

पंजाब केन्द्रीय विश्वविद्यालय

{ संसद के अधिनियम सं. 25(2009) के द्वारा स्थापित }

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Central University of Punjab

{Established vide an Act No. 25(2009) of Parliament}

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स्थापना शाखा / ESTABLISHMENT BRANCH

Ref. No: CUPB/Estt./2022/Notification/072

Date: 05/07/2022

NOTIFICATION

Sub: Procedure for promotion in respect of non-teaching posts in the University-reg.

In pursuance to resolve of the Executive Council in its 39th meeting vide item No. EC:39:2022:44 and consequent upon approval of the Competent Authority, it is hereby notified the procedure of promotion in respect of non-teaching positions as per Ordinance related to Cadre Recruitment Rules published in Part III, Section 4 of the Gazette of India Extraordinary vide No. 107 dated 24/02/2022. **(copy enclosed)**

Assistant Registrar (Estt.)

Encl: As stated.

Copy to:-

1. Assistant Registrar (VCO): for kind information of the Hon'ble Vice-Chancellor.
2. PA to Registrar(I/c)/CoE: for kind information of the Registrar(I/c)/CoE.
3. Finance Officer (I/c): for kind information.
4. DIA/DSW/Director IQAC/Deans/Director R & D Cell: for kind information
5. All HoDs/HoD(O)s/In-charge of Departments/Branch Heads/Section Heads.
6. I/c Computer Centre: for uploading on University website.
7. Officers & Non-Teaching Staff for kind information
8. Concerned file: for record.

Assistant Registrar (Estt.)

Procedure for promotion in respect of Non-Teaching posts in the University

Annexure to Notification No. CUPB/Estt./2022/Notification/072 dated: 05/07/2022

- (1) As per Clause 25.5 of the CRR, qualifying in Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for promotion to following posts: -

Sl. No.	Name of Post(s)	Typing Speed for direct recruitment (qualifying limit)	Typing Speed for promotion as recommended (qualifying limit)/Skill Test, as applicable
1.	Assistant	30 wpm	30 wpm (English) OR 30 wpm (Hindi)
2.	Upper Division Clerk	35 wpm (English) 30 wpm (Hindi)	35 wpm (English) OR 30 wpm (Hindi)
3.	Lower Division Clerk	35 wpm (English) 30 wpm (Hindi)	35 wpm (English) OR 30 wpm (Hindi)
4.	Semi Professional Assistant	-	Skill Test
5.	Library Assistant	30 wpm (English) and Knowledge of Computer Application	30 wpm (English) and Skill Test
6.	Private Secretary	35 wpm (English) OR 30 wpm (Hindi) alongwith the qualification as in Column 7 (page-44 of CRR).	35 wpm (English) 30 wpm (Hindi)

- (2) As per Clause 25.2 & 25.5 of the CRR in addition to the conditions for promotion for the posts, as specified in Clause 23 of CRR and Recruitment Rules for the particular posts, following methods and procedures may be followed for promotion in respect of the below-mentioned posts: -

Sl. No.	Name of Post(s)	Methods and Procedure for Promotion through DPC	Remarks, if any
Administrative / Ministerial Services			
1.	Deputy Registrar	Step-1: Skill Test: 50 Marks of skill test comprising 60% MCQs (each MCQ carrying 1 mark) based on CU Act-2009, Statute, Ordinance, GoI/UGC/university rules & regulations, and 40% descriptive test (four questions carrying 5 marks)	
2.	Assistant Registrar		
3.	Section Officer		

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		<p>each) based on domain knowledge in office procedure, noting and drafting – 50% on an aggregate for qualifying the test.</p> <p>Step-2: Fitness-cum-Seniority of qualified incumbents in skill test for recommendation for promotion through DPC subject to the fulfilment of other eligibility norms as specified in CRR.</p>	
4.	Assistant	<p>Step-1: Qualifying Typing Test: 30 wpm (English), or 30 wpm (Hindi)</p> <p>Step-2: Fitness-cum-Seniority of qualified incumbents in typing test for recommendation for promotion through DPC subject to the fulfilment of other eligibility norms as specified in CRR.</p>	
5.	Upper Division Clerk	<p>Step-1: Qualifying Typing Test: 35 wpm (English), or 30 wpm (Hindi)</p> <p>Step-2: Skill Test for qualified incumbents in typing test: 50 Marks of skill test comprising 60% MCQs (each MCQ carrying 1 mark) based on GoI/UGC/university rules & regulations, and 40% descriptive test (four questions carrying 5 marks each) based on domain knowledge in office procedure, noting and drafting – 40% on an aggregate for qualifying the test.</p> <p>Step-3: Fitness-cum-Seniority of qualified incumbents in skill test for recommendation for promotion through DPC subject to the fulfilment of other eligibility norms as specified in CRR.</p>	
6.	Lower Division Clerk	<p>Category-I: For Employees holding MTS/Isolated Posts – Hostel/Office/Medical Attendants (10% of vacancies)</p> <p>Step-1: Qualifying Typing Test: 35 wpm (English), or 30 wpm (Hindi)</p> <p>Step-2: Departmental Test for qualified incumbents in typing test: 50 Marks of departmental test comprising 60% MCQs (each MCQ carrying 1 mark) based on university rules & regulations, and 40% descriptive test (four questions carrying 5 marks each) based on domain knowledge</p>	

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		<p>in office procedure – 40% on an aggregate for qualifying the test.</p> <p>Step-3: Fitness-cum-Seniority of qualified incumbents in the departmental qualifying examination for recommendation for filling up vacancies in LDC subject to the fulfilment of other eligibility norms as specified in CRR.</p>	
		<p>Category-II: For Promotion of Employees from Group 'C' (MTS) (5% of vacancies)</p> <p>Step-1: Qualifying Typing Test: 35 wpm (English), or 30 wpm (Hindi)</p> <p>Step-2: Fitness-cum-Seniority of qualified incumbents in typing test for recommendation for promotion through DPC subject to the fulfilment of other eligibility norms as specified in CRR.</p>	
Secretarial Services			
7.	Private Secretary	<p>Step-1: Qualifying Tests:</p> <p>a. English/Hindi Stenography Speed (qualifying limit): 120 wpm in English or 100 wpm in Hindi;</p> <p>b. English/Hindi Typing Speed (qualifying limit): 35 wpm in English or 30 wpm in Hindi;</p> <p>c. Skill Test Norms on Computer: Dictation: 10 minutes @ 120 wpm (English)/100 wpm (Hindi); and Transcription: 50 minutes (English)/ 60 minutes (Hindi)</p> <p>Step-2: Skill Test for qualified incumbents in stenography/typing/skill test: 50 Marks of skill test comprising 60% MCQs (each MCQ carrying 1 mark) based on CU Act-2009, Statute, Ordinance, GoI/UGC/university rules & regulations, and 40% descriptive test (four questions carrying 5 marks each) based on domain knowledge in office procedure, noting and drafting – 40% on an aggregate for qualifying the test.</p> <p>Step-3: Fitness-cum-Seniority of qualified incumbents in skill test for recommendation for promotion through DPC subject to the fulfilment of other eligibility norms as specified in CRR.</p>	



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Library Services		
8.	Professional Assistant	<p>Step-1: Skill Test: 50 Marks of skill test comprising 60% MCQs (each MCQ carrying 1 mark) based on university rules & regulations on library functioning, and domain knowledge in classification, cataloguing, subject indexing, library procurement, secretarial work, stock verification, assistance to students, staff and faculty, issue, return & renewal of books etc., library automation, digitization of library, and assistance in HR management in the library; and 40% descriptive test (four questions carrying 5 marks each) based on in office procedure, noting and drafting, and library operations – <i>40% on an aggregate for qualifying the test.</i></p> <p>Step-2: Fitness-cum-Seniority of qualified incumbents in skill test for recommendation for promotion through DPC subject to the fulfilment of other eligibility norms as specified in CRR.</p>
9.	Semi Professional Assistant	<p>Step-1: Qualifying Typing Test: 30 wpm (English)</p> <p>Step-2: Skill Test for the incumbents qualified in typing test : 50 Marks of skill test comprising 60% MCQs (each MCQ carrying 1 mark) based on university rules & regulations on library functioning, and domain knowledge in classification, cataloguing, subject indexing, secretarial work including data entry, stock verification, assistance to students, staff and faculty, issue, return & renewal of books etc., library automation, and digitization of library; and 40% descriptive test (four questions carrying 5 marks each) based on in office procedure, noting and drafting, and library operations – <i>40% on an aggregate for qualifying the test.</i></p> <p>Step-2: Fitness-cum-Seniority of qualified incumbents in skill test for recommendation for promotion through DPC subject to the fulfilment of other eligibility norms as specified in CRR.</p>
10.	Library Assistant	<p>Step-1: Qualifying Typing Test: 30 wpm (English)</p> <p>Step-2: Skill Test: 50 Marks of skill test comprising 60% MCQs (each MCQ carrying 1 mark) based on domain knowledge in circulation (issue, return &</p>

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		<p>renewal), classification, cataloguing, subject indexing, assistance to users, data entry & database management, stock verification, organising the repair of damaged books etc., and assistance in reprographic section; and 40% descriptive test (four questions carrying 5 marks each) based on office procedure, library operations– 40% on an aggregate for qualifying the test.</p> <p>Step-2: Fitness-cum-Seniority of qualified incumbents in skill test for recommendation for promotion through DPC subject to the fulfilment of other eligibility norms as specified in CRR.</p>	
Technical / Laboratory Services			
11.	Technical Officer	<p>Step-1: Skill Test: 50 Marks of skill test comprising 60% MCQs (each MCQ carrying 1 mark) based on domain knowledge in procurement of equipment & consumables, instrument handling, analytical tools, techniques & its applications, maintenance of equipments, inventory control, maintenance of lab records, specialized computer skill, SOPs & Good Lab Practices; and 40% descriptive test (four questions carrying 5 marks each) based on office procedure, noting, drafting, and laboratory procurement and inventory – 40% on an aggregate for qualifying the test.</p> <p>Step-2: Fitness-cum-Seniority of qualified incumbents in skill test for recommendation for promotion through DPC subject to the fulfilment of other eligibility norms as specified in CRR.</p>	
12.	Senior Technical Assistant	Fitness-cum-Seniority for recommendation for promotion through DPC subject to the fulfilment of other eligibility norms as specified in CRR.	
13.	Technical Assistant	<p>Step-1: Skill Test: 50 Marks of skill test comprising 60% MCQs (each MCQ carrying 1 mark) based on domain knowledge in SOPs & Good Lab Practices, instrument handling, analytical tools, techniques & its applications, maintenance of equipments, safety precautions, use of Lab symbols & signs, inventory control, maintenance of lab records, specialized computer skill, and 40% descriptive test (four questions carrying 5 marks each) based on office</p>	
14.	Laboratory Assistant		


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		<p>procedure, noting, drafting, and laboratory procurement and inventory – 40% on an aggregate for qualifying the test.</p> <p>Step-2: Fitness-cum-Seniority of qualified incumbents in skill test for recommendation for promotion through DPC subject to the fulfilment of other eligibility norms as specified in CRR.</p>	
Information and Communication Technology Services			
15.	Senior Technical Assistant (Computer)	<p>Fitness-cum-Seniority for recommendation for promotion through DPC subject to the fulfilment of other eligibility norms as specified in CRR.</p>	
Guest House / Hostel Services			
16.	Cook	<p>Step-1: Trade Test: 50 Marks of trade test comprising 20% MCQs (each MCQ carrying 1 mark) and 80% practical based on procurement of food ingredients, skill in cooking/baking, preparing and displaying/serving a variety of foods etc., caters special events as required, maintaining food quality and standards, maintaining clean work areas, utensils and equipment, and kitchen inventory control – 40% on an aggregate for qualifying the test.</p> <p>Step-2: Fitness-cum-Seniority of qualified incumbents in trade test for recommendation for promotion through DPC subject to the fulfilment of other eligibility norms as specified in CRR.</p>	

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