पंजाब केन्द्रीय विश्वविद्यालय

भर्ती सूचना

(विज्ञापन सं. सीयूपीबी/25-26/008 दिनांक 10.11.2025)

भावी और पात्र अभ्यर्थियों से नियमित आधार/प्रतिनियुक्ति पर निम्नलिखित शिक्षण एवं गैर-शिक्षण पदों हेतु ऑनलाइन आवेदन आमंत्रित किए जाते हैं:

- प्रोफेसर
- सह प्रोफेसर
- सहायक प्रोफ़ेसर
- गैर-शिक्षण समूह-क
- गैर-शिक्षण समूह-ख
- गैर-शिक्षण समूह-ग

ऑनलाइन आवेदन की अंतिम तिथि: **09.12.2025** (सायं 5 बजे तक)

विस्तृत विवरण हेतु कृपया वेबसाइट: **www.cup.edu.in** देखें।

कुलसचिव

गांव व डाकघर घुद्दा, जिला बठिंडा–151401; ईमेलः **recruitment@cup.edu.in**

CENTRAL UNIVERSITY OF PUNJAB

RECRUITMENT NOTICE

(Advt. No. CUPB/25-26/008 Dated 10.11.2025)

Online applications are invited from prospective & eligible candidates for following Teaching & Non-Teaching Posts on Regular/Deputation basis:

- **Professor**
- **Associate Professor**
- **Assistant Professor**
- **Non-teaching Group-A**
- **Non-teaching Group-B**
- **Non-teaching Group-C**

Last Date to apply online: 09.12.2025 (upto 05 PM)

Visit **www.cup.edu.in** for more details

REGISTRAR

VPO Ghudda, District-Bathinda-151401 (Punjab), Email: recruitment@cup.edu.in

विज्ञापन का हिंदी रूपान्तर विश्वविद्यालय की वेबसाइट पर उपलब्ध है।

(Actual Size of Advt. to be published in newspapers is 04cm x 08cm = 32cm^2)

पंजाब केंद्रीय विश्वविद्यालय
(संसद के अधिनियम सं. 25(2009) के द्वारा स्थापित)
ग्राम एवं डाकघर: घुद्दा, जिला: बठिंडा-151401 (पंजाब)
ईमेल: registrar@cup.edu.in
वेबसाइट: www.cup.edu.in

Central University of Punjab
(Established vide an Act no. 25(2009) of Parliament)
VPO: Ghudda, District: Bathinda-151401 (Punjab)
Email: registrar@cup.edu.in
Website: www.cup.edu.in

RECRUITMENT FOR NON-TEACHING POSITIONS

(Advt. No. CUPB/25-26/008 Dated 10.11.2025)

Applications are invited from eligible candidates for following non-teaching posts on Regular/Deputation basis:

Sr.	Name of the Post	Pay Level (as per 7th CPC with Entry Pay)	Total Position	UR	SC	ST	OBC	EWS	Remarks
1.	Internal Audit Officer (On Deputation)	12 (Rs. 78800/-)	01	01	--	--	--	--	
2.	Private Secretary	7 (Rs. 44900/-)	05	04	--	--	01	--	One post out of these four posts is reserved for PWD-C**, whereas one post is to be filled on Deputation basis
3.	Section Officer	7 (Rs. 44900/-)	01	--	--	--	01	--	
4.	Personal Assistant	6 (Rs. 35400/-)	01	--	--	--	01	--	
5.	Assistant#	6 (Rs. 35400/-)	01	--	--	--	--	01	
6.	Technical Assistant	5 (Rs. 29200/-)	01	01	--	--	--	--	
7.	Laboratory Assistant	4 (Rs. 25500/-)	01	--	--	01	--	--	
8.	Lower Division Clerk*	2 (Rs. 19900/-)	09	03	02	01	02	01	Out of these Nine posts, one post is reserved each for PWD-b*** and ESM.
9.	Cook	2 (Rs. 19900/-)	02	02	--	--	--	--	
10.	Laboratory Attendant#	1 (Rs. 18000/-)	01	01	--	--	--	--	

The case of lien is under process. If lien is granted to concerned employee, then recruitment to these posts will be against Lien vacancies till the period the lien holder reverts back. In case the lien holder opts to be absorbed on his new post, the incumbent recruited against the lien vacancy may be considered for regularization. In case any lien holder reverts back, the appointed candidate will be relieved.

***** Out of 09 posts of LDC, 02 Posts are against Lien vacancies till the period the lien holder reverts back. In case the lien holder opts to be absorbed in the new organization, the incumbent recruited against the lien vacancy may be considered for regularization. **The lowest two candidates as per merit in the panel recommended by Selection Committee will be given appointment against the lien vacancies. In case any lien holder reverts back, the candidate(s) securing lowest marks in the merit in the panel recommended by Selection Committee will be relieved first. Further, if two or more candidates scoring same marks, the candidate(s) having lowest in age will be relieved.**

******This post is reserved for PWD-b. If suitable person having disability (PWD-c) does not become available, the vacancy will be treated reserved for other sub-categories viz. PWD-a or PWD-b or PWD-d&e.
*******This post is reserved for PWD-b. If suitable person having disability (PWD-b) does not become available, the vacancy will be treated reserved for other sub-categories viz. PWD-a or PWD-c or PWD-d&e.

IMPORTANT DATES:

1. Last date to apply online: 09.12.2025 (upto 05 PM)
2. Date of Written Test (wherever applicable): Will be informed on the university website

IMPORTANT LINKS:

1. University Website: www.cup.edu.in
2. Link for Applying Online (For other Group-A, B & C Non-Teaching Posts): https://cupnt.samarth.edu.in

Applicants are required to apply online only

PLEASE DON'T SEND HARD COPY OF APPLICATION FORM TO UNIVERSITY

Abbreviations: ***APL*** *- Academic Pay Level;* ***UR****-Unreserved;* ***OBC****-Other Backward Classes;* ***SC****-Scheduled Caste;* ***ST****-Scheduled Tribe;* ***ESM****-Ex-Serviceman;* ***PWD-a*** *for Blindness and Low vision;* ***PWD-b*** *for Deaf and hard of hearing;* ***PWD-c*** *for Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;* ***PWD-d&e*** *for Autism, intellectual disability, specific learning disability and mental illness; and for multiple disability from amongst persons under clauses (a) to (d) including deaf-blindness.*

GENERAL INSTRUCTIONS, ESSENTIAL INFORMATION AND ELIGIBILITY CONDITIONS

Advt. No: CUPB/25-26/008 Dated 10.11.2025

1. **Applicants are required to apply online through Link given above. The online portal will be available till 09.12.2025 (by 05:00 PM).**
2. Any type of corrigendum/addendum/amendments/notice/updation etc. related to this advertisement shall be uploaded on University websites www.cup.edu.in only. Further, the university will not send any further information/call letters through newspapers/by post. The University will not be responsible for invalid/wrong email ID and Mobile No. mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and regularly check their e-mail and the University websites: www.cup.edu.in for updates.
3. **If any applicant(s) want(s) to apply for more than one post, he/she will be required to apply online separately for each post by depositing fee @ Rs.600/- (Rupees Six Hundred Only) online. Other mode of application fee will not be accepted. However, The SC/ST/PWD/Women candidates are exempted for application fee.**
4. Any candidate belonging to SC/ST/OBC (NCL), who wish to apply for any unreserved post, will not be given any relaxation of marks (10th/12th/Degrees/Diploma/NET etc.) and age etc.
5. It is the responsibility of the candidate to assess his own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. In case the candidate who do not meet the minimum eligibility criteria and still apply will do so at their own risk and cost. Please note that the university is not responsible for incorrect entries and fee once paid will not be refunded in any circumstances.
6. Mere possession of eligibility conditions shall not entitle a candidate to be called for skill test/written test/ interview (as applicable). All the candidates, who apply online, shall be called for Written Test(s) for posts at Sr. 4 to 21 without verifying their eligibility. Therefore, the candidates must ensure their eligibility before applying online. Further, at any stage of the recruitment process, even after qualifying the Written Test(s), if the candidate is found to be INELIGIBLE, their candidature will not be considered for further process of recruitment.
7. **The process of Recruitment (for Group-B & Group-C posts (i.e. posts given at Sr. 2 to 11 in the table above) is as below:**
   (1) Calling all the candidates of Group-B & Group-C Posts for the Written Test (Paper-1 & Paper-2)
   (2) Written Test (Paper-1) shall comprise of 100 Marks of Objective type written test (2 hours' duration) comprising 100 MCQs (each MCQ carrying 1 mark) and Written Test (Paper-2) shall comprise of 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) based on the syllabus given at **Annexure-1.**
   (3) The qualifying marks for Written Tests (Paper-1 and Paper-2 separately) shall be 50% for UR, and 45% for SC/ST/OBC/EWS/PWD/ESM.
   (4) The relaxation of marks for SC/ST/OBC/EWS/PWD/ESM shall be given only for those posts, which are reserved for concerned categories.
   (5) The answer scripts of the candidates for the Written Test (Paper-2) shall be evaluated only for those candidates who secure the minimum qualifying marks (50% for UR, and 45% for SC/ST/OBC/EWS/PWD/ESM) in Written Test (Paper-1).
   (6) Initially, the Screening Committee shall check the eligibility of the candidates who qualify the Written Test (Paper-2). The eligibility status shall be informed to the candidates accordingly.
   (7) Those candidates, who are found eligible and who qualify the Written Test (Paper-2), shall be called for the Skill Test as per **Annexure-1.** This Skill Test shall be of qualifying nature only.
   (8) The merit List of the candidates, who qualify the Skill Test, shall be drawn based on the marks secured in Written Test (Paper-2) only. In case more than one candidate secures same marks in Written Test (Paper-2), the candidate older in age shall be considered above in merit.
8. **The process of Recruitment (for Group-A posts) is as below:**

   A. For the posts of Librarian and Deputy Librarian:

   (1) All the applications of the candidates shall be screened for eligibility by a duly constituted Screening Committee.
   (2) Eligible candidates shall be called for Interview
   (3) The appointment for these positions shall be based on performance in the Interview only.

   B. For the post of Internal Audit Officer on Deputation

   Appointment of Internal Audit Officer on Deputation will be based on the performance in Interview. However, if the number of eligible candidates are more than 15, there shall be the same process, which is given below for Assistant Registrar.

   C. For the posts of Assistant Registrar:

   (1) Calling all the candidates for the Screening Test (Paper-1 & Paper-2)
   (2) Screening Test (Paper-1) shall comprise of 100 Marks of Objective type Screening test (2 hours' duration) comprising 100 MCQs (each MCQ carrying 1 mark) and Screening Test (Paper-2) shall comprise of 100 Marks of descriptive type Screening test (2 hours' duration) comprising subjective questions (5 to 10 questions) based on the syllabus given at Annexure-1.
   (3) The qualifying marks for Screening Tests (Paper-1 and Paper-2 separately) shall be 50% for UR, and 45% for SC/ST/OBC/EWS/PWD/ESM.
   (4) The relaxation of marks for SC/ST/OBC/EWS/PWD/ESM shall be given only for those posts, which are reserved for concerned categories.

(5) The answer scripts of the candidates for the Screening Test (Paper-2) shall be evaluated only for those candidates who secure the minimum qualifying marks (50% for UR, and 45% for SC/ST/OBC/EWS/PWD/ESM) in Screening Test (Paper-1).

(6) Initially, the Screening Committee shall check the eligibility of the candidates who qualify the Screening Test (Paper-2). The eligibility status shall be informed to the candidates accordingly;

(7) Those candidates, who are found eligible and who qualify the Screening Test (Paper-2), shall be called for the interview. If the number of candidates qualifying the Screening Test (Paper-2) is more than 15, the top scoring 15 eligible candidates (Paper-2) shall be shortlisted for interview.

(8) The final selection shall be made based on the performance of candidates in the interview only.

9. The date for determining the eligibility (i.e. age, qualifications and experience) of all candidates in every respect shall be the closing date (i.e. 09.12.2025) of online applications as prescribed in the advertisement. Further, in case the closing date is extended, the date of determining the eligibility (i.e. age, qualifications and experience) shall be initial closing date (i.e. 09.12.2025)
10. A person registered as Overseas Citizen of India (OCI) card holder under section 7A of the Citizenship Act, 1955, is also eligible to apply.
11. The University may/may not draw reserve panel(s) against possible vacancies in future.
12. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease/withdraw any post at any time before selection and make appointments accordingly.
13. If any advertisement for any post(s) is withdrawn due to whatever reasons, the application fee or any other fee collected from the candidates shall be refunded.
14. The applicants serving in Government/Semi-Government organizations/Public Sector Undertakings/Autonomous Organizations submit their application through proper channel. The candidate who do not apply through proper channel must submit NOC from their employer at the time of interview, failing which their candidature will not be considered. In case of in-service candidates from private sector, relieving letter from the employer at the time of joining must be submitted.
15. The posts, in which minimum qualification is graduation or above, the experience will be counted only after the date of fulfilling the minimum educational qualification as required for the post.
16. The candidate willing to apply for the Deputation post is required to apply online. Printout of such application, along with last five years' CR dossiers duly certified by the Competent Authority, is required to be forwarded by the employer.
17. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his /her candidature. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of written test/ interview due to whatever circumstances, his/her appointment shall be liable to be terminated.
18. The University will get verified all the certificates in support of qualification, experience etc. submitted by candidates, from the issuing authority. If any document is found to be false/ fake/ incorrect/ *malafide* at any stage of verification before or after appointment, the document in question shall be summarily rejected and action shall be initiated against the candidate for this misconduct including rejection of his/her candidature which shall lead to termination of his/her appointment, if already appointed.
19. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
20. With regard to any ambiguity, relating to the recruitment rules in general and eligibility in respect of any post in particular, the decision of the Competent Authority shall be final.
21. In case of selection under reserved category, the appointment will be provisional and is subject to the community certificate being verified through proper channels. If the verification reveals that the claim of the candidate to belong to SC/ST/OBC (Non Creamy Layer)/PWD/EWS/ESM is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate.
22. The fresh appointment will be subject to police verification. In case, the report of the police with regard to his/her conduct, character, antecedents etc. is not found to be satisfactory, the appointment shall be withdrawn/ cancelled/ terminated forthwith without notice.
23. The selected candidate will also have to undergo a medical examination/ test to ascertain his/ her medical fitness for the post prior to joining. In case, he/ she is not found to be fit by the authorized medical authorities, the offer of appointment shall be treated as withdrawn. The persons already holding employment under Government or Autonomous Bodies/PSU, may submit Medical Fitness Certificate from any Government Hospital at the place of his/ her work duly countersigned by the Civil Surgeon or Chief Medical Officer of the concerned district.
24. The terms and conditions of appointment/ Engagement shall be communicated in the "Offer of Appointment/ Engagement "to the Selected Candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment/ engagement letter within the stipulated time period, the offer will be treated as withdrawn and no further communication shall be entertained in this regard.
25. The probation period for the regular posts (wherever applicable) will be as per Cadre Recruitment rules. An employee will be considered for confirmation only if:
    a) No one else holds a lien on the post on account of technical resignation, EOL etc.
    b) The service of the employee have been found satisfactory.

c) A verification report about the character and antecedents of the employee is received from the district authorities.
d) A verification report of any other documents/certificates (as the university deems fit) have been obtained from the sources.

26. Nature of Duties: The selected candidate will be required to perform duties as per the rules of the University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours/ holidays which the employee has to perform without fail to avoid disciplinary action in this regard. The University administration notwithstanding the schedule of five-day week in its working may also direct any employee to work for six days in a week at its discretion depending upon the exigency of service and in the interest of the organization. However, it may be kept in view that the total number of working hours prescribed per week shall be equal to all the employees as per the Govt. of India rules.
27. The selected candidate shall be liable to serve anywhere under the jurisdiction of the Central University of Punjab. He / She shall be required to arrange his/ her own accommodation as per his/ her convenience.
28. The selected candidates, will be governed by the "National Pension System" (earlier known as 'New Pension Scheme') of the Govt. of India as applicable w.e.f. 01.01.2004. Those who are appointed on deputation, their terms and conditions will be governed as per relevant O.Ms. of DoPT, GoI.
29. The salary of eligible superannuated candidates, in case of selection on regular basis, will be fixed as per DoPT/UGC rules.
30. The selected candidates shall be governed by the Act/ Statutes/ Ordinances/ Regulations/ Rules governing the service conditions/ method of recruitments as amended from time to time, resolutions of the Executive Council of the university and rules of the Govt. of India such as DoPT rules, the CCS (Conduct) Rules, 1964 and CCS (CCA) Rule, 1965 etc. adopted by the University from time to time.
31. Under the term 'good academic record' the candidate must have obtained at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University; and at least 50% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Bachelor's degree level or an equivalent degree from an Indian/Foreign University.
32. **The experience certificate must certify the Date of Joining, Date of Relieving (if any), Initial Designation, Current Designation, Pay Scale, Date of Promotion (if any). Further, in support of the claimed experience, at least one salary slip for each financial year is required to be uploaded on the recruitment portal while applying for the post. Wherever experience of reputed private organization (as per advertisement) is claimed, the Balance Sheet (each financial year) of the concerned organization is required to be submitted as Proof of annual turnover of at least Rs.200/- Crores or more.**
33. Candidate will be required to produce all original certificates relating to his/ her age, qualification, experience and caste etc. at the time of document verification and/or interview. In case the candidate fails to submit the original documents for verification of the photocopies (self-attested) of the enclosures to his/ her application, he/she shall not be allowed to appear at the written test/interview and his candidature shall be treated as cancelled without any further communication in this regard.
34. Interim enquiries shall not be entertained.
35. Canvassing in any form on behalf of or by the candidate shall disqualify him/her from being considered.
36. The reservations/relaxations to SC/ST/OBC(NCL)/PWD/EWS/ESM Candidates will be provided as per the existing Govt. of India/UGC policy. They are required to attach the relevant certificate as per format prescribed by the Government of India. OBC (Non Creamy Layer) and EWS certificates should be issued by Competent Authority on or after 01.04.2024.
37. Age relaxation to Govt. employees and Ex-serviceman will be as per Govt. of India rules.
38. The age of the superannuation for all the posts is as per UGC/GoI norms.
39. The candidate shall attend the interview at the designated place and time at his/her own expenses. However, the outstation candidates belonging to the SC/ ST/ PwD categories shall be reimbursed to and fro rail fare (as per GOI Rules) for self only for attending interview. In case any station is not connected by rail, ordinary bus fare (shortest route) shall be paid on production of ticket. However, fare for first 30 KM of the journey shall not be reimbursed. The above mentioned concessions shall not be admissible to those SC/ ST/ PwD candidates who are already in Central/ State Government/ Public Sector Undertaking/ Local Government Institution or Panchayat services.
40. 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.
41. **Applications will be accepted online only. Application received through mode other than online portal, shall be rejected.**
42. **For general queries, please contact:**

    Recruitment Cell
    Central University of Punjab
    VPO Ghudda, District Bathinda-151 401, India
    Email: recruitment@cup.edu.in

43. **Last date for submission of Online application form is 09.12.2025 (by 05:00 PM)**

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Registrar

QUALIFICATIONS AND EXPERIENCE FOR NON-TEACHING POSITIONS:

1. INTERNAL AUDIT OFFICER

1	Name of Post	**Internal Audit Officer**
2	Classification	Group – A
3	Pay Level as per 7th CPC & Entry Pay	Level 12 (Entry pay of Rs. 78800/-)
4	Age Limit for Direct Recruits	56 Years
5	Educational and other qualifications required for direct recruits	**Deputation:** By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous posts on regular basis. **OR** With three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies. **OR** With five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.

2. PRIVATE SECRETARY (DIRECT RECRUITMENT)

1	Name of Post	**Private Secretary (Direct Recruitment)**
2	Classification	Group – B
3	Pay Level as per 7th CPC & Entry Pay	Level 7 (Entry pay of Rs. 44900/-)
4	Age Limit for Direct Recruits	35 Years
5	Educational and other qualifications required for direct recruits	**Essential:** 1. A Bachelor's Degree from a recognized University/Institute. 2. At least 03 Years' experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. 3. English/Hindi Stenography speed: 120 wpm in English or 100 wpm in Hindi 4. English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. 5. Knowledge of computer applications. **Skill Test Norms on Computer:** Dictation: 10 minutes @ 120 w.p.m./100 w.p.m. Transcription: 50 minutes (English)/ 60 minutes (Hindi) **Desirable:** Proficiency in English & good communication skills.

PRIVATE SECRETARY (ON DEPUTATION)

1	Name of Post	**Private Secretary (On Deputation)**
2	Classification	Group – B
3	Pay Level as per 7th CPC & Entry Pay	Level 7 (Entry pay of Rs. 44900/-)
4	Age Limit for Direct Recruits	56 Years
5	Educational and other qualifications required for direct recruits	**Essential:** 1. A Bachelor's Degree from a recognized University/Institute. 2. At least 03 Years' experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. 3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi 4. English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. 5. Knowledge of computer applications. **Skill Test Norms on Computer:** Dictation: 10 minutes @ 120 w.p.m./100 w.p.m. Transcription: 50 minutes (English)/ 60 minutes (Hindi) **Desirable:** Proficiency in English & good communication skills.
6	In case of recruitment by deputation, grades from which deputation to be made	**Deputation:** Persons holding analogous posts on regular basis or with 3 years regular service as Personal Assistant in the Level 6/Level 7 of any Central/State Govt./ University/ Public Sector Undertaking as other Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as prescribed at Sr. No. 5 above.

3. SECTION OFFICER

1	Name of Post	**Section Officer**
2	Classification	Group – B
3	Pay Level as per 7th CPC & Entry Pay	Level 7 (Entry pay of Rs. 44900/-)
4	Age Limit for Direct Recruits	35 Years
5	Educational and other qualifications required for direct recruits	**Essential:** i) A Bachelor's Degree in any discipline from any recognised Institute/ University. ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more. iii) Proficiency in Computer Operation, noting and drafting.

4. PERSONAL ASSISTANT

1	Name of Post	**Personal Assistant**
2	Classification	Group – B
3	Pay Level as per 7th CPC & Entry Pay	Level 6 (Entry pay of Rs. 35400/-)
4	Age Limit for Direct Recruits	35 Years
5	Educational and other qualifications required for direct recruits	**Essential:** 1. A Bachelor's Degree in any discipline from any recognised Institute/ University. 2. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm. 3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. 4. Knowledge of Computer Applications. 5. Two years experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores. **Desirable:** Proficiency in English and good communication skills. **Skill Test Norms on Computer:** Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes English/55 minutes Hindi

5. ASSISTANT

1	Name of Post	**Assistant**
2	Classification	Group – B
3	Scale of Pay/Pay Band / Grade Pay	Level 6 (Entry pay of Rs. 35400/-)
4	Age Limit for Direct Recruits	35 Years
5	Educational and other qualifications required for direct recruits	**Essential:** 1. Bachelor Degree from a recognized University / Institution. 2. Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. 3. Proficiency in Typing (at least a typing speed of 30 wpm), Computer applications, noting and drafting.

6. TECHNICAL ASSISTANT

1	Name of Post	**Technical Assistant**
2	Classification	Group – C
3	Scale of Pay/Pay Band / Grade Pay	Level 5 (Entry pay of Rs. 29200/-)
4	Age Limit for Direct Recruits	32 Years
5	Educational and other qualifications required for direct recruits	**Essential:** Bachelor's degree in Biology/Life Sciences with minimum three years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.

7. LABORATORY ASSISTANT

1	Name of Post	**Laboratory Assistant**
2	Classification	Group – C
3	Scale of Pay/Pay Band / Grade Pay	Level 4 (Entry pay of Rs. 25500/-)
4	Age Limit for Direct Recruits	32 Years
5	Educational and other qualifications required for direct recruits	**Essential**: Bachelor's degree in Sciences/Technology with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. *The experience should be in* University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.

8. LOWER DIVISION CLERK

1	Name of Post	**Lower Division Clerk**
2	Classification	Group – C
3	Pay Level as per 7th CPC & Entry Pay	Level 2 (Entry pay of Rs. 19900/-)
4	Age Limit for Direct Recruits	30 Years
5	Educational and other qualifications required for direct recruits	**Essential**: (i) 12th Class or equivalent qualification from a recognised board or university. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30 wpm correspond to 10500 KDPH/ 9000 KDPH on an average of 5 Key depressions for each word) on computer. Time allowed: 10 minutes. (iii) Proficiency in Computer Operations such as working knowledge of MS Office, etc.

9. COOK

1	Name of Post	**Cook**
2	Classification	Group – C
3	Pay Level as per 7th CPC & Entry Pay	Level 2 (Entry pay of Rs. 19900/-)
4	Age Limit for Direct Recruits	32 Years
5	Educational and other qualifications required for direct recruits	**Essential:** Class 10th from a recognized School Board. Two years' experience in cooking / catering services in educational institutions/ guest houses, reputed hotels, restaurants or similar organisations. ITI Trade certificate in Bakery and Confectionery (one year duration)

10. LABORATORY ATTENDANT

1	Name of Post	**Laboratory Attendant**
2	Classification	Group – C
3	Pay Level as per 7th CPC & Entry Pay	Level 1 (Entry pay of Rs. 18000/-)
4	Age Limit for Direct Recruits	30 Years
5	Educational and other qualifications required for direct recruits	**Essential**: 10+2 with Science stream from any recognized Central/ State Board **OR** 10th Pass from any recognized Central/ State Board with Science as one of the subjects and two years experience in Laboratory of recognised University / Institution / College.

(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri/ Smt./ Kumari _____son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____*. Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993**.

District Magistrate: _____

Deputy Commissioner etc.: _____

Dated:

Seal:

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* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Government of ……

(Name & Address of the authority issuing the Certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. …… Date. ……..

VALID FOR THE YEAR……..

1. This is to certify that Shri/ Smt./ Kumari …… son/ daughter/ wife of …… permanent resident of …… Village/ Street…… Post Office …… District ……in the State/Union Territory ……, Pin Code …… whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/ her 'family'** is below Rs. 8 lakh (*Rupees Eight Lakh only*) for the financial year …… His/ her family does not own or possess any of the following assets***:
   I. 5 Acres of agricultural land and above in rural area;
   II. Residential flat of 1000 sq. ft. and above;
   III. Residential plot of 100 sq. yards and above in notified municipalities;
   IV. Residential plot of 200 Sq. yards and above in areas other than the notified municipalities.
2. Shri/ Smt./ Kumari …… belongs to the …… caste, which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Recent passport size photograph of the applicant

Signature with seal of Office……..

Name……

Designation……..

*****Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

******Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years.

*******Note 3: The property held by 'Family' in different locations or different places / cities have been clubbed while applying the land or property holding test to determine EWS status.

METHODS, PROCEDURE AND SYLLABUS FOR APPOINTMENT OF NON-TEACHING STAFF UNDER DIRECT RECRUITMENT/DEPUTATION

NOTE: The medium of examination for Paper-I & II of all the posts shall be English. However, the questions related to language proficiency in Hindi (wherever prescribed in syllabus) shall be in Hindi only.

Sr.	Name of Post(s)	Methods, Procedure and Syllabus for Appointment under Direct Recruitment
1	Internal Audit Officer (On Deputation)	Appointment under Deputation will be based on the performance in Interview. However, if the number of eligible candidates are more than 15, the University will hold screening test for shortlisting 15 candidates for interview. **The screening test will comprise of the following:** Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning Ability, Mathematical Ability, General Knowledge, General Studies, Current Events, Language Proficiency in English and Hindi, computer knowledge, domain knowledge of the establishment, accounts, examinations, stores and purchase etc. – *50% marks for qualifying the test*. Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to Central University Act, Statute, Ordinance, GoI/UGC/AICTE/NCTE/university rules & regulations, Service Conditions, CCS Rules, GFR, FRSR, NPS, etc., Labour Laws, RTI Act-2005, and matters related to Higher Education – NEP-2020, topics related to centre of excellence, institute of national importance etc., computer knowledge, knowledge on office procedure, noting and drafting (includes précis writing, comprehension, letter writing and various other forms of office communications), report writing – *50% marks for qualifying the test*. Personal Interview: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). The candidates who secure 50% marks in Paper-II shall be called for personal interview in the 1:15 ratio. The final selection shall be made based on the performance of candidates in the personal interview only.
2	Private Secretary	**Syllabus for the both Direct Recruitment /Deputation:** Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning ability, Mathematical Ability, General Knowledge, General Studies, Current Events, Language Proficiency in English and Hindi, computer knowledge, domain knowledge of the establishment, accounts, examinations, stores and purchase etc. – *50% marks for qualifying the test*. Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to Central University Act, Statute, Ordinance, GoI/UGC/AICTE/university rules & regulations, Service Conditions, CCS Rules, GFR, FRSR, NPS, etc., Labour Laws, RTI Act-2005, and matters related to Higher Education – NEP-2020, topics of centre of excellence, institute of national importance etc., computer knowledge, knowledge on office procedure, noting and drafting (includes précis writing, comprehension, letter writing and various other forms of office communications) – *50% marks for qualifying the test*. Stenography/Tying/Skill Tests for qualified Candidates in Written test: a. English/Hindi Stenography Speed (qualifying limit): Minimum 120 wpm in English or 100 wpm in Hindi; b. English/Hindi Typing Speed (qualifying limit): Minimum 35 wpm in English or 30 wpm in Hindi; c. Skill Test Norms on Computer: Dictation: 10 minutes @ 120 wpm (English)/100 wpm (Hindi); and Transcription: 50 minutes (English)/ 60 minutes (Hindi) Note: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Stenography/Tying/Skill Tests are qualifying in nature. The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to qualifying the skill test.

3	Section Officer	**Appointment under Direct Recruitment through Written Test and Skill Test:** Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning ability, Mathematical Ability, General Knowledge, General Studies, Current Events, Language Proficiency in English and Hindi, Computer Knowledge, domain knowledge of the establishment, accounts, examinations, stores and purchase etc. – *50% marks for qualifying the test*. Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to Central University Act, Statute, Ordinance, GoI/UGC/AICTE/university rules & regulations, Service Conditions, CCS Rules, GFR, FRSR, NPS, etc., Labour Laws, RTI Act-2005, and matters related to Higher Education – NEP-2020, topics of centre of excellence, institute of national importance etc., computer knowledge, knowledge on office procedure, noting and drafting (includes précis writing, comprehension, letter writing and various other forms of office communications) – *50% marks for qualifying the test*. Skill Test: 50 Marks of skill test on basics of MS Word, Excel and Power Point related to office works and procedures - *50% marks for qualifying the test*. Merit List: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Skill Test is qualifying in nature. The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to qualifying the skill test.
4	Personal Assistant	Appointment under Direct Recruitment through Written Test and Stenography/Tying/Skill Tests: Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning ability, Mathematical Ability, General Knowledge, General Studies, Current Events, Language Proficiency in English and Hindi, computer knowledge, domain knowledge of the establishment, accounts, examinations, stores and purchase etc. – *50% marks for qualifying the test*. Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to Central University Act, Statute, Ordinance, GoI/UGC/AICTE/university rules & regulations, Service Conditions, CCS Rules, GFR, FRSR, NPS, etc., Labour Laws, RTI Act-2005, and matters related to Higher Education – NEP-2020, topics of centre of excellence, institute of national importance etc., computer knowledge, knowledge on office procedure, noting and drafting (includes précis writing, comprehension, letter writing and various other forms of office communications) – *50% marks for qualifying the test*. Stenography/Tying/Skill Tests for qualified Candidates in Written test: a. English/Hindi Stenography Speed (qualifying limit): Minimum 100 wpm in English or 100 wpm in Hindi; b. English/Hindi Typing Speed (qualifying limit): Minimum 35 wpm in English or 30 wpm in Hindi; c. Skill Test Norms on Computer: Dictation: 10 minutes @ 100 wpm (English)/100 wpm (Hindi); and Transcription: 40 minutes (English)/ 55 minutes (Hindi). Note: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Stenography/Tying/Skill Tests are qualifying in nature. The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to qualifying the skill test.
5	Assistant	**Appointment under Direct Recruitment through Written Test and Skill Test**: **Paper- I**: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Numerical Aptitude, Verbal Aptitude, Reasoning ability, General Knowledge, General Studies, Current Affairs, Language Proficiency in English and Hindi, Computer Knowledge – *50% marks for qualifying the test*. **Paper-II**: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to Computer Knowledge**,** Central University Act, Statute, Ordinance, GoI/UGC/university rules & regulations, CCS Rules, GFR, FRSR, etc. and knowledge on office procedure, noting and drafting (includes précis writing, comprehension, letter writing and various other forms of office communications) – *50% marks for qualifying the test*. **Skill Test:** Typing Test: 30 wpm (English), or 30 wpm (Hindi) and MS Office related to office works and procedures - *50% marks for qualifying the test*. **Note**: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Skill Test is qualifying in nature. The

		merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to qualifying the skill test.
6	Technical Assistant	**Appointment under Direct Recruitment through Written Test and Skill Test**: **Paper- I**: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning ability, Mathematical Ability, General Knowledge, General Science, Current Affairs, Language Proficiency in English and Hindi, Computer Knowledge – *50% marks for qualifying the test*. **Paper-II**: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to domain knowledge in SOPs & Good Lab Practices, first aid, instrument handling, analytical tools, techniques & its applications, maintenance of equipment, safety precautions, use of Lab symbols & signs, inventory control, maintenance of lab records, specialized computer skill, and office procedure, noting, drafting, and laboratory procurement and inventory – *50% marks for qualifying the test*. **Skill Test:** Skill Test of 50 Marks on specialized computer skills MS Office, data entry, handling basic & high-end scientific laboratory equipment, maintenance of laboratory chemicals and preparation of reagents, knowledge of Good Laboratory Practices and basic experimentation, etc.. **Note**: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Skill Test is qualifying in nature. The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to qualifying the skill test.
7	Laboratory Assistant	**Appointment under Direct Recruitment through Written Test and Skill Test**: **Paper- I**: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning ability, Mathematical Ability, General Knowledge, General Science, Current Affairs, Language Proficiency in English and Hindi, Computer Knowledge – *50% marks for qualifying the test*. **Paper-II**: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to domain knowledge in SOPs & Good Lab Practices, first aid, 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 office procedure, noting, drafting, and laboratory procurement and inventory – *50% marks for qualifying the test*. **Skill Test:** Skill Test of 50 Marks on specialized computer skills MS Office, data entry, handling basic & high-end scientific laboratory equipment, maintenance of laboratory chemicals and preparation of reagents, knowledge of Good Laboratory Practices and basic experimentation, etc.. **Note**: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Skill Test is qualifying in nature. The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to qualifying the skill test.
8	Lower Division Clerk	Appointment under Direct Recruitment through Written Test and Skill Test: Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning ability, Mathematical Ability, General Knowledge, General Studies, Current Events, Language Proficiency in English and Hindi, Computer Knowledge – *50% marks for qualifying the test*. Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to Computer Knowledge, Central University Act, Statute, Ordinance, GoI/UGC/university rules & regulations, CCS Rules, GFR, FRSR, etc. and knowledge on office procedure, noting and drafting (includes précis writing, comprehension, letter writing and various other forms of office communications) – *50% marks for qualifying the test*. Skill Test: Part-A: English/Hindi Typing Speed Test: Minimum Typing Speed of 35 wpm in English on computer software (qualifying nature); OR Minimum Typing Speed of 30 wpm Hindi on computer software (qualifying nature); Part-B: Skill Test of 50 marks on MS Office. Note: 1. Only those candidates, who qualify Typing Speed Test (Part-A), shall be allowed for Part-B Skill Test of 50 Marks. 2. Only those

		candidates, who obtain at least 25 marks out of above 50 marks, will be considered qualified in the skill test. Note: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Skill Test is qualifying in nature. The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to qualifying the skill test.
9	Cook	Appointment under Direct Recruitment through written Test and Skill Test: Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on simple reasoning ability, simple arithmetic, General Knowledge, Language Proficiency in English and Hindi – *50% marks for qualifying the test*. Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to procurement of food ingredients, techniques of 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 etc. – *50% marks for qualifying the test*. Skill Test: 50 marks of skill test on cooking/baking, preparing and displaying/serving a variety of foods, maintaining food quality and standards, maintaining clean work areas, utensils and equipment etc. – *50% marks for qualifying the test*. Note: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Skill Test is qualifying in nature. The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to qualifying the skill test.
10	Laboratory Attendant	Appointment under Direct Recruitment through Written Test and Skill Test: Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning ability, Mathematical Ability, General Knowledge, General Studies, Current Events, Language Proficiency in English and Hindi, Computer Knowledge – *50% marks for qualifying the test*. Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to basic subject areas including Physics, Chemistry, Life Sciences, Good Lab Practices, maintenance and cleaning of equipment, safety precautions, use of Lab symbols & signs, inventory control, maintenance of lab records, specialized computer skill, and knowledge on Lab instruments and office procedure – *50% marks for qualifying the test*. Skill Test: 50 marks of skill test on specialized computer skill including data entry, cleaning and maintenance of glassware and plastic ware, Lab records, maintenance of Lab chemicals and reagents etc.– *50% marks for qualifying the test.* Note: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Skill Test is qualifying in nature. The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to qualifying the skill test.