

Jagat Guru Nanak Dev Punjab State Open University, Patiala

(Established by the State Legislature Act No.19 of 2019)

Advertisement No. 10/2022

Online applications are invited from eligible candidates for various Teaching and Non- Teaching posts in the Jagat Guru Nanak Dev Punjab State Open University, Patiala as per details given below. Candidates are required to deposit the prescribed application fees (**non-refundable**) through Online Mode. **Application fees (including GST) will be Rs. 1180/- for General Category and Rs. 590/- for SC/ST & PWD candidates.** The SC/ST and PWD candidates who are not domicile of the State of Punjab shall have to pay the application fee as applicable to General Category. The application submitted through online mode **ONLY** shall be accepted and submission of its Hard Copy is also a must. The Candidates belongs to the reserved category must upload their Punjab Domicile Certificate/Punjab Residence Certificate issued by the Competent Authority.

Candidates must also fill the Score Card Proforma for Assistant Professors, which is an essential component of the online application form. For the posts of Professor & Associate Professor, candidates must fill online Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in UGC regulations, and score card proforma duly filled in all respects as per guidelines, along with the supporting documents with the hard copy of their application form, which is an essential component of the application form. This PBAS and Score Card proforma and guidelines are available at the university website: www.psou.ac.in. No modification will be allowed subsequently.

Research Publications of the Candidates shall be as per the old list of UGC approved Journals published before 16.09.2019 and as per the new UGC care list published after 16.09.2019 respectively.

IMPORTANT DATES:

Opening date for on-line Registration of applications	:	03-08-2022
Last date for on-line Registration/submission of application.	:	05-09-2022
Last date for submitting the hard copy/print out of online application and supporting documents to the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala (Punjab) upto 5:00 pm.	:	15-09-2022

DETAILS OF TEACHING AND NON- TEACHING POSTS

Sr. No.	Name of the Teaching Post(s) * (numbers)
1	Professor in Commerce/Management (01)
2	Professor in Computer Science (01)
3	Director, Centre for Internal Quality Assurance (CIQA) (01)
4	Associate Professor in English (01)
5	Assistant Professor in Commerce/Management (01 BC)
6	Assistant Professor in English (02) [01 Gen, 01 SC [#]]
7	Assistant Professor in Punjabi (02) [01 PwD, 01 SC [#]]

Sr. No.	Name of the Non- Teaching Post(s) * (numbers)
8	Registrar (01)
9	Secretary to Vice-Chancellor (01) ^{&}
10	Assistant Registrar (01)
11	System Administrator (01)
12	Personal Assistant (01)
13	Senior Assistant (02)
14	Accountant (01)
15	Library Assistant (01)

Note:-

- (#) Preference will be given to Mazhabi/Valmiki Candidates.
 (&) This post will be on a contract basis for the period of 01 (one) year.
 (*) (i) Government of Punjab has issued a Notification No. 7/42/2020-5FP1/741- 746 dated 17.07.2020 vide which it is in the process of revising the pay scales of Regular Employees of Government of Punjab as well as Autonomous Bodies i.e. Universities. Because of this notification, the pay scales are not mentioned in the Advertisement issued by Jagat Guru Nanak Dev Punjab State Open University, Patiala for candidates who apply for regular posts. The University will provide the information to the Candidates regarding the pay scales as and when it is received from Government of Punjab.
- (ii) Appointed candidates will be paid the salary as per Notifications No.7/204/2012- 4FP 1/66, dated 15.1.2015 of Govt. of Punjab Department of Finance (Finance Personnel-I Branch) Chandigarh and as amended from time to time.
- (iii) Fresh appointment will be on regular basis.
- (iv) Salary of the in-service government employee will be protected.
- (v) Retired persons below 65 years can be considered for teaching posts on contract basis on Last pay drawn minus pension.
- (vi) For Non-Pensionable applicants, the Remuneration will be fixed by the Selection Committee at the time of Interview. For Pensionable applicants, the Remuneration will be Last pay drawn minus (-) Pension.
- (vii) Person may be appointed on deputation basis from State/Central Government Institutions/Universities.

QUALIFICATION FOR TEACHING POSTS

1. Professor

A. Commerce/Management (01)

B. Computer Science (01)

Qualification:

- C. (i) An eminent scholar with Ph.D. degree in the concerned/allied/relevant discipline and published work of high quality actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.

- (ii) A minimum of ten years of teaching experience in University/College, and/or experience in research at the University/National level Institutions/ Industry, including experience of guiding candidates for research at doctoral level.
- (iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
- (iv) A minimum score of 400 points in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in UGC Regulation 2010 (3rd and 4th amendments 2016 vide UGC Notification No. F.1-2/2016(PS/Amendment) dated 04-05-2016 and 11-07-2016 respectively).

OR

- D.** An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

2. Director, Centre for Internal Quality Assurance (CIQA) (01)

Qualification:

- A.** (i) An eminent scholar with Ph.D. degree in any discipline and published work of high quality actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.
- (ii) A minimum of ten years of teaching experience in University/College, and/or experience in research at the University/National level Institutions/ Industry, including experience of guiding candidates for research at doctoral level.
- (iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
- (iv) A minimum score of 400 points in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in UGC Regulation 2010 (3rd and 4th amendments 2016 vide UGC Notification No. F.1-2/2016(PS/Amendment) dated 04-05-2016 and 11-07-2016 respectively).

OR

- B.** An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

3. Associate Professor – English (01)

Qualification:

- (i) Good academic record with a Ph.D Degree in the concerned/ allied/ relevant disciplines.
- (ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- (iii) A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
- (iv) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral

candidates and research students.

- (v) A minimum score of 300 points in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in UGC Regulations (3rd and 4th amendments 2016 vide UGC Notification No. F.1-2/2016(PS/Amendment) dated 04-05- 2016 and 11-07-2016 respectively).

4. Assistant Professor

Commerce/Management-01 (BC)

English-02 [01 (Gen), 01 (SC)]

Punjabi-02 [01 (PwD), 01 (SC)]

Qualification:

- (i) Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- (ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- (iii) Candidates, who are, or have been awarded a 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 Assistant Professor or equivalent positions in the University.

Provided further, the award of degree 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/Bylaws/Regulations of the Institutions awarding the degree and the Ph.D candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment as Assistant Professor or equivalent positions in Universities/Colleges/ Institutions subject to the fulfillment of the following conditions:-

- a) Ph.D degree of the candidate awarded in regular mode only;
- b) Evaluation of the Ph.D thesis by at least two external examiners;
- c) Open Ph.D viva voce of the candidate had been conducted;
- d) Candidate has published two research papers from his/her Ph.D work out of which at least one must be in a refereed journal;
- e) Candidate has made at least two presentations in conferences/seminars, based on his/her Ph.D work.

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

- (iv) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

Note:

- (a) **Candidates are also required to submit five sets of application form including their curriculum vitae and five sets of reprints of five major publications for evaluation purpose. Applicants are required to affix the same passport size photograph (which was uploaded with the online form).**
- (b) A relaxation of 5% may be provided at the graduate and Masters level for the Scheduled Castes/Scheduled Tribes/Differently-abled (physically and visually) /Other Backward Classes (OBC) (non-creamy layer) categories for the purpose of eligibility and for

assessing good academic record during direct recruitment to teaching positions. The relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace marks procedures.

- (c) The period of time taken by candidates to acquire M.Phil And /or Ph.D Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions.

QUALIFICATIONS OF THE NON-TEACHING POSTS

Sr. No	Name of the Post	Qualification and Experience
1	Registrar	<p>1. Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale. Experience required for the post of Registrar and equivalent shall be :-</p> <p>(i) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 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>(ii) Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>(iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or on equivalent post.</p> <p>2. The post shall be filled up on tenure basis for a period of three years or till the attainment of age of superannuation (60 years), whichever is earlier.</p> <p>3. Punjabi upto matric standard or its equivalent standard is essential.</p>
2	Secretary to Vice-Chancellor ^(&) (Superannuated Employees/on Deputation)	<p>1. Serving/Superannuated employees of the Punjab Govt./Universities/Autonomous Institutions/PSUs must have experience of working on the post of Under Secretary /Superintendent.</p> <p>2. Minimum of three years' experience in establishment and service matters at Secretariat level.</p> <p>3. Should have working knowledge of computer with exposure to word processing, spread sheet, presentation and data base applications.</p> <p>4. Punjabi upto matric standard or its equivalent standard is essential.</p> <p>Superannuated Employees will be considered for this post on a contract basis Last Pay Drawn minus Pension.</p>

3	Assistant Registrar	<p>1. Master's degree/LL.B. with at least 50% (45% for SC/ST) marks from a recognized University with five years regular teaching/administrative experience in Educational Institution (College/University)/Government/Semi-Government/Autonomous Institutions.</p> <p style="text-align: center;">OR</p> <p>2. A candidate with not less than 20 years of service in University, out of which he/she must have worked in the capacity of Superintendent/ Personal Assistant or higher position for a period of not less than 1 years, shall be eligible irrespective of qualification prescribed above.</p> <p>3. Punjabi up to Matric Standard.</p>
4.	System Administration	<p>Minimum Eligibility</p> <p>1. MCA/BE/B. Tech (CS/IT) or Equivalent with First Class from a recognized university.</p> <p>2. Minimum 5 years of experience in programming/System administrator/Network Administrator/relevant field.</p> <p>3. Punjabi upto matric standard or its equivalent standard is essential.</p> <p>4. Eligible candidates as per above shall be shortlisted through competitive test. Only shortlisted candidates shall be called for Interview.</p> <p>Desirable:</p> <p>i) Knowledge of Windows-based system administration.</p> <p>ii) Knowledge of Linux system administration</p> <p>iii) Knowledge of maintenance of networking equipment including Enterprise class WiFi access points, Multi- gigabit network switches, PoE devices etc.</p> <p>iv) Configure and maintain all network switches, routers, and firewalls.</p> <p>v) Configure and maintain VPNs and secure access to network.</p> <p>vi) Configure and maintain network monitoring platform.</p> <p>vii) Configure and maintain intrusion detection/intrusion prevention system.</p> <p>viii) Prior experience in handling Central Computer Center services/ Campus networking/ Identity</p> <p>ix) Proven experience with Wired and WiFi network design and implementation and capacity planning at Institute level</p>

4	Personal Assistant	<ol style="list-style-type: none"> 1. Graduate in any discipline from a recognized University. 2. Experience of five years as Stenographer in any Central/State organization/ University/ Institute funded by the Govt. /PSU/Education Organization recognized by the State/ Central Govt. The University may relax the experience, in case of meritorious candidate. 3. English and Punjabi Typing speed of at least 40 wpm. (Punjabi typing in Unicode Font Raavi) 4. Stenography speed of at least 100 wpm in Punjabi and English. 5. Good Working knowledge of computer applications. 6. Good communication skills in English and Punjabi along with good drafting skills. 7. Punjabi upto Matric Standard or its equivalent Standard is essential <p>* Post shall be filled through competitive test based on domain knowledge.</p>
5	Senior Assistant	<ol style="list-style-type: none"> 1. Bachelor's Degree from a recognized University or Institution; 2. At least one hundred and twenty hours course with hand on experience in the use of Personal Computer or Information Technology in office productivity applications or desktop publishing applications from a Government recognized institution or a reputed institution, which is ISO 9001 certified <p style="text-align: center;">OR</p> <p>Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p> <ol style="list-style-type: none"> 3. Experience of five years as clerk in University/college/educational institute. 4. Punjabi upto Matric Standard or its equivalent Standard is essential <p>Note :-</p> <ol style="list-style-type: none"> i. Candidate shall have to qualify a test in Punjabi (In Unicode Font Raavi) and English typing to be held by the University at a speed of 30 wpm (300 words in 10 minutes). ii. Eligible candidates as per above shall be shortlisted through Typing Test (both Punjabi & English) and then skill test for those candidates who will qualify in the Typing Tests. Only shortlisted candidates shall be called for Interview.
6	Accountant	<ol style="list-style-type: none"> 1. M.Com/M.B.A(Finance) <p style="text-align: center;">OR</p> <p>B.Com with CA/ICWA (Inter) with experience of two years.</p> <ol style="list-style-type: none"> 2. Punjabi upto Matric or its equivalent Standard is essential. <p>Note :-</p> <p>The selection will be based on the Competitive Examination followed by the Interview.</p>

7	Library Assistant	<p>1. Master's degree 2nd class plus B.Lib Sc./Post Graduate Diploma in Library Science in 2nd class</p> <p style="text-align: center;">OR</p> <p>Bachelor degree 2nd class plus M.Lib. Sc. 2nd Class</p> <p>2. Punjabi upto Matric Standard or its equivalent Standard is essential</p> <p>Note:-</p> <p>1. A candidate who possesses bachelor's degree in 2nd division and M.Lib. 2nd division is also eligible.</p> <p>2. The selection will be based on the Competitive Examination followed by the Interview.</p>
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Note:

Candidates are required to apply in the online mode only through Jagat Guru Nanak Dev Punjab State Open University, Patiala website www.psou.ac.in and send the downloaded application form along with all required documents/testimonials by hand/registered/speed post at university address. No other means / mode of application (through email, fax, deposit of CV etc.) will be accepted.

Applicants are required to take FIVE printouts of the Online Application Form. Affix the same passport size photograph (which was uploaded with the online form) on it and send to 'THE REGISTRAR, JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, C-28, THE LOWER MALL, PATIALA- 147001, PUNJAB along with self-attested copies of all the certificates of Educational/ Professional Qualifications (Degrees and DMC'S and with conversion formula of CGPA/OGPA), experience certificate, and reserve category certificate (Reservation certificate issued by the competent authority as a proof of claiming the reserve category as made in the online application form) etc. The applicants are advised to keep a copy of the same with them.

GENERAL INSTRUCTIONS (for all applicants):

1. A copy of circular containing detailed instructions, qualifications, etc. for the posts, is available only at <http://www.psou.ac.in>. The qualifications for all the teaching posts are as per UGC norms.
2. **IMPORTANT:** Applicants for the posts of Professor & Associate Professor must attach the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) Proforma as indicated in Appendix III of Table II(B)/V(B) as per UGC(4th amendment), Regulations, 2016 (duly filled-in all respects by them) and attested copies of supporting documents, with hard copy of their application form to be submitted as per note above.
3. Candidates for the post(s) of Professor, Associate Professor and Assistant Professor must also fill the Score Card Proforma, which is an essential component of the online application form. No modification will be allowed subsequently.
4. Candidates must have a valid Email- ID of his/her own, which should be active throughout the recruitment process. Candidates should keep checking the Inbox or even the Spam box of his/her Email ID regularly during the recruitment process as the University may send any important intimations on the University Website and/or through Email. Candidates should also check the University website regarding any updates during the recruitment process. Candidates should check their Email account for updates. Jagat Guru Nanak Dev Punjab State Open University, Patiala will not be responsible for any loss of Email sent, due to

- invalid/wrong Email Id provided by the candidates or for delay/non-receipt of information if a candidate fails to access his/her email/website in time. Candidates are requested in their own interest to remain in touch with the University website www.psou.ac.in.
5. Candidates should take care to furnish the correct details while filling in the online application. Any mistake committed by the candidates shall be his/her sole responsibility.
 6. The candidates should ensure the completion of all columns of application by the stipulated date and time given in the advertisement.
 7. Documents uploaded along with the application form will be considered for evaluation.
 8. Please scan your Photograph and Signatures individually and save them in the JPEG format. The size of any of these individual images should not exceed 150kb (photograph) and 150 kb (signature) for online uploading.
 9. Please keep the following details ready with you before clicking on the registration button for starting your online application:-
 - a. Personal details including Date of Birth and Nationality
 - b. Mobile Number
 - c. Valid Email ID
 - d. Reservation Category Details
 - e. Percentage of your Educational Qualification starting from Matriculation examinations to onwards.
 - f. Soft Copies of scanned Photograph and Signatures.
(Please calculate percentage from CGPA/OGPA in advance).
 10. Application fee once paid shall neither be refunded under any circumstances nor shall it be held reserve for any other recruitment or selection process in future.
 11. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
 12. Persons already in service must forward their application through proper channel and produce NOC from their employer at the time of interview. All such candidates will be given standard joining time i.e. one month from the issuance of offer letter.
 13. The candidates are required to apply separately for each post earmarked for each Department.
 14. Incomplete applications not duly substantiated with supporting documents in any respect or hard copy of application received after the due date will not be entertained.
 15. University reserves the right to fill or not to fill up the posts and to call only suitable number of candidates for interview/counseling.
 16. The number of posts can be increased or decreased.
 17. Curriculum Vitae of any other candidate can also be placed before the Selection Committee.
 18. Mere applying and satisfying the essential/minimum qualification required for a post does not entitle the candidate any right of appointment.
 19. The University shall verify the antecedents/documents submitted by the candidates at the time of appointment or any time during the tenure of the service. In case, it is detected that the documents submitted are fake or the candidate has a clandestine background and has suppressed the said information, his/her services shall be terminated forthwith.
 20. The candidature of the candidate for reserved category will be considered only for the category he/she has applied online/offline. Under no circumstances, reserve category of the candidate will be changed. No request in this regard will be entertained.
 21. A relaxation of 5% is admissible at the Graduate and Master's level for Scheduled Castes/Scheduled Tribes candidates.

22. Reservation Policy for direct recruitment will be followed as per instructions issued by the Govt. of Punjab and adopted by this university. The benefits of reservation policy will be given to the residents of Punjab State only. The SC/ST/BC/PWD, etc candidates are required to attach the relevant certificate issued by the competent authority as a proof of claiming the reserved category as made in the online application form along with Punjab Domicile Certificate/Punjab Residence Certificate issued by the Competent Authority.
23. Canvassing in any form will lead to cancellation of candidature.
24. Any dispute with regard to the selection/recruitment process will be subject to the courts/tribunals having Jurisdiction of Patiala.
25. For any enquiry including technical assistance regarding online application form, please contact through E-mail at jobshelp@psou.ac.in

Registrar