



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

DETAILED ADVERTISEMENT

Advertisement No. CUPB/Estab./17/023 (Dated: 20/09/2017)

The Central University of Punjab, Bathinda invites applications for one (01) post of **Section Officer (Store and Purchase) against Leave Vacancy** on purely temporary and contractual basis for a period of one year or until the person availing leave joins back to the university, whichever is earlier. The interested & eligible candidates are required to appear for **Walk-In-Interview on 28.09.2017 at 10:00 AM** at City Campus, Central University of Punjab, Mansa Road, Bathinda.

1	Name of the Post	Section Officer (Store and Purchase) Leave Vacancy
2	Number of Post	01 (Leave Vacancy)
3	Age limit for direct recruits	Not Exceeding 40 years
4	Educational Qualifications and Experience*	Minimum qualifications: i. Bachelor's degree. ii. Experience as Superintendent in any University or a Govt./PSU/Corporate Sector organization/Educational Institution. <p style="text-align: center;">Or</p> 05 years as Assistant in the scale of 9300-34800 + GP 4200 in University or in an equivalent grade in any Govt./ PSU/Corporate Sector organization. iii. Good working knowledge of computer applications.
	Emoluments	Rs. 40,000/- P.M. (Consolidated)

***Preference will be given to the candidates having background and experience in the field of Store and Purchase. Superannuated person can also be considered.**

Note: The candidates should read general instructions and essential information before filling the application form and hall ticket. The candidates are required to bring Application form and Hall Ticket (available on the university website) duly filled & signed by the candidate, alongwith original documents & certificates while reporting for the Interview/Written test.

For any further query contact us on Phone no. as mentioned below:

☎ 0164-2864116

Central University of Punjab, Bathinda

GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION

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1. **Applicants must apply on prescribed form available on website: www.cup.edu.in; www.cup.ac.in.** Applications received in any other form than prescribed form will be rejected.
2. The university reserves the right to withdraw any advertised post at any time without assigning any reason.
3. The right is also reserved with the university either to fill or not to fill the post. The decision in this regard shall be final by the Competent Authority of the university.
4. In case the number of candidates are large, the university may conduct written test for shortlisting.
5. Application should be accompanied with a non-refundable **demand draft of Rs.100/-** drawn in favour of the **Central University of Punjab**, payable at **Bathinda**.
6. The SC/ST/PWD candidates are exempted from application fee.
7. Application fees once paid shall not be refunded under any circumstances. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
8. The candidates having experience of working in Central/State Government universities will be preferred
9. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts.
10. The candidates are required to bring the Application form & Hall Ticket duly filled by the candidate, while reporting for the Written test/Interview.
11. University will not be liable to wait in case the applicant does not bring the filled application form with supporting documents will not be allowed to sit in the examination.
12. **No candidates will be allowed for the test/interview without the Hall Ticket.**
13. Canvassing in any form may lead to cancellation of candidature.
14. **Incomplete applications** or without relevant supporting enclosures (self-attested copies of degree/certificates /marks sheets/experience certificate, etc.) **will be out-rightly rejected.**
15. 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.
16. No TA/DA will be paid.

Registrar