

JagatGuru Nanak DevPunjabState Open University,

Patiala

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

Advertisement No. 06/2021

Online applications are invited from eligible candidates for various 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) post at Sr. No. 1 to 5 will be Rs. 1180/- for General Category and Rs. 590/- for SC/ST & Pwd candidates. For post at Sr.No 6 the Application fees (including GST) will be Rs. 590/- for General Category and Rs. 295/- 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 attach their Punjab Domicile Certificate/Punjab Residence Certificate issued by the Competent Authority.

Important Dates:

Opening date for on-line Registration of applications	:	24.12.2021
Last date for on-line Registration/submission of application.	:	14.01.2022
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.	:	21.01.2022

DETAILS OF NON –TEACHING POSTS

Sr. No.	Name of the Post(s)* (numbers)
1	Controller of Examinations (01)
2	System Administrator (01)
3	Programmer (01)
4	Assistant Programmer (03)
5	Personal Assistant (01)
6	Data Entry Operator (02)

Note:-

- (*) (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 (before the date of interview) 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 employee will be protected.
- (v) Appointment can also be made on deputation basis from government/ other institutions as per Punjab Govt. norms.

QUALIFICATIONS OF THE NON-TEACHING POSTS

Sr. No	Name of the Post	Qualifications
1	Controller of Examinations	1) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading of 'B' in UGC 7 point scale. 2) 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. OR 3) Comparable experience in research establishment and/or other institutions of higher education OR 4) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
2	System Administrator	Minimum Eligibility 1. MCA/MSc(IT)/BE/B. Tech (CS/IT) or Equivalent from a recognized university. 2. Minimum 5 years of experience in programming/System administrator/Network Administrator/relevant field in University/Govt./Corporate sector. 3. Punjabi upto Matric standard or its equivalent standard is essential.

		<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> <ul style="list-style-type: none"> i) Knowledge of Windows-based system administration. ii) Knowledge of Linux system administration iii) Knowledge of maintenance of networking equipment including Enterprise class WiFi access points, Multi-gigabit network switches, PoE devices etc. iv) Configure and maintain all network switches, routers, and firewalls. v) Configure and maintain vpns and secure access to network. vi) Configure and maintain network monitoring platform. vii) Configure and maintain intrusion detection/intrusion prevention system. viii) Prior experience in handling Central Computer Center services/ Campus networking/ Identity ix) Proven experience with Wired and WiFi network design and implementation and capacity planning at Institute level
3	Programmer	<p>Minimum Eligibility</p> <ul style="list-style-type: none"> 1. M.Sc. (IT)/MCA/B.Tech(CSE/IT) or Equivalent from a recognized university. 2. Minimum 3 years of experience in Programming/relevant field in a University/Public Sector/Government/ Corporate Sector 3. Punjabi up to Matric Standard or its equivalent Standard is essential 4. Eligible candidates as per above shall be shortlisted through competitive test. Only shortlisted candidates shall be called for Interview. <p>Desirable:</p> <ul style="list-style-type: none"> i) Knowledge of programming using web technologies and languages such as Java, .NET, C#, PHP, ASP.net, JSP, Python etc. ii) Knowledge of database engines and programming using MySQL, Postgres, Enterprise DB, MSSQL server etc. iii) Maintenance of services such as LDAP, Apache, Tomcat, Mail, DHCP etc. iv) Knowledge of cloud and data-center management. v) Quick learner and demonstrated abilities to pick up new technologies vi) Proven experience of implementation of application software.

4	Assistant Programmer	<p>Minimum Eligibility</p> <ol style="list-style-type: none"> 1. MCA/MSc(IT)/B.Tech(CSE/IT) or Equivalent from a recognized university. 2. Minimum 01 years of experience in Programming/relevant field 3. Punjabi up to Matric Standard or its equivalent Standard is essential 4. Eligible candidates as per above shall be shortlisted through competitive test. Only shortlisted candidates shall be called for Interview. <p>Desirable:</p> <ol style="list-style-type: none"> i) Knowledge of programming using web technologies and languages such as Java, .NET, C#, PHP, ASP.net, JSP, Python etc. ii) Knowledge of database engines and programming using MySQL, Enterprise DB, MSSQL server etc. iii) Knowledge of maintenance of networking equipment including Enterprise class WiFi access points, Multi-gigabit network switches, PoE devices etc. iv) Configure and maintain all network switches, routers, and firewalls.
5	Personal Assistant	<ol style="list-style-type: none"> 1. Graduate in any discipline from a recognized University. 2. Experience of five years (after Graduation) or two years (after Masters Degree) as Stenographer in any Central/State organization/ University/ Institute funded by the Govt. /PSU/Education Organization recognized by the State/ Central Govt. 3. English/Punjabi Typing speed of at least 40 wpm. 4. Stenography speed of at least 100 wpm. 5. Good working knowledge of computer applications. 6. Good communication skills in English, Hindi and Punjabi alongwith good drafting skills. 7. Punjabi up to Matric Standard Punjabi up to Matric Standard or its equivalent Standard is essential <ul style="list-style-type: none"> • Post shall be filled through competitive test based on domain knowledge.
6	Data Entry Operator	<ol style="list-style-type: none"> i. Should have Bachelor's Degree from a recognised University or Institution; and ii. Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001 certified. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> iii. Possesses a Computer Information Technology course equivalent to 'O' Level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India. and

		<p>iv. Qualifies a test in Punjabi (In Unicode Font Raavi) and English typing to be held by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of 30 Wpm (300 words in 10 minutes).</p> <p>v. Punjabi upto Matric Standard.</p> <p>vi. Preference will be given to candidate with post graduate & PGDCA diploma</p> <p>vii. Eligible candidates as per above shall be shortlisted through Typing Test (both Punjabi & English). Only shortlisted candidates shall be called for Interview.</p>
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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. No other means / mode of application (through post, 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. 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.
2. 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.

3. The candidates should ensure the completion of all columns of application by the stipulated date and time given in the advertisement.
 4. 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 150 kb (photograph) and 150 kb (signature) for online uploading.
 5. **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.**
(Please calculate percentage from CGPA/OGPA in advance).
 - f. **Soft Copies of scanned Photograph and Signatures.**
 6. Application fee once paid shall neither be refunded under any circumstances nor it shall be held reserve for any other recruitment or selection process in future.
 7. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
 8. **The selection criteria for the Post of System Administrator/Programmer/Assistant Programmer shall be as follows:**
 - **Domain Based Competitive Exam (50%)**
 - **Assessment of Domain Knowledge & Technical Skills (30%)**
 - **Interview (20%)**
- Note:-**
- 1) **Candidates will be shortlisted on the basis of 50 marks received from domain based competitive exam.**
 - 2) **Top six (06) candidates for one post, ten (10) candidates for two posts and twelve (12) candidates for three post will be called for the interview.**
9. The candidates serving in Government/University are required to send the printout of online filled application form "Through Proper Channel" with duly endorsement to the Registrar, Jagat Guru Nanak Dev Punjab State Open University, Patiala OR they can produced NOC at the time of test/interview. In case sending the online application form through proper channel, please mention the name of the Post on the envelope.
 10. The candidates are required to apply separately for each post earmarked for each Department.
 11. 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.
 12. University reserves the right to fill or not to fill up the posts and to call only suitable number of candidates for interview/counseling.

13. The number of posts can be increased or decreased.
14. Curriculum Vitae of any other candidate can also be placed before the Selection Committee.
15. Mere applying and satisfying the essential/minimum qualification required for a post does not entitle the candidate any right of appointment.
16. 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.
17. 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.
18. A relaxation of 5% is admissible at the Graduate and Master's level for Scheduled Castes/Scheduled Tribes candidates.

Registrar