodies/Hospitals of repute having at least 50 beds.

2. Knowledge of Punjabi upto Matric standard is essential.
3. Job is residential in nature and the person selected will be required to stay on the Campus/girls hostel for emergency duty during night.

6. Attendant (for Health Centre)

Direct Recruitment 100%

Qualifications :

1. 10+2 with 2 years experience as attendant/dresser in dental clinic/Operation Theatre/Casualty Wards in Health Centres/ Hospitals of Govt./Semi Govt. Bodies/Corporation/Autonomous bodies private nursing homes.

OR

10+2 with any of the paramedical diplomas i.e. Diploma in Pharmacy/Medical Lab. Technology/General Nursing or Diploma in Computer Applications/Computer Engineering/ Multipurpose worker.

2. Knowledge of Punjabi upto Matric standard is essential.
3. Job is residential in nature and the person selected will be required to stay on the campus for emergency duty during night.

7. Qualifications for the Post of Radiographer

Qualifications

1. 10+2 or equivalent examination with science subjects from a recognized board; and
2. Radiographer/X-Ray Technologist Diploma course of a minimum one year duration (including in field training in Diagnostic Radiology passed from a recognized institution.)
3. Punjabi upto Matric level.

8. Physiotherapist for Department of Sports Medicine & Physiotherapy.

100% by direct recruitment through open advertisement.

Essential Qualifications

- (i) Master Degree in physiotherapy and with at least 50% marks.

OR

Bachelors degree in physiotherapy with 55% marks from a recognized Institute/University.

- (ii) Punjabi upto Matric standard.

9. Multipurpose Health Worker (MPHW)

By Promotion 50%

Qualifications

Eight Years Experience as Attendant/Sewadar in University Health Centre.

Note: If no Attendant/Sewadar is found eligible for the post of Multipurpose Health Workers (MPHW), the same shall be filled in by direct recruitment.

By direct Recruitment : 50%

Qualifications

1. Diploma in Multipurpose Health worker after 10+2 with 3 years experience in Health Centres of Govt./Semi Govt. Bodies/Corporation/Autonomous Bodies/Hospital of repute having atleast 50 beds.

Or

Diploma in Multipurpose Health Worker after Matriculation with 5 years experience in Health centres of Govt./Semi. Govt. Bodies/Corporation/Autonomous Bodies/Hospital of repute having atleast 50 beds.

2. Knowledge of Punjabi upto Matric standard is essential.
 3. Job is residential in nature and stay on the campus is mandatory.
10. Medical Officer
1. MBBS
 2. Knowledge of Punjabi upto Matric Standard is essential.