



ਪੰਜਾਬ ਕੇਂਦਰੀ ਯਿਸ਼ਵਵਿਦਯਾਲਯ

ਸੰਸਦੀਯ ਅਧਿਨਿਯਮ 25 (2009) ਕੇ ਢਿਵਾਰਾ ਸਥਾਪਿਤ

Central University of Punjab

Established vide Act No. 25 (2009) of Parliament

NOTICE

Advertisement No. CUPB/Estab./16/001 (Dated: 11.11.2016)

The Central University of Punjab, Bathinda invites applications for the following posts on purely temporary/contractual basis for 89 days based on Skill test (Qualifying) and basic level written test. The interested & eligible candidates are required to appear for skill test and/or written test on **24.11.2016** Reporting Time 09:30 AM at City Campus, Central University of Punjab, Mansa Road, Bathinda

POSITIONS AVAILABLE:

Posts	Nos. of positions
Office Attendant	: 03
Hostel Attendant (Female)	: 01
Gardener (Mali)	: 01
Cleaner	: 01

1. Office Attendant

Minimum Qualification:

- Matriculation or equivalent.
- Minimum two years of experience of Photocopying/File handling in a Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognized by the State/Central Govt.
- Handling of Office duties/Pantry preferably in a university/college.

Desirable: Proficiency in local language (speaking, reading and writing)

Age

Not exceeding 30 years

2. Hostel Attendant (Female)

Minimum Qualification:

- HSC (10+2)/ Equivalent examination
- Two to three years' experience of working in the Hostel/ Guest House in a Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognized by the State/Central Govt.

Desirable:

- A Bachelor's degree
- Ability to read & write in English and Punjabi

Age

Not exceeding 30 years

3. Gardener (Mali)	
<u>Minimum Qualification:</u>	<ul style="list-style-type: none"> i. Matric from recognized board or equivalent ii. Minimum 1 year of experience in working in garden/nursery of a Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognized by the State/Central Govt.
<u>Age</u>	Not exceeding 30 years
4. Cleaner	<ul style="list-style-type: none"> i. Matric from recognized board or equivalent ii. Minimum 1 year of experience in working in a Central/State organization/University institute funded by the Govt./PSU/Educational Organization recognized by the State/Central Govt.
<u>Age</u>	Not exceeding 30 years

Emoluments: Rs. 15,750/- P.M. (Consolidated)

Written/Skill test : 24.11.2016 Reporting Time: 09:30 AM

Venue: Computer Centre, Academic Block, City Campus, Central University of Punjab, Under bridge, Mansa Road, Bathinda

Note: The candidates are advised to bring duly filled & signed Application form & enclosed Hall Ticket, alongwith original documents & certificate while reporting for the Written/Skill test.

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

☎ 0164-2864- 121

Central University of Punjab, Bathinda

GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION

Advertisement No. CUPB/Estab./16/001 (Dated: 11.11.2016)

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. 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**.
5. The SC/ST/PWD candidates are exempted from application fee.
6. 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.
7. The candidates having experience of working in Central/State Government universities will be preferred
8. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts.
9. The candidates are advised to bring to the Application form & enclosed filled Hall Ticket, while reporting for the Written/Skill test.
10. 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.
11. **No candidates will be allowed for the test without the Hall Ticket.**
12. Mere appearing in the Screening/evaluation Test does not allow the candidates to be considered for the selection.
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