

**Agenda for the meeting of the Human Resource Committee to be held on 22.09.2010 in the Office of Vice-Chancellor PTU Jalandhar**

Sr. No.	Item
1.	To discuss about the recruitment of 'A' & 'B' category posts.
2.	Creation of post for Assistant Professors
3.	To brief about the Recruitment of 'C' & 'D' category posts
4.	Any other item with the permission of the Chair

**Item No. 1 To discuss about the recruitment of 'A' & 'B' category posts**

As approved by the Human Resource Committee in its meeting held on 7.5.2010 in the Office of DG, Pusha Gujral Science City and consequent approval of Board in its 39<sup>th</sup> meeting held on 17.5.2010, the University is planning to recruit the following posts of 'A' & 'B' category:

Sr. No.	Name of the Post	Sanctioned	Scale	Filled	Vacancy	Mode of Recruitment
1	Finance Officer / Chief Controller of Finance	01	Pay band IV As per UGC norms	-	01	-
2	Director/Joint Registrar	07	Pay band IV As per Pb. Govt. norms	04	03	Deputation /Contract basis
3	Controller of Examinations	02	Pay band IV As per UGC norms	-	02	Deputation /Contract basis
4	Deputy Dean	05	15600-39100 (AGP 8000)	01	04	Deputation /contract basis
5	Deputy Finance Officer / Controller of Finance	01	15600-39100 (GP 7600)	-	01	Deputation /contract basis
6	Assistant Director (Sports)	01	15600-39100 (GP 5400)	-	01	Deputation /Contract basis
7	Deputy Controller of Examination	04	15600-39100 (GP 7600)	-	04	Regular basis through open advertisement





8	Assistant Professor	18 + 3 (Fashion Technology, Mass communication & Journalism and IT)	15600-39100 (AGP 6000)	14	07	Regular basis through advertisement
9	Legal Officer	01	15600-39100 (GP 5400)	-	01	Deputation /Contract basis
10	Secretary to VC	01	15600-39100 (GP 5400)	-	01	Deputation /Contract basis
11	Public Relation Officer	01	15600-39100 (GP 5400)	-	01	Deputation /Contract basis
12	Placement Officer	01	15600-39100 (AGP 6000)	-	01	Deputation /Contract basis
13	Programmer	02	15600-39100 (AGP 6000)	-	02	Regular basis through open advertisement
14	Student's Counsellor	01	15600-39100 (AGP 6000)	-	01	Regular basis through open advertisement

The matter is placed before the Committee for approval.

## Item No. 2 Creation of posts for Assistant Professors

The University wishes to create the posts of Assistant Professors in the following disciplines:

Name of the Discipline	No. of posts
Commerce	01
Human Values	01
Translation	01
Textile Engineering	01

The matter is placed before the Committee for approval.



**Item NO. 3 To brief about the Recruitment of 'C' & 'D' category posts**

As approved by the Board in its 36 meeting held on 23.11.2010, the following posts of C & D category was advertised:

1.	Junior Engineer	10300-34800	3800	02
2.	Assistant Librarian Grade-II	10300-34800	3800	02
3.	Research Assistant	10300-34800	3200	02
4.	Driver	5910-20200	2000	10
5.	Clerk	5910-20200	1900	200
6.	Office Assistant	4900-10680	1650	60
7.	Attendant	4900-10680	1400	125
8.	Helper	4900-10680	1300	40

Out of the above posts, interviews for the posts of Junior Engineer & Clerk has been conducted. Appointment letter to selected candidate for the post of Junior Engineer(Civil) has been issued. Appointment letters to the selected candidates for the post of Clerk is under process.

The matter is placed before the Board for information.

