

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

*Estd. Under Punjab Technical University Act, 1996
(Punjab Act No. 1 of 1997)*

Ref. No. : IKGPTU /Reg/N/ 1586

Dated : 25.05.2016

NOTIFICATION

Competent authority has approved the procedure for the recruitment of Registrar/Controller of Examination in I. K. Gujral Punjab Technical University, Jalandhar (copy enclosed).

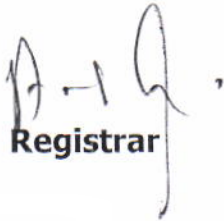

Registrar

Endorsement No.: 1587-1591

Dated: 25.05.2016

Copy to:

1. Secretary to Vice Chancellor: For kind information to Vice Chancellor.
2. All HODs, IKGPTU
3. DR (HRD)
4. DR (Computer Cell): For upload on official website.
5. Office Copy


Registrar

IKG Punjab Technical University

Procedure for the recruitment of Registrar/Controller of Examination in IKG Punjab Technical University

1. The selection of Registrar/Controller of Examination in the university shall be made as per procedure and guidelines with reference to letter No. 1-32/2006-U.II/U(ii) dated: 31-12-2008 issued by Government of India, Ministry of Human Resource Development, Department of Higher Education, New Delhi and approval of Board of Governors, IKGPTU from time to time.
2. **Tenure**
As per PTU Act for the post of Registrar and subsequent approval of Board of Governors at its 52nd meeting both the positions of Registrar/Controller of Examination, the appointment shall be made by the Board of Governors on the recommendations of the Vice Chancellor for a period of 3 years which may be extended by another term of 3 years or attainment of age of superannuation, whichever is earlier. All tenure posts shall be treated as on contract basis. Appointment of the Registrar/Controller of Examination of the University shall be made strictly on the basis of merit.
3. **Age of Superannuation**
The age of superannuation for the post of Registrar/Controller of Examination is 62 years.
4. **Reservations**
Reservation shall be applicable as per the State Government policy.
5. **Inviting applications for the post**
The applications for the post of Registrar/Controller of Examination duly approved by the Board of Governors, IKGPTU shall be invited through open advertisement in the prescribed format through leading news papers. The same shall be posted on the University Website www.ptu.ac.in along with detailed eligibility criteria in accordance with the procedure and guidelines with reference to letter No. 1-32/2006-U.II/U(ii) dated: 31-12-2008 issued by Government of India, Ministry of Human Resource Development, Department of Higher Education, New Delhi and as prescribed by the Board of Governors, IKGPTU, from time to time.
6. **Selection Criteria**
 - 6.1. **Minimum Eligibility**

Manoj Kumar

Shamsher Singh

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The minimum eligibility for the post of Registrar/Controller of Examination shall be as per Government of India, Ministry of Human Resource Development, Department of Higher Education, New Delhi Letter No.1-32/2006-U.II/U(ii) Dated: 31st December, 2008 and as prescribed from time to time by Board of Governors, IKGPTU, which is as follows:

"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 posts of Registrars and equivalent shall be

- (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. Or
- (ii) Comparable experience in research establishment and/or other institutions of higher education, Or
- (iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

6.2. Detailed Selection Criteria

The detailed selection criteria for the post is given in **annexure -A**.

7. Screening and shortlisting of Applications

7.1. A Screening Committee will be constituted by the Vice Chancellor to scrutinize all the applications and shortlist the candidates as per following procedure:

- (i). Those not fulfilling the minimum eligibility criteria shall be rejected.
- (ii). The Screening Committee would further give marks as per the selection criteria given in the annexure-A except for the presentation and interview marks.
- (iii). List of shortlisted candidates shall be put up on the University website www.ptu.ac.in.
- (iv). All shortlisted candidates shall be intimated for the interview through their email ids and correspondence address as mentioned in their application forms submitted.
- (v). The University shall not hold any responsibility for non-receipt of intimation on account of change in the correspondence address or wrong email ids.

7.2. Constitution of Screening Committee

The constitution of the Screening Committee shall be as follows:

- (i). One Internal Dean as nominated by the Vice Chancellor IKG PTU.

Widens *Sh* *Hanaghsan* *APKil* *NR* *A-29*

- (ii). 2 Registrars/Ex-Registrars of any State University/ Central University
- (iii). 02 Senior Professors from State University/ Central University
- (iv). An academican representing SC/ST/OBC/minority/Women/differently abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

The Quorum required for Screening Committee will be four members. The Vice Chancellor shall nominate Experts in the Screening Committee from the panel of Experts approved by Board of Governors, IKGPTU.

8. Selection Committee

8.1. A selection committee will be constituted by Vice-Chancellor to make recommendations regarding selection of candidates as per following procedure:

- (i). The Selection Committee shall assess the candidature of the candidates as per the merit list prepared by the Screening Committee on parameters defined in the Selection Criteria.
- (ii). The shortlisted candidates shall make a 10 minutes presentation about his/her past achievements and his vision and likely contribution for the job profile laid down for the post of Registrar/Controller of Examination by IKGPTU.
- (iii). To ensure transparency, the presentation shall be video recorded.
- (iv). The Selection Committee shall then interview candidate as per the procedure it may devise.
- (v). The selection committee will give marks for presentation and interview as per selection criteria and then total marks of the candidates will be worked out for making recommendations for selection by the Committee.

8.2. Constitution of Selection Committee

Selection committee will be constituted by the Vice Chancellor in line with the selection of Professor (equivalent cadre) as per UGC guidelines:

- (i). Vice Chancellor, I.K Gujral Punjab Technical University as Chairman
- (ii). Nominee of the Chancellor
- (iii). Three experts to be nominated by the vice chancellor out of panel of names approved by the relevant statutory body of the I.K Gujral Punjab Technical University
- (iv). Dean, I.K Gujral Punjab Technical University to be nominated by the Vice chancellor

Widely *Shree* *Harneet Singh* *APhil* *NA* *AAQ*

- (v). An academician representing ST/OBC/minority/Women/differently abled categories to be nominated by the Vice Chancellor or acting Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

At least four members, including two outside subject experts shall constitute the quorum.

9. Final Selection of Candidates

The recommendations of the selection committee shall be placed before the Board of Governors, for approval.

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IKG Punjab Technical University

Criteria for selection of Registrar and Controller of Examination

Academic Background (40%)				Past Performance, Experience and Achievements (40%)				Interview performance (20%)
10 (10%)	10+2 (10%)	Graduation (10%)	Post graduation (10%)	Academic/Administrative performance (10%)	Teaching /Administrative Experience (10 %)	Professional development activities (10 %)	Presentation (10%)	Interview (20%)
10	10	10	10	10	10	10	10	20
Marks for academic qualification shall be calculated as = (percentage of marks/100) * 10				A. Candidates with academic background 1. For API score of 400: 5 marks 1 marks for additional 20 points in API with maximum marks of 10 2. API score shall be calculated through API proforma as per UGC norms. B. Candidates with administrative background : Annual confidential reports of last five years shall be considered. 1. For each "Excellent" or "Very good" ACR : 2 marks 2. For each "Good" ACR: 1 mark ACR of last five years shall be considered.	A. 1 mark for each year of teaching/ Administrative experience subject to maximum of 10 years B. The teaching/ Administrative experience above the minimum required for eligibility shall be considered.	A. Professional development related activities like Training programs in Education Administration, refresher, orientation course, NSS, NCC, Sports — Univ. level, short term training / workshops, etc. B. Participation in the Professional development activities shall be verified from documentary evidences and shall be awarded 1 mark for each activity with maximum of 10 marks.	Applicant will make a 10 minute presentation through power point presentation before the selection committee about his/her past contribution in academic administration and his/her vision for the position as per the job profile.	Interview before the Selection committee