



ਪੰਜਾਬ ਕੇਂਦਰੀਯ ਵਿਸ਼ਵਵਿਦਯਾਲਯ  
संसदीय अधिनियम 25 (2009) के द्वारा स्थापित  
**Central University of Punjab**  
Established vide Act No. 25 (2009) of Parliament

**Non-Teaching Positions**

**Advt. No. CUPB/Estab./18/034 Dated: 04.03.2018**

Applications are invited for following non-teaching posts on Regular basis:

S. No.	Post	Vacant Positions
1	Finance Officer	01(UR)
2	Librarian	01(UR)
3	Executive Engineer	01(UR)
4	Medical Officer	01(UR) - Male
5	Junior Engineer (Civil)	01(UR)- <b>On Deputation</b>
6	Security Inspector	01(UR)

- Last date for submission of Online application form is **24<sup>th</sup> March 2018 by 1700 Hours**
- The printout of the online applications form along with supporting documents must be submitted by **02<sup>nd</sup> April 2018 by 1700 Hours**

1	Name of the Post	<b>FINANCE OFFICER</b>
2	Classification	Group-A
3	Scale of Pay	Pay Scale Rs.37400-67000 (Grade Pay Rs.10,000/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	<b><i>Preferably below 57 years</i></b>
6	Education and other qualification required for direct recruits	<p><b><u>Minimum Qualifications:</u></b></p> <p>i. Master's Degree with at least 55% of the marks or its equivalent grade of "B" in UGC seven point scale.</p> <p>ii. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 08 years of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">Or</p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p style="text-align: center;">Or</p> <p>15 years of administrative experience, of which 08 years should be as Deputy Registrar or an equivalent post.</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
8	Period of Probation	<b><i>Not Applicable</i></b>
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	<p><b><u>Mode of Appointment:</u></b></p> <p>i. Appointment shall be made on direct recruitment basis/deputation basis for a term of three (03) years for first finance officer and five years (05) for subsequent finance officers.</p> <p>ii. Finance Officer shall be eligible for reappointment, provided that he/she shall retire on attaining the age of 62 years.</p>
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<b><i>As per Sr. No. 7</i></b>

**Note:**

1. Appointment of Finance Officer shall be made for a term of five years.
2. Finance Officer shall be eligible for reappointment, provided that he/she shall retire on attaining the age of 62 years.

1	Name of the Post	<b>LIBRARIAN</b>
2	Classification	Group-A
3	Scale of Pay	Pay Scale Rs.37400-67000 (AGP Rs.10,000/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	<b><i>Preferably below 57 years</i></b>
6	Education and other qualification required for direct recruits	<p><b><u>Minimum Qualifications:</u></b></p> <p>i. A Master's Degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.</p> <p>ii. At least thirteen years as a Deputy Librarian in a University library or eighteen years' experience as a College Librarian.</p> <p>iii. Evidence of innovative library service and organization of published work.</p> <p>iv. API score as per UGC guideline, 2016 and its subsequent amendments.</p> <p><b><u>Desirable:</u></b> M.Phil./ Ph.D. degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript – Keeping</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment / deputation
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	As per Clause 7 above
11	Composition of DPC or Selection Committee	As per Section 18(2), of the Statutes of the Central Universities Act, 2009 and as amended time to time.

**Note:**

Applicants for the post of Librarian are required to fill the **API and Screening Criteria** form strictly in the format provided by the university.

1	Name of the Post	<b>EXECUTIVE ENGINEER</b>
2	Classification	Group-A
3	Scale of Pay	Pay Scale : Rs.15600-39100 (Grade Pay Rs.6600/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 45 years for Direct Entry
6	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications</u></b></p> <p>i. A Bachelors Degree in Civil Engineering with at least 55% marks or its equivalent grade of B in the UGC seven-point scale, with 10 years of experience in design and systems and construction of buildings, roads, sanitary and water supply systems including maintenance of the same</p> <p><b><u>Desirable:</u></b></p> <p>i. Post-Graduate Degree in structural engineering. ii. Experience of working in Universities/Educational Institutions / similar organization.</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
8	Period of Probation	Two years (in case of direct recruitment)
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	Direct recruitment/Deputation Age Limit - Not more than 56 years for Deputation
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<p><b>Deputation:</b> Officers of the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous organization/ University System:- holding analogous post;</p> <p>OR</p> <p>with five years regular service as Assistant Engineer possessing a degree in Engineering in the relevant area;</p> <p>OR</p> <p>with eight years of regular service as Assistant Engineer possessing Diploma in Engineering in the relevant area.</p>
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	<b>MEDICAL OFFICER</b>
2	Classification	Group-A
3	Scale of Pay	Pay scale Rs.15600-39100 (Grade Pay Rs.5,400/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 45 years for Direct Recruitment
6	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <p>M.B.B.S. with at least 55% marks from a recognized university and 02 years experience as Medical Officer in a residential teaching institution or a hospital of repute.</p> <p style="text-align: center;">Or</p> <p>M.D./ M.S. in any Clinical Specialty.</p> <p>The candidate must be registered with Medical Council of India or State Council or will have to get registered before joining.</p> <p><b><u>Desirable:</u></b> Candidate with Post-graduate qualifications will be preferred.</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	Direct recruitment/Deputation Age Limit - Not Exceeding 56 years for Deputation
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<p><b><u>For Deputation:</u></b></p> <p>Officers of the Central/State Govt./its universities/ autonomous bodies holding analogous post on regular basis in the PB-III with GP 5400; and M.B.B.S. with at least 55% marks from a recognized university and 05 years experience as Medical Officer in a residential teaching institution or a hospital of repute.</p> <p style="text-align: center;">Or</p> <p>M.D./ M.S. in any medical Specialty.</p> <p><b><u>Desirable:</u></b> Candidate with Post-graduate qualifications will be preferred.</p>
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	<b>JUNIOR ENGINEER (Civil) On Deputation</b>
2	Classification	Group-B
3	Scale of Pay	Pay scale Rs.9300-34800 (Grade Pay Rs.4,200/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Applicable
6	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications for Junior Engineer (Civil):</u></b></p> <p>i. Bachelor's degree in Civil Engineering and three years' experience of supervising civil works in any Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognised by the State/Central Govt./Govt/ approved contractor.</p> <p style="text-align: center;">OR</p> <p>03 years diploma in Civil Engineering and five years experience of supervising civil works in any Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognised by the State/Central Govt./Govt/ approved contractor.</p> <p>ii. Good working knowledge of computer applications.</p>
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	Junior Engineer (Civil) by Deputation
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<b>Deputation for Junior Engineer (Civil):</b> Permanent employee of the Central/State Govt. or its autonomous bodies/universities: holding analogous post in PB-II (9300-34800) + GP Rs. 4200 with the qualifications and experience mentioned at Sr. No. 6 above.
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

1	Name of the Post	<b>Security Inspector</b>
2	Classification	Group-C
3	Scale of Pay	<b>Pay scale Rs.5200-20200 (Grade Pay Rs.2,800/-)</b>
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	Not Exceeding 40 years
6	Education and other qualification required for direct recruits	<p><b><u>Minimum qualifications:</u></b></p> <p>i. Bachelor's Degree or equivalent qualification from a recognized University</p> <p>ii. At least 10 years of experience in Police / Para – Military forces / Armed Forces of the Union and should have held post not below the rank of Havildar / Assistant Sub-inspector (Executive) or an equivalent position with exemplary service.</p> <p>iii. Holding a valid Driving License (LMV / Motor cycle).</p> <p><b>Desirable:</b> Completion of a course in fire fighting or unarmed combat course in Army or Para-military force.</p>
7	Whether age and educational qualifications prescribed for directly recruits will apply in the case of promotes	Not Applicable
8	Period of Probation	Two Years
9	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
10	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
11	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees)

**General Instructions, Essential Information and Eligibility conditions for  
applying to Non-Teaching Positions**

**Advt. No:- CUPB/Estab./18/034 Dated: 04.03.2018**

1. **The University strictly follows the Pay-minus-Pension rules. Therefore, the salary of eligible superannuated candidates, in case of selection, will be fixed as per UGC letter No. F.71-6/2012(CU) Dated 03.04.2013**
2. **In-service candidates are required to submit (through proper channel) his/her Vigilance Clearance Certificate and APARs of last five years in sealed cover at the time of submitting application form or at the time of attending interview.**
3. Any type of corrigendum/addendum/amendments/notice/updation etc. related to this advertisement shall be uploaded on University websites [www.cup.ac.in](http://www.cup.ac.in); [www.cup.edu.in](http://www.cup.edu.in) only. Further, the university will not send any further information/call letters by post/newspapers. CUPB will not be responsible for invalid/wrong email ID and Mobile No. mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and regularly check their e-mail, SMS and CUPB websites: [www.cup.ac.in](http://www.cup.ac.in); [www.cup.edu.in](http://www.cup.edu.in) for updates.
4. Mere possession of eligibility conditions shall not entitle a candidate to be called for skill test/written test/ interview (as applicable). As per instructions of Govt. of India, there will be no interview for the Group B (Non-Gazetted) and Group C posts, except the posts identified to be filled through interview.
5. The date for determining the eligibility (i.e. age, qualifications and experience) of all candidates in every respect shall be the closing date of online applications as prescribed in the advertisement.
6. University reserves the right to conduct skill test for any post, to which it deems fit.
7. Experience will be counted only after the date of fulfilling the minimum educational qualification as required for the post.
8. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his /her candidature. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of written test/ interview due to whatever circumstances, his/her appointment shall be liable to be terminated forthwith as per this clause and also based on his/her undertaking.
9. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
10. With regard to any ambiguity relating to the recruitment rules in general and eligibility in respect of any post in particular, the decision of the Competent Authority shall be final.
11. Acceptance of documents/ certificates/ claims etc. submitted by an applicant will be subject to their verification by the competent authorities/ sources. If any claim/ certificate/ document is found to be false/ fake/ incorrect/ *malafide* at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his/her candidature which shall lead to cancellation of his/her appointment, if already appointed.
12. In case of selection, the appointment will be provisional and is subject to the community certificate being verified through proper channels. If the verification reveals that the claim of the candidate to belong to SC/ST/OBC (non creamy layer)/PWD is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate.
13. The appointment of a fresh candidate will be subject to police verification. In case, the report of the police with regard to his/her conduct, character, antecedents etc. is not found to be satisfactory, the provisional appointment shall be withdrawn/ cancelled/ terminated forthwith without notice.
14. The selected candidate will also have to undergo a medical examination/ test to ascertain his/ her medical fitness for the post prior to joining. In case, he/ she is not found to be fit by the authorized medical authorities, the offer of appointment shall be treated as withdrawn. The persons already holding employment under Government or Autonomous Bodies/PSU, may submit Medical Fitness Certificate from any Government Hospital at the place of his/ her work duly countersigned by the Civil Surgeon or Chief Medical Officer of the concerned district.
15. The terms and conditions of appointment/ Engagement shall be communicated in the "Offer of Appointment/ Engagement "to the Selected Candidates. If the candidate does not accept the terms and conditions mentioned in



the offer of appointment/ engagement letter within the stipulated time period, the offer will be treated as withdrawn and no further communication shall be entertained in this regard.

16. The probation period for the regular posts (wherever applicable) will be two years. An employee will be considered for confirmation only if:
- No one else holds a lien on the post on account of technical resignation, EOL etc.
  - The service of the employee have been found satisfactory.
  - A verification report about the character and antecedents of the employee is received from the district authorities.
  - A verification report of any other documents/certificates (as the university deems fit ) have been obtained from the sources.
17. **Nature of Duties:** The selected candidate will be required to perform duties as per the rules of the University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours/ holidays which the employee has to perform without fail to avoid disciplinary action in this regard. The University administration notwithstanding the schedule of five-day week in its working may also direct any employee to work for six days in a week at its discretion depending upon the exigency of service and in the interest of the organization. However, it may be kept in view that the total number of working hours prescribed per week shall be equal to all the employees as per the Govt. of India rules.
18. The selected person shall be required to arrange his/ her own accommodation as per his/ her convenience.
19. The selected candidates, will be governed by the "National Pension System" (earlier known as 'New Pension Scheme') of the Govt. of India as applicable w.e.f. 01.01.2004. Those who are appointed on deputation, payment of both leave salary and pension contribution will be as per rules.
20. The selected candidate shall be liable to serve anywhere under the jurisdiction of the Central University of Punjab.
21. The selected candidates shall be governed by the Act/ Statutes/ Ordinances/ Regulations/ Rules governing the service conditions/ method of recruitments as amended from time to time and resolutions of the Executive Council of the university and rules of the Govt. of India such as DOPT rules, the CCS(Conduct) Rules, 1964 and CCS (CCA) Rule, 1965 etc. adopted by the University from time to time.
22. The grade point B in the 7 point scale (Grades O, A, B, C, D, E & F) shall be regarded as equivalent to 55% wherever the grading system is followed.
23. Seven Point Scale for grading system is given below for information of all concerned with recruitment:

**PERCENTAGE EQUIVALENCE OF GRADE POINTS  
FOR A SEVEN POINTS SCALE  
(Ref. UGC Regulations, 2010)**

Grade	Grade Point	% Equivalent
O-Outstanding	5.50-6.00	75-100
A-Very Good	4.50-5.49	65-74
B-Good	3.50-4.49	55-64
C-Average	2.50-3.49	45-54
D-Below Average	1.50-2.49	35-44
E-Poor	0.50-1.49	25-34
F-Fail	0-0.49	00-24

24. The preference against the MTS post(s) may be given to the candidates who have adequate experience of working in the university administration with knowledge of data-feeding/ typewriting on computer, record maintenance, operation and maintenance of photocopier/ lamination machines etc. or having adequate experience in some other technical/ professional fields.
25. Candidate should bring all original certificates relating to his/ her age, qualification, experience and caste etc. at the time of document verification and/or interview. In case the candidate fails to submit the original documents for verification of the certified/ xerox copies of the enclosures to his/ her application, he/she shall not be allowed to appear at the written test/interview and his candidature shall be treated as cancelled without any further communication in this regard.
26. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. If any vacancy arises after recruitment to a particular post due to whatsoever reasons, the vacancy may be filled up from the panel of that post within a period of one year from the date of selection committee. In any case every panel shall be treated as invalid after one year w.e.f. the date of the meeting of the Selection Committee.
27. The University may draw reserve panel(s) against possible vacancies in future.

28. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
29. The University reserves the right to reject any application without assigning any reason thereof
30. If any advertisement for any post(s) is withdrawn due to whatever reasons, the application fee or any other fee collected from the candidates shall be refunded preferably within 30 working days.
31. Candidate, who is already in service should submit his/her application through proper channel. However, he/she may send an advance copy of his/her application and should produce a "No Objection Certificate" issued by the employer at the time of document verification failing which he/she shall not be allowed for written test/interview.
32. In case of in-service candidates, relieving letter from the employer at the time of joining must be submitted.
33. Interim enquiries shall not be entertained.
34. Canvassing in any form on behalf of or by the candidate shall disqualify him/her from being considered.
35. Under the term 'good academic record' the candidate must have obtained at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University; and at least 50% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Bachelor's degree level or an equivalent degree from an Indian/Foreign University.
36. Applicants are required to apply on separate online application form for each post by depositing fee @ Rs. 600 through online mode only. Other mode of application fee will not be accepted. However, The SC/ST/PWD candidates are exempted for application fee.
37. The candidate shall be required to submit the list of enclosures and also write his/ her complete information with regard to his/ her correspondence and permanent address with pin code, telephone numbers, cell-phone numbers, e-mail ID, if any, in the application which will facilitate communication at any point of time.
38. The reservations/relaxations to SC/ST/OBC/PWD Candidates will be provided as per the existing Govt. of India/UGC policy. The SC/ST/OBC/PWD candidates are required to attach the relevant certificate as per format prescribed by the Government of India. **OBC certificate (Non Creamy Layer) should not be issued later than six months from the last date of receipt of application.**
39. It is the responsibility of the candidate to assess his own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. In case the candidate who do not meet the minimum eligibility criteria and still apply will do so at their own risk and cost. Please note that the university is not responsible for incorrect entries and fee once paid will not be refunded in any circumstances.
40. Any change of address from the one given in the application form should be communicated to the university immediately.
41. The age of the superannuation for all the posts is as per UGC/GoI norms.
42. **Payment of TA:** The candidate shall attend the interview at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC/ ST/ PwD categories shall be reimbursed to and fro rail fare (sleeper class) for self only. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above mentioned concessions shall not be admissible to those SC/ ST/ PwD candidates who are already in Central/ State Government Service/ or holding any other employment.
43. In case of disputes/suites or legal proceedings against the university, the jurisdiction shall be confined to the Court of Bathinda or Punjab and Haryana High Court Chandigarh only.
44. Applicants are required to send the duly signed **printout of the online application form along with all the self-attested photocopies of Pension details of superannuated employees/Qualification/ Experience/ Caste certificate/ proof of claim/NOC** at the following address:

**Incharge Recruitment  
Central University of Punjab  
City Campus, Mansa Road  
Bathinda-151 001, India**

45. **Last date for submission of Online application form is 24<sup>th</sup> March 2018 by 1700 Hours**
46. **The printout of the online applications form along with supporting documents must be submitted by 02<sup>nd</sup> April 2018 by 1700 Hours**
47. The University shall not be responsible for any postal delay. Applications, received late, incomplete or without signature, fee and other enclosures, will be summarily rejected.

**Registrar**