MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY, BATHINDA

DETAIL OF POSTS

Sr. No.	Name of Post	Pay Scale	MRSPTU	GZSCCET	PIT Nandgarh	PIT GTB Garh, Moga	PIT Rajpura	PIT Mansa	Qualifications
1.	Deputy Registrar / Deputy Controller of Examination	Rs.15600-39100/- G.P. 7600/-	**03** (02 SC, 01 Gen.)	01 Gen.	-	-	-	-	Master's Degree with atleast 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale; alongwith - (i) Nine years' of experience as Assistant Professor in the AGP of Rs.6000 and above with experience in educational administration, **or** (ii) Comparable experience in research establishment and/or other institutions or higher education, **or** (iii) 5 years' of administrative experience as Assistant Registrar or in an equivalent post.
2.	Assistant Registrar	Rs.15600-39100/- G.P. 5400/-	**02** (01Gen, 01 ESM)	-	01 Gen.	-	-	-	Master's Degree with atleast 55% of the marks or its equivalent grade of 'B' in the UGC 7pt scale alongwith a good academic record, as laid down by the UGC, shall continue to be in force.
3.	PA to VC	Rs.10300-34800/- G.P. Rs. 4800/-	01Gen.	-	-	-	-	-	i) Graduate from a recognized University. ii) Having Shorthand/Typing speed @120/40 w.p.m. with 96 percent accuracy both English and Punjabi and working knowledge of computer. Must be capable to handle correspondence independently. iii) 10 years experience of working in a University/ Educational Institution/Govt. office.

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4.	PA to Registrar	Rs.10300-34800/- G.P. Rs. 4800/-	01Gen.	-	-	-	-	-	i) Graduate from a recognized University. ii) Having Shorthand/Typing speed @120/40 w.p.m. with 96 percent accuracy both English and Punjabi and working knowledge of computer. Must be capable to handle correspondence independently. iii) 10 years experience of working in a University/ Educational Institution/Govt. office.
5.	PA to Campus Director	Rs.10300-34800/- G.P. Rs. 4800/-	01Gen.	-	-	-	-	-	i) Graduate from a recognized University. ii) Having Shorthand/Typing speed @120/40 w.p.m. with 96 percent accuracy both English and Punjabi and working knowledge of computer. Must be capable to handle correspondence independently. iii) 10 years experience of working in a University/ Educational Institution/Govt. office.
6.	Senior Assistant	Rs.10300-34800/- G.P. 4400/-	-	**03** (01SC, 01 ESM., 01PH)	-	-	-	-	Graduation with at least 10 years experience in a clerical position in Govt./Autonomous organisation, preferable in a University and working knowledge of Computers.

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7.	Steno	Rs.10300-34800/- G.P. 3200/-	**09** (03SC, 04Gen., 01ESM, 01BC)	**05** (02ESM, 01PH, 01Gen., 01BC)	-	-	-	-	i) Should have passed Bachelor's Degree from a recognized University or Institution and ii) Must qualify tests in stenography both in English and Punjabi at a speed of 80 w.p.m. in shorthand and transcribed on a speed of 15 w.p.m. with 92 percent accuracy. iii) Possesses atleast 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 organised Institution or a reputed Institution, which is ISO-9001, certified. OR Possesses a Computer Information Technology Course equivalent to O Level Certificate of Department of Electronic Accreditation of Computer Courses (DOEACC) of Govt. of India.
8.	Clerk cum data entry operator	Rs.10300-34800/- G.P. 3200/-	**19** ((05Gen., 06SC, 01 SC (ESM), 01 SC (Sportsman), 03ESM, 01Sportsman, 01BC (ESM), 01 PH))	**03** (01 Gen. 01 ESM, 01 BC)	01 Gen.	01 Gen.	01 Gen.	01 Gen.	1. (i) Should have passed Bachelor's degree from a recognised University or Institution and; (ii) Possesses atleast 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 organised Institution or a reputed Institution, which is ISO-9001, certified. OR Possesses a Computer Information Technology Course equivalent to O Level Certificate of Department of Electronic Accreditation of Computer Courses (DOEACC) of Govt. of India. 2. Must qualify test in type writing at speed of 40w.p.m. in English and 30 w.p.m. in Punjabi languages.

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9.	Programmer	Rs.9300-34800/- G.P. 4600/-	01Gen.	-	-	-	-	-	First Class B.E./B.Technology in Computer Engineering/ Computer Science/Information Technology or equivalent OR First Class M.E./M.Technology in Computer Engineering/ Computer Science/ Information Technology or equivalent. OR First Class MCA Degree. Person with experience in software development desire.
10.	Senior Technician	Rs.10300-34800 G.P. 3800/-	**02** (01Gen., 01SC) **Pharmacy**	**ECE 01** (01SC), **Textile 01** (01SC), **Chemist.01** (01Gen.)	-	-	-	-	**Pharmacy:** Diploma in Pharmacy with 5 years experience of working in Pharmacy institute and working knowledge of related instruments. **Applied Sciences:** B.SC (Non-medical) degree in the appropriate discipline with 5 years experience in similar laboratory. **Engineering:** Diploma holder in the appropriate disciplines with 5 years experience.

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11.	Junior Technician	Rs.5910-20200/- G.P. 2400/-	-	-	-	**03** (01SC, 02Gen.) Mechanical.01, Electrical.01, Civil 01	-	-	**Engineering:** Diploma holder in the appropriate discipline with 2 years experience.
12.	Assistant Librarian	Rs.10300-34800/- G.P. 3800/-	-	01 SC	-	-	-	-	Bachelor's Degree in Library Science with 05 years in a similar library.
13.	Library Assistant	Rs.10300-34800/- G.P. 3600/-	-	01 SC	-	-	-	-	Bachelor's Degree in Library Science. Work experience of two years preferred.

GENERAL INSTRUCTIONS FOR ALL CANDIDATES:

Candidates will be apply on-line and send by post Print-out hard version of application duly signed.

1. The number of vacancies indicated above may be increased or decreased at the discretion the competent authority.
2. The University reserves the right not to fill any or some of the above posts.
3. **Clearly mention conversion formula of CGPA to percentage marks and percentage of Marks in appropriate place.**
4. The University will not be responsible for non-receipt/late receipt of application due to postal delay.
5. Incomplete applications will be rejected without entering into correspondence.
6. Candidates will be eligible only if he/she has degree certificate/Gazette result notification/all original DMCs issued on or before last date of application. Photocopies of all these certificates must be attached with application.
7. Any Provisional Certificate for any degree issued prior to Gazette result notification will not be considered.
8. Candidate must paste his/her passport photograph on the application form.
9. Knowledge of Punjabi upto Matric standard is essential for every post.
10. Candidates are requested to bring 02 ID proofs along with Admit Card for appearing in Examination.
11. **Persons already in service must send their applications through their employer.**

12.   Practical/Written Test will be held wherever necessary.
13.   Candidates claiming Backward Class Category will submit the photocopy of their latest valid BC certificate issued by the competent authority.
14.   Knowledge of Computer is essential for all posts.
15.   The instructions regarding Pay/Salary issued by Govt. of Punjab (Deptt. of Finance), from time to time will be applicable.

Acronyms: SC (Schedule Caste), Gen. (General), BC (Backward Class), ESM (Ex-Serviceman), PH (Physically Handicapped).