

**PUNJAB TECHNICAL UNIVERSITY**  
**JALANDHAR**

**AGENDA**

**MEETING OF THE  
HUMAN RESOURCE COMMITTEE, PTU**



**AT**

**PUSHPA GUJRAL SCIENCE CITY, SCO 60-61,  
3<sup>rd</sup> FLOOR, SEC. 34-A, CHANDIGARH**

**ON**

**27<sup>th</sup> NOV, 2012 AT 11:30 A.M.**

**Agenda for Human Resource Committee to be held on 27.11.2012 in the office of Director General Pushpa Gujral Science City, Chandigarh.**

Item No.	Description
1	To Consider Creation of posts for PITTR
2	To consider Policy on Upgradation of Employees
3	Decision of Honorable Punjab & Haryana High Court against Civil writ Petitions 20214 /2011(O&M)
4	To Consider New advertisement
5	To Consider Sanctioning of Posts of Sports & Cultural Department-Reg
6	To Consider Formulation of Promotion Policy
7	Any other Item with the Permission of Chair





## 1. To Consider Creation of Posts for PITTR

To develop professional competence of existing and perspective faculty members working in 380 institutes affiliated to the University, PTU proposes to establish a dynamic and constantly agile institute Punjab Institute of Technical Teachers Training & Research (PITTR) with two campuses for short term courses and long term courses.

The Detailed Project Report to establish Punjab Institute of Technical Teachers Training & Research (PITTR) has already been approved by the BOG of PTU in its 46<sup>th</sup> meeting held on 16.4.2012. Item No. 46.18.1

Detail of required manpower for PITTR and financial implications are attached at **Annexure A & B** respectively.

Manpower requirement and financial implications for the year 2012-13 are at **Annexure C & D** respectively.

The matter is placed before the committee for Consideration for sanctioning the posts as per **Annexure "A"** and approval of recruitment as per **Annexure "C"**

## 2. To consider Policy on Upgradation of Employees

Few employees of the University working in different categories have requested for up gradation on account of enhancement of qualification/possession of higher qualification, in their present designations. The detail of all such employees is at **Annexure "E"**.

These employees had joined in their respective cadres with effect from their date of appointment/regular appointment at the University through a proper selection procedure. As per their application, they have requested to upgrade them to the next higher post. The University at present doesn't have a policy to consider their request.

In this regard, the Punjab Technical Education and Industrial Training (Group 'C') Directorate Ministerial Service Rules, 2011 may kindly be referred to which reads as follows:-

For promotion to the post of clerk, 15% of the total sanctioned positions are filled up. The qualification and experience for promotion is:-

"From amongst the Class-IV employees working under the control of the Director and who have an experience of working as such for a minimum period of five years and who have passed Matriculation examination from a recognized University of Institution and who qualify a test in Punjabi type writing to be held by the appointing authority at such speed as may be specified by the Punjab Government time to time."

The matter is placed before the committee for Consideration as per **Annexure "E"**

## 3. Decision of Honorable Punjab & Haryana High Court against Civil writ Petitions 20214 /2011(O&M)

The honorable Punjab & Haryana High Court has issued order against CWP No. 20214 /2011(O&M) has granted permission to University to initiate the process of selection of posts and complete the same. However it is made clear that the Chairman of the BOG may oversee the selection process and if he and the BOG are satisfied with the selection, they can proceed further and issue appointment letters.

The Vice-Chancellor may not participate in the selection process either as a member or as Chairman of BOG. The detailed orders are at **Annexure "F"**.

The matter is placed before the committee for Information as per **Annexure "F"**





#### **4. To Consider New Advertisement**

As per the direction of the court the recruitment process is to be taken up for positions faculty and administrative cadres as per **Annexure "G"**

The matter is placed before the committee for consideration as per **Annexure "G"**

#### **5. To Consider Sanctioning of posts of Sports & Cultural Department**

To raise the standard of sports and cultural activities of PTU and its affiliated colleges, the positions of Assistant Sport & Cultural organizer are required as Follows:

1. Assistant Sports Organizer(04- 03 Male, 01 Female)
2. Assistant Cultural Organizer(02- 01 Male, 01 Female)

Rules governing the appointment of these Assistant Sport & Cultural organizer may be decided keeping in consideration **Annexure "H"**

The matter is placed before the committee for consideration as per **Annexure "H"**

#### **6. To Consider Formulation of Promotion Policy**

The university does not have any promotion policy for its employees working under different categories at present. The employees of the University have been pressing hard for the same.

In this regard a comparative study of promotion rules being follows in different neighboring University as per **Annexure "I"** has been prepared.

The matter is placed before the committee for consideration as per **Annexure "I"**



### Legal opinion of Advocate on advertisement of posts

In furtherance of our discussion w.r.t order dt.5.11.2012 in the Anti-Corruption case, the following will be able to clear the air/ambiguity:-

1. There were in total four applications filed (copies attached).

Chronologically all the four bear application no. as follows:-

- a) 1st application -- CM 16228 of 2011.
- b) 2nd application -- CM no.4384 of 2012.
- c) 3rd Application -- CM no. 7124 of 2012.
- d) 4th Application no. -- CM no.11190 of 2012.

The Hon'ble court has permitted us to make appointment as per Annexure A-1 (copy attached) which was annexed with the first application -- which had total 37 no. of Posts -- which from where the number 37 has come in the order dt.5.11.2012.

Annexure A-3 (copy attached) was annexed alongwith 2nd application-- there has been no order with regard to Annexure A-3 -- so they cannot be advertised.

The 3rd application was not of much significance -- kindly peruse..(attached herewith)

Annexure A-5 (attached herewith ) was attached with the 4th application -- which had 123 posts.

Thus practically apart from A-3 we have been permitted by the hon'ble to make appointments with regard to A-1 and A-5.

I hope the contents of the order dated 5.11.2012 are explained -- as required as per our today's meeting.





# **DETAIL OF REQUIRED MANPOWER FOR PITTR**

S.No.	Designation	No.	Remarks
1.	Director	01	(for both institutes)
2.	Dy. Director (Associate Professor level)	02	(01 for each institute)
3.	Assistant Professor (Short-term duration courses)	08	One for Mechanical Electrical/ Electronics Civil/ Architecture Computer / IT Applied Science / Pharmacy  General Management Finance / Banking/ insurance HRD/ Marketing
4.	Assistant Professor (Long term courses)	05	Psychology Sociology Education Administration Communication Skills Pedagogical Skills
5.	Research fellow (for short term courses)	08	One in each subject
6.	Research fellow (for long term courses)	02	
7.	Information Resources Officer (Librarian)	02	One for each institute
8.	Assistant Information resource person (for library)	04	Two for each institute
9.	Administrative Officers/ Dy. Registrar	02	One for each institute
10.	Assistant Registrar	04	(two for each) One for Academics/ One for Accounts / Administration
11.	Clerks / Data Entry Operator	10	Five for each institute
12.	Attendants	20	(Ten for each)
13.	Drivers	04	Two for each institutes

## **Qualifications :**

- 1) Academic staff as per IIT/IIM
- 2) Administrative/ Ministerial staff as per PTU



**FINANCIAL IMPLICATION (Tentative)**

(Amount in Rs.)

Fixed Recurring Cost (per annum)	Rs.
Salary to Human Resource	
Director @ Rs. 1,25,000/- per month (1 post)	1500000
Deputy Director @ Rs. 80,000/- per month (2 posts)	1920000
Assistant Professor @ Rs.60,000/- per month (13 posts)	8640000
Research fellows @ Rs. 30,000/- per month (10 posts)	360000
Information Resource Officer @ Rs. 80,000/-per month (2 posts)	1920000
Assistant Information officers @ Rs.60,000/- per month (4 posts)	2880000
Deputy Registrar @ Rs. 70,000/- per month (02 posts)	1680000
Assistant Registrar @ Rs. 55,000/- per month (04 posts)	2640000
Clerks @ Rs. 40,000/- per month (10 posts)	4800000
Assistants @ Rs. 20,000/- per month (20 posts)	4800000
Drivers @ Rs. 25,000/- per month (04 posts)	1200000
<b>Total / annum</b>	<b>28020000</b>





**DETAIL OF MANPOWER REQUIRED FOR PITTTR FOR YEAR-2012-13**

S.No.	Designation	No.	Remarks
1.	Director	01	(for both institutes)
2.	Assistant Professor (Short-term duration courses)	08	One for Mechanical Electrical/ Electronics Civil/ Architecture Computer / IT Applied Science / Pharmacy  General Management Finance / Banking/ insurance HRD/ Marketing
3.	Information Resources Officer (Librarian)	01	
4.	Administrative Officers/ Dy. Registrar	01	
5.	Assistant Registrar	02	One for Academics/ One for Accounts / Administration
6.	Clerks / Data Entry Operator	05	
7.	Attendants	10	
8.	Drivers	02	

**Qualifications :**

- 1) Academic staff as per IIT/IIM
- 2) Administrative/ Ministerial staff as per PTU





**FINANCIAL IMPLICATION (Tentative) for the year 2012-13**

(Amount in Rs.)

Fixed Recurring Cost (per annum)	Rs.
Salary to Human Resource	
Director @ Rs. 1,25,000/- per month (1 post)	1500000
Assistant Professor @ Rs.60,000/- per month (08 posts)	5760000
Information Resource Officer @ Rs. 80,000/-per month (1 post)	960000
Deputy Registrar @ Rs. 70,000/- per month (01 post)	840000
Assistant Registrar @ Rs. 55,000/- per month (02 posts)	1320000
Clerks @ Rs. 40,000/- per month (05 posts)	2400000
Assistants @ Rs. 20,000/- per month (10 posts)	2400000
Drivers @ Rs. 25,000/- per month (02 posts)	600000
<b>Total / annum</b>	<b>15780000</b>





Employees (04 No.) have requested for up gradation on account of enhancement of qualification as follows:-

S. No.	Name and Designation	Qualification at the time of appointment	Qualification acquired after joining PTU	Request and reason for up gradation	
				Reason	Request
1.	Sh. Markanday Tiwari, Attendant	B.A., PGDCA, M.Sc (IT)	B.A., PGDCA, M.Sc. (IT)	Cleared Punjabi paper recently	Attendant to Clerk
2.	Ms. Preeti Rani, Attendant	10 <sup>th</sup>	10 <sup>th</sup>	Cleared Punjabi paper recently	Attendant to Office Assistant
3.	Arvind Kumar, Helper	10 <sup>th</sup>	10 <sup>th</sup>	Cleared Punjabi Paper recently	Helper to Office Assistant
4.	Mr. Vinod Kumar, Helper	7 <sup>th</sup>	8 <sup>th</sup>	Cleared middle standard recently	Helper to Driver

Employees (09 No.) have requested for up gradation on account of other reasons as follows:-

S. No.	Name and Designation	Qualification at the time of appointment	Qualification acquired after joining PTU	Request and reason for up gradation	
				Reason	Request
1.	Sh. Vijay Kumar, Office Assistant	Army Graduation	Army Graduation	Ignorance of the eligibility criteria for the post of Clerk	Office Assistant to Clerk
2.	Sh. Jaspal Singh, Office Assistant	Army Graduation	Army Graduation	Ignorance of the eligibility criteria for the post of Clerk	Office Assistant to Clerk
3.	Sh. Jaswinder Singh, Office Assistant	Army Graduation	Army Graduation	Ignorance of the eligibility criteria for the post of Clerk	Office Assistant to Clerk
4.	Sh. Harcharan Singh, Attendant	10 <sup>th</sup>	10 <sup>th</sup>	Ignorance of the eligibility criteria for the post of Assistant	Attendant to Office Assistant
5.	Mr. Satpal Singh, Attendant	10 <sup>th</sup>	10 <sup>th</sup>	Ignorance of the eligibility criteria for the post of Assistant	Attendant to Office Assistant
6.	Mr. Ranjit Singh, Attendant	10 <sup>th</sup>	10 <sup>th</sup>	Ignorance of the eligibility criteria for the post of Assistant	Attendant to Office Assistant
7.	Mr. Mohinder Singh, Attendant	10+2	10+2	Ignorance of the eligibility criteria for the post of Assistant	Attendant to Office Assistant
8.	Mr. Ravi Kumar, Attendant	10+2	10+2	Ignorance of the eligibility criteria for the post of Assistant	Attendant to Office Assistant
9.	Mr. Arvinder Kumar, Attendant	10+2	10+2	Ignorance of the eligibility criteria for the post of Assistant	Attendant to Office Assistant





DP: 12/17, 12/13 PP

W-1  
Pending 7/12/2012

Annexure 'F'

IN THE HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

- To,
1. State of Punjab through Principal Secretary to Govt. of Punjab Deptt. of Technical Education & Industrial Training Punjab Civil Secretariat Chandigarh
  2. Punjab Technical University Lodowali Road Jalandhar through its Registrar.
  3. Chancellor Punjab Technical University Lodowali Road Jalandhar (Hon'ble Governor Punjab, Governor House Sector 6, Chandigarh)
  4. Board of Governors Punjab Technical University Lodowali Road Jalandhar through Chairman.
  5. Chief Secretary Punjab Government Punjab Civil Secretariat Chandigarh
  6. Vice Chancellor Punjab Technical University Lodowali Road Jalandhar through its Chairman.
- CM 11/10/2012

SUBJECT :- CIVIL WRIT PETITION No. 20214 of 2011 (Ben)

Anti Corruption Society (Regd.) Jalandhar..Petitioner(s)  
Versus

State of Punjab etc.

....Respondent(s)

Sir,

In continuation of this Court's order dated 4.10.2012, I am directed to forward herewith a copy of order dated 5.11.2012 passed by this Hon'ble High Court in the above noted Civil Writ Petition, for immediate strict compliance along with a copy of **Annexure P.**

Given under my hand and the seal of this Court on 7th day of March **2012.**

BY ORDER OF THE PUNJAB AND HARYANA HIGH COURT, CHANDIGARH.



*Shander*  
Superintendent (WRITS)  
for Assistant Registrar (WRITS)

*[Signature]*





IN THE HON'BLE HIGH COURT FOR THE STATES OF PUNJAB AND HARYANA  
HARYANA AT CHANDIGARH.

20214/2011  
C.W.P. No. \_\_\_\_\_

Anti Corruption Society (Regd.), 1-A, Gole Market,  
Central Town, Jalandhar (Punjab) through its President  
Mr. J.K. Anand.

...Petitioner

Versus

1. State of Punjab through Principal Secretary to  
Govt. of Punjab, Department of Technical Education  
and Industrial Training, Punjab Civil Secretariat,  
Chandigarh.
2. Punjab Technical University, Ladowali Road,  
Jalandhar, through its Registrar.
3. Chancellor, Punjab Technical University, Ladowali  
Road, Jalandhar (Hon'ble Governor Punjab, Governor  
House, Sector 6, Chandigarh).
4. Board of Governors, Punjab Technical University,  
Ladowali Road, Jalandhar through Chairman.
5. Chief Secretary, Punjab Government, Punjab Civil  
Secretariat, Chandigarh. ✓
6. Dr. Dharinder Tayal, MD, RH Mechatronics,  
Chandigarh, H.no.2104, Sector 21-C, Chandigarh.
7. Dr. Rajneesh Arora, Vice-Chancellor, Punjab  
Technical University, Ladowali Road, Jalandhar  
through Chairman.

...Respondents





35m  
ATTESTED

Examiner, Judicial Department  
19th Court of Punjab & Haryana  
Chandigarh.

CWP No. 20214 of 2011 ( O&M )

Anti Corruption Society (Regd.), Jalandhar Vs. State of Punjab & others

Present : Mr. S.S. Narula, Advocate,  
for the petitioner.

Ms. Ritu Punj, Addl. A.G., Punjab,  
for respondents No.1 and 5.

Mr. Rajiv Atma Ram, Senior Advocate, with  
Mr. Puneet Sharma, Advocate,  
for respondents No.2 to 4 and 7.

Mr. V.M. Gupta, Advocate,  
for respondent No.6.

Mr. K.S. Dadwal, Advocate.

\* \* \*

**CM No. 15681-CWP of 2012**

Application is allowed.

The filing of certified copy of Annexure R-3/2 is exempted.

**CM No. 15682-CWP of 2012**

Application is allowed.

The counter affidavit of the Registrar, Punjab Technical  
University, Jalandhar, is taken on record.

**CM No. 11188-CWP of 2012**

Application is allowed.

The filing of certified copy of Annexure A-5 is exempted.

**CM No. 11189-CWP of 2012**

Application is allowed.

Annexure A-5 is taken on record.

PUNJAB AND HARYANA HIGH COURT





h. smm  
-2-  
CWP No. 20214 of 2011 ( O&M )

CM No. 11190-CWP of 2012

After hearing learned counsel for the parties, this application is disposed of with permission to respondent No.2-University to initiate the process of selection of posts as mentioned in Annexure A-5 attached with this application and complete the same. However, it is made clear that Chairman of the Board of Governors may over-see the selection process and if he and the Board of Governors are satisfied with the selection, they can proceed further and issue appointment letters.

The Vice Chancellor may not participate in the selection process either as a Member or as a Chairman of the Board of Governors.

CWP No. 20214 of 2011 ( O&M )

Vide order dated November 14, 2011, while issuing notice of motion, respondent No.2 and its Board of Governor were restrained from making any appointment without specific permission of this Court.

Thereafter, respondents No.2 and 7 filed application (CM No. 16228-CWP of 2012) seeking permission to make appointments on already advertised posts and the following order was passed by this Court on 14.12.2011 :-

Having heard learned counsel for the parties at some length we are of the view that the respondent-University should be permitted to initiate the process of selection of 25 posts as mentioned in Annexure A-1 attached with this application and complete the same. However, the appointments in terms of the selection to be made will not be finalised without leave of the Court. C.M stands disposed of."

Learned counsel for respondent No.2-University states that in view of the





ATTESTED

Examiner Judicial Department  
High Court of Punjab & Haryana  
Chandigarh

CWP No. 20214 of 2011 ( O & M )

aforesaid order, the selection process for filling up 37 posts has been finalised. He further states that as per the affidavit filed today vide CM No. 15682-CWP of 2012, in terms of the order dated October 04, 2012 passed by this Court, whereby the earlier order dated November 14, 2011 was modified, Shri Sunil Kant Munjal has been appointed as Chairman of the Board of Governors and he has taken over the charge. According to the Rules, the finalised selection process has to be put up before the Board of Governors, which has the right to reject or approve the recommendation. We hope that Chairman of the Board of Governors will look into the selection process and if he and the Board of Governors are satisfied with the selection, they can proceed further and issue appointment letters.

Adjourned to December 07, 2012 for arguments.

(SATISH KUMAR MITTAL)  
JUDGE

(INDERJIT SINGH)  
JUDGE

November 05, 2012

ndj

Certified to be true Copy

Examiner Judicial Department  
High Court of Punjab & Haryana  
Chandigarh



PUNJAB AND HARYANA HIGH COURT



### **VACANCIES**

PTU is looking for dynamic, young, committed & value based candidates with consistent good academic record and of proven ability to fill the following positions:

S.No.	Name of Post	No. of Post	Pay Scale	Nature of Post
1	Chief Controller of Finance/Finance Officer	1	374000-67000(GP 10000)	Regular
2	Controller of Examination	1	374000-67000(GP 10000)	Regular
3	Dy. Finance Officer	1	15600-39100 (GP 5400) 16000	Regular
4	Programmer	1	15600-39100 (GP 5400)	Regular
5	System Analyst	1	15600-39100 (GP 5400)	Regular
6	Estate Officer	1	15600-39100 (GP 5400)	Regular
7	Assistant Registrar (Physically Handicapped)	1	15600-39100 (GP 5400)	Regular
8	Assistant Executive Engineer (Civil)	1	15600-39100 (GP 5400)	Regular
9	Assistant Engineer (Civil)	1	10300-34800 (GP 5400) 5600	Regular
10	Student Counsellor	1	30,000(Fixed)	Contract Basis
11	Project Officer (Value Education)	1	30,000(Fixed)	Contract Basis
12	Project Officer (industrial Liaison)	1	30,000(Fixed)	Contract Basis
13	Project Officer (Foreign Language)	1	30,000(Fixed)	Contract Basis
14	Estate Officer (New Projects)	3	30,000(Fixed)	Contract Basis
15	Assistant Professor (Civil Eng.)	1	15600-39100 (AGP 6000)	Regular
16	Assistant Professor (Computer Applications)	1	15600-39100 (AGP 6000)	Regular
17	Assistant Professor (Information Technology)	1	15600-39100 (AGP 6000)	Regular
18	Assistant Professor (Para Medical)	1	15600-39100 (AGP 6000)	Regular
19	Assistant Professor (Fashion Technology)	1	15600-39100 (AGP 6000)	Regular
20	Assistant Professor (Hotel Management and Catering Technology)	1	15600-39100 (AGP 6000)	Regular

For details of the posts/instructions/application form visit university website [www.ptu.ac.in](http://www.ptu.ac.in). The last date to apply online for the above said posts is \_\_\_\_ at \_\_\_\_ hrs. Complete applications in the prescribed format (hardcopy with testimonials) should reach Registrar, PTU, Jalandhar-Kapurthala Highway, Kapurthala by

PTUI2011150

Registrar



*Mr. Rajinder*



## Qualification & Experience

### Student Counsellor (1)

Master's degree in Psychology/Sociology with at least 55% marks.

Post will be filled on contract basis for a maximum period of two years on a fixed salary i.e. Rs. 35,000/- pm

### Programmer (1)

Master's degree in Computer Science/Post Graduate Diploma in Computer Science with 7 years working experience

OR

B.Tech. in Computer Science and Engineering or M.C.A with 2 years working experience.

**Desirable:** Three years experience of electronic data processing work, out of which atleast one year experience should be in actual programming or an electronic computer

### System Analyst (1)

B.E. /B.Tech.in computer science engineering (CSE) or M.Sc. (computer science)

Or

MCA. Or its equivalent or Post Graduate diploma in Computer Science with 7 years working experience.

**Desirable:** Three years experience of electronic data processing work, out of which atleast one year experience should be in actual programming or an electronic computer or

Three years experience in programming and Database Management or networking administration.

### Chief Controller of Finance/Finance officer (1)

"A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale.

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 GP of Rs. 8000 and above including as Associate Professor along with experience in educational administration. Or

Comparable experience in research establishment and / or other institutions of higher education, Or

15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post





**Controller of Examination (1)**

A Master's degree with atleast 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale.

(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

**Dy. Finance Officer (1)**

A Master's degree with at least 55 % marks or its equivalent grade of '13 in the UGC 7 point scale along with

Nine years of experience as Assistant professor in the AGP of Rs. 6000 and above with experience in Educational Administration, or

Comparable experience in research establishment and/or Institutions of Higher Education Or

5 years of Administrative experience as Assistant Registrar or in an equivalent post.

**Estate officer(1)**

B.A/B.Sc. + 15 years experience or Diploma in Engineering + 10 years experience.

The experience should in the management of Estate including Security, Housekeeping, fire fighting, Food services and all other activities relating to contractual services.

OR

B.Tech. + 5 years of experience in the management of Estate Affairs.

**Assistant Registrar (Physically Handicapped) (1)**

A Master's degree with at least 55% marks or its equivalent grade '13' in the UGC 7 pt Scale along with a good academic record as laid down by UGC.

**Project Officer (Value Education) (1)**

A Master degree in Humanities/Science or B.E/B.Tech/MBA with 55% marks and 2 years experience in relevant field.

**Project Officer (industrial Liaison) (1)**

A Master degree in Science or B.E/B.Tech/MBA with 55% marks or its equivalent from a recognized University and 2 years experience in relevant field,

**Project Officer (Foreign Language) (1)**

Master degree in at least one Foreign Language with 55% marks from a recognized University.

**Experience :** 2 years experience in relevant field.





**Estate Officer (New Projects) (3)**

B.A/B.Sc with 15 years or Diploma in Engineering with 10 years experience in management of Estate including Security, Housekeeping and all other activities relating to contractual services or B.Tech with 5 years of experience in management of Estate Affairs,

Persons having experience in co-ordination, development of new institutions and liasioning with public and private authorities will be preferred.

**Assistant Executive Engineer (Civil) — Rs 15600-39100(GP-5400) (1)**

B.E Civil with 10 years experience in construction preferably in building construction or diploma in civil engineering with 18 years of experience in construction preferably in building construction. Age Maximum 50 Year

**Assistant Engineer (Civil) — Rs. 10300-34800 (GP-5000) (1)**

BE Civil with 05 years experience in construction preferably in building construction or diploma in civil engineering with 10 years of experience in construction preferably in building construction. Age Maximum 40 years

**Assistant Professor (Computer Applications) (1)**

Essential : B.E/B.tech. and M.C.A. with First class or equivalent in either B.E/B.Tech or M.C.A.

Or

M.C.A. with first class or equivalent with two years relevant experience.

**Assistant Professor (Information Technology) (1)**

**Essential:** First Class M.Tech in Information Technology/Computer Science or its equivalent from a Recognized/Institution.

**Desirable:** Teaching, research industrial and /or professional experience in a reputed organization. Or papers presented at Conferences and/ or in referred journals.

**Assistant Professor (Para Medical) (1)**

**Degree in any of the following disciplines recognized from Indian Universities.**

Anatomy, Physiology, Biochemistry, Pharmacology, Community Medicine, General Medicine, General Surgery, Pathology, Forensic Medicine, Anaesthesiology, Radiodiagnosis, Radiotherapy  
Gastroenterology, Neurology, Urology, Nephrology, Cardiology, Plastic Surgery, Surgical  
Gastroenterology, Endocrinology, Physical Medicine.





### **Assistant Professor (Fashion Technology) (1)**

Master Degree in clothing & textile from an Indian University or an equivalent degree from an accredited foreign University with at least 60% marks.

Candidate must have cleared the National Eligibility Test (NET) The candidates, who are, or have been awarded a Ph.D Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree) Regulations, 2009, shall be exempted from the requirement of minimum eligibility condition of NET for recruitment and appointment of Assistant Professor or equivalent positions in University/Colleges/Institutions.

NET shall also not be required for such Master Programmes in disciplines for which NET is not conducted.

### **Assistant Professor (Civil Engg.) (1)**

B.E/B.Tech. and M.E/M.Tech in relevant subject with first class or equivalent either in B.E/B.Tech. and M.E/M.Tech.

NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted subject to the conditions stipulated in these Regulations in clause.3.3.3 of UGC.

A minimum score as stipulated in the Academic Performance Indicator (API)based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement

### **Assistant Professor (Hotel Management and Catering Technology) (1)**

First Class at Bachelor's (3 years Degree or Diploma after 10+2 HMCT) or equivalent and Master's degree in Hotel Management and Catering Technology with first class or equivalent either in Bachelor's or Master degree with 8 years relevant experience.

OR

First Class at Bachelor's 4 years degree or equivalent and Master's degree in Hotel Management and Catering technology with first class or equivalent either in Bachelor's or Master's degree Or 7 years relevant experience.





# **PUNJAB TECHNICAL UNIVERSITY**

**Jalandhar-Kapurthala Highway, Kapurthala**

## **FACULTY REQUIREMENTS FOR PIT's**

University is looking for dynamic, young, committed & value based candidates with consistent good academic record and of proven ability to fill the post of Associate Professor (Electronics & Communication Engg.-(01))

Assistant Professor (Physics, English, Punjabi, Chemistry, Botany, Zoology, Maths, Commerce - one each)

for Punjab Institute of Technology(PIT)on regular basis as per III norms. For details of the posts/instructions I application form please visit university website

[www.ptu.ac.in](http://www.ptu.ac.in). The last date to apply online for the above said posts is \_\_\_\_\_ at 1700 hrs. Complete applications in the prescribed format (hardcopy with testimonials) should reach Registrar, PTU, Jalandhar-Kapurthala Highway, Kapurthala by Nov. 28th 2011.





### Qualification & Experience

S.No.	Name of Post	No. of Post	Qualification
1	Assistant Professor (Chemistry)	1	<p>Pay Band -3 (Rs.15600-39100) with AGP of Rs.60001- p.m. For direct recruits, minimum pay in the Pay Band to be fixed at <b>Rs.30,0001-.</b> On completion of 3 years of service, they shall move to Pay Band of Rs.37400-67000 (PB 4) with an Academic Grade Pay (AGP) of Rs,9,000/- and will, however, continue to be designated as Assistant Professor.</p> <p>QUALIFICATION: Ph.D., with first class or equivalent at the preceding degree in the appropriate branch with consistently good academic record throughout.</p> <p>EXPERIENCE At least 3 years industrial / research / teaching experience excluding however, the experience gained while pursuing Ph D.</p>
2	Assistant Professor (Physics)	1	
3	Assistant Professor (Maths)	1	
4	Assistant Professor (English)	1	
5	Assistant Professor (Punjabi)	1	
6	Assistant Professor (Botany)	1	
7	Assistant Professor (Zoology)	1	
8	Assistant Professor (Commerce)	1	
9	Associate Professor(ECE)	1	<p><b>Pay Band -4 (Rs 37400-67000)</b> with AGP of Rs. 9,500/- pm, For direct recruits minimum pay in the PB-4 to be fixed at <b>Rs.42,800/-</b></p> <p>Qualification: Ph.D with first class or equivalent at the preceding degree in the degree in the appropriate branch with a very good academic record throughout</p> <p>Experience : A minimum o16 years Teaching/ industry Research Experience, of which at least 3 years should be at the level of Assistant Professor (Senior Scientific Officer / Senior Desi<sup>n</sup>n Engineer)</p>





## Punjab Technical University

### Subject: Appointment of Sports & Cultural Department-Reg.

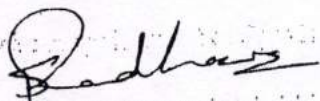
In continuation of meeting held in the Registrar office on 06<sup>th</sup> March, 2012 (minutes of the meeting are enclosed), a meeting was held in the office of Dr. Amanpreet, COE, (DEP) under the chairmanship of Hon'ble Vice-Chancellor, Dr. Rajneesh Arora on dated 22<sup>nd</sup> Nov, 2012. Dr. H.S. Bains, Registrar, Mrs. Geet, Deputy Registrar, HRD Department and the undersigned were present in the meeting. To raise the standard of Sports and Cultural Activities of PTU and its affiliated colleges it was decided to appoint Assistant Sports and Cultural Organizers, the details of which are following:-

**Assistant Sports Organizer – 4 (3 Male and 1 Female)**

**Assistant Cultural Organizer- 2 (1 Male and 1 Female)**

Rules governing the appointment of these Assistant Sports and Cultural Organizers would be decided later, keeping in mind the decisions taken in the meeting of 06<sup>th</sup> March, 2012.

Submitted for your Kind Approval Pl.

  
Asstt. Director Sports-cum-  
Cultural Coordinator

Registrar





# ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਰਜਿਸਟਰਾਰ ਦਫ਼ਤਰ

ਨੰ. : ਪੀ.ਟੀ.ਯੂ./ਰਜਿ./ਨੋਟ/442

ਮਿਤੀ : 06.03.2012

## ਇਕੱਤਰਤਾ ਦੀ ਕਾਰਵਾਈ

ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਵਿਖੇ ਖੇਡਾਂ ਸੰਬੰਧੀ ਅੱਜ ਮਿਤੀ 06.03.2012 ਨੂੰ ਰਜਿਸਟਰਾਰ ਦਫ਼ਤਰ ਵਿਖੇ ਹੋਈ ਇਕੱਤਰਤਾ ਵਿਚ ਹੇਠ ਲਿਖੇ ਅਧਿਕਾਰੀਆਂ ਨੇ ਸ਼ਮੂਲੀਅਤ ਕੀਤੀ:

- (ੳ) ਡਾ. ਐਚ. ਐਸ. ਬੈਂਸ  
ਰਜਿਸਟਰਾਰ  
ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ
- (ਅ) ਡਾ. ਕੰਵਲਜੀਤ ਸਿੰਘ  
ਡਾਇਰੈਕਟਰ (ਸਪੋਰਟਸ)  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ
- (ੲ) ਡਾ. ਨਿਸ਼ਾਨ ਸਿੰਘ ਦਿਓਲ  
ਪ੍ਰੋਫੈਸਰ ਅਤੇ ਮੁਖੀ, ਸਰੀਰਕ ਸਿੱਖਿਆ ਵਿਭਾਗ,  
ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
- (ਸ) ਸ਼੍ਰੀ ਸੁਖਵਿੰਦਰ ਸਿੰਘ ਰੰਧਾਵਾ  
ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਖੇਡਾਂ),  
ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ

ਇਕੱਤਰਤਾ ਦੀ ਕਾਰਵਾਈ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹੈ:

1. ਖੇਡਾਂ ਅਤੇ ਸਰੀਰਕ ਸਿੱਖਿਆ ਦੀ ਮਹੱਤਤਾ ਨੂੰ ਧਿਆਨ ਵਿਚ ਰੱਖਦੇ ਹੋਏ ਕਮੇਟੀ ਨੇ ਹੇਠ ਲਿਖੀਆਂ ਅਸਾਮੀਆਂ ਨੂੰ ਬਣਾਉਣ ਅਤੇ ਭਰਨ ਦੀ ਸਿਫਾਰਿਸ਼ ਕੀਤੀ:

- (ੳ) ਸਹਾਇਕ ਸਪੋਰਟਸ ਆਰਗੇਨਾਈਜ਼ਰ - 4 (3 ਪੁਰਸ਼ ਅਤੇ 1 ਇਸਤਰੀ)
- (ਅ) ਕਲਰਕ - 2

ਉਪਰੋਕਤ ਦਰਸਾਏ ਗਏ (ੳ) ਦੀ ਭਰਤੀ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਕੀਤੀ ਜਾਵੇਗੀ:

### ਵਿਦਿਅਕ ਯੋਗਤਾ :

ਸਰੀਰਕ ਸਿੱਖਿਆ ਵਿਚ ਮਾਸਟਰ ਡਿਗਰੀ/ਐਨ.ਆਈ.ਐਸ. ਤੋਂ ਕੋਚਿੰਗ ਵਿਚ ਡਿਪਲੋਮੇ ਨਾਲ ਐਮ.ਪੀ.ਐਡ. ਅਤੇ ਅੰਤਰ-ਯੂਨੀਵਰਸਿਟੀ/ਸੀਨੀਅਰ ਰਾਸ਼ਟਰੀ/ਫੈਡਰੇਸ਼ਨ ਕੱਪ ਟੂਰਨਾਮੈਂਟ ਵਿਚ ਸ਼ਮੂਲੀਅਤ।

ਤਨਖਾਹ ਗਰੇਡ : 21,000/- (ਉੱਕਾ-ਪੁੱਕਾ)

ਉਪਰੋਕਤ (ੳ) ਅਸਾਮੀ ਆਰੰਭਕ ਤੌਰ 'ਤੇ ਇਹ ਅਸਾਮੀ 2 ਸਾਲ ਲਈ ਕੰਟਰੈਕਟ ਆਧਾਰ 'ਤੇ ਭਰੀ ਜਾਵੇਗੀ। ਇਸ ਅਸਾਮੀ ਦੇ ਕੰਟਰੈਕਟ ਨੂੰ ਅੱਗੇ ਵਧਾਇਆ ਜਾ ਸਕਦਾ ਹੈ।

2. ਪੀ.ਟੀ.ਯੂ. ਬਾਸਕਟਬਾਲ ਟੂਰਨਾਮੈਂਟ, ਡੀ.ਏ.ਵੀ. ਕਾਲਜ ਜਲੰਧਰ ਵਿਚ ਮਿਤੀ 28-30 ਸਤੰਬਰ, 2011 ਨੂੰ ਹੋਇਆ। ਡੀ.ਏ.ਵੀ. ਕਾਲਜ ਵੱਲੋਂ ਐਲ.ਐਲ.ਆਰ.ਆਈ.ਟੀ., ਮੋਗਾ ਦੇ 3 ਵਿਦਿਆਰਥੀਆਂ ਦਾ ਵਿਰੋਧ ਕੀਤਾ ਅਤੇ ਉਨ੍ਹਾਂ ਨੂੰ ਹਿੱਸਾ ਲੈਣ ਤੋਂ ਰੋਕਿਆ। ਉਸ ਉਪਰੰਤ 29.09.2011 ਨੂੰ ਐਲ.ਐਲ.ਆਰ.ਆਈ.ਟੀ. ਦੇ ਮੈਨੇਜਰ ਨੂੰ ਖਿਡਾਰੀਆਂ ਦੇ ਅਸਲੀ ਪ੍ਰਮਾਣ ਪੱਤਰ (ਬੋਨਾਫਾਈਡ ਸਰਟੀਫਿਕੇਟ) ਪੇਸ਼ ਕਰਨ ਲਈ ਕਿਹਾ। ਇਹ ਪ੍ਰਮਾਣ ਪੱਤਰ 30.09.2011 ਨੂੰ ਪੇਸ਼ ਕਰ ਦਿੱਤੇ ਗਏ। ਡੀ.ਏ.ਵੀ. ਕਾਲਜ ਇਨ੍ਹਾਂ 3 ਖਿਡਾਰੀਆਂ ਦੀ ਅਯੋਗਤਾ ਦਾ ਕੋਈ ਪ੍ਰਮਾਣ ਪੇਸ਼ ਨਹੀਂ ਕਰ ਸਕਿਆ।

ਪਰਤੋਂ ...2...

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*



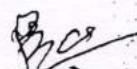


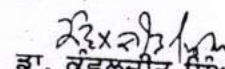
ਕਮੇਟੀ ਨੇ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਕਿ ਡੀ.ਏ.ਵੀ. ਵੱਲੋਂ ਕੋਈ ਵੀ ਲਿਖਤੀ ਸ਼ਿਕਾਇਤ ਨਹੀਂ ਕੀਤੀ ਗਈ ਜੋ ਕਿਸੇ ਨਿਗਰਾਨ (ਅਬਜ਼ਰਵਰ) ਨੂੰ ਦਿੱਤੀ ਜਾਣੀ ਚਾਹੀਦੀ ਸੀ। ਐਲ.ਐਲ.ਆਰ.ਆਈ.ਟੀ. ਦੇ ਮੈਨੇਜਰ ਨੇ ਜਿਹੜੇ ਦਸਤਾਵੇਜ਼ ਪੇਸ਼ ਕੀਤੇ ਸੀ ਉਨ੍ਹਾਂ ਨੂੰ ਨਿਗਰਾਨ ਨੇ ਸਹੀ ਮੰਨਿਆ ਸੀ। ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ, ਪੀ.ਟੀ.ਯੂ. ਨੇ ਆਪਣੇ ਤੌਰ 'ਤੇ ਘੋਖ ਕੀਤੀ ਅਤੇ ਇਹਨਾਂ 3 ਖਿਡਾਰੀਆਂ ਦੀ ਯੋਗਤਾ ਨੂੰ ਸਹੀ ਪਾਇਆ।

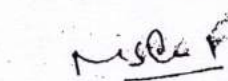
ਕਮੇਟੀ ਦੇ ਵਿਚਾਰ ਮੁਤਾਬਿਕ ਡੀ.ਏ.ਵੀ. ਦਾ ਐਲ.ਐਲ.ਆਰ.ਆਈ.ਟੀ. ਦੇ ਖਿਡਾਰੀਆਂ ਨੂੰ ਨਾ ਖੇਡਣ ਦੇਣਾ ਨਿਯਮਾਂ ਅਤੇ ਖੇਡ ਭਾਵਨਾ ਦੀ ਉਲੰਘਣਾ ਹੈ। ਉਨ੍ਹਾਂ ਨੂੰ ਨਿਗਰਾਨ ਨੂੰ ਲਿਖਤੀ ਰੂਪ ਦੇ ਕੇ ਸਿੱਧ ਕਰਨਾ ਬਣਦਾ ਸੀ ਜੋ ਨਹੀਂ ਕੀਤਾ। ਰਿਪੋਰਟ ਨੂੰ ਪਿਆਨ ਵਿਚ ਰੱਖਦੇ ਹੋਏ ਡੀ.ਏ.ਵੀ. ਵੱਲੋਂ ਕੀਤੀ ਵਿਰੋਧਤਾ ਨੂੰ ਨਕਾਰਿਆ ਜਾਂਦਾ ਹੈ। ਇਸ ਟੂਰਨਾਮੈਂਟ ਦਾ ਫਾਈਨਲ ਮੈਚ ਵੀ ਨਹੀਂ ਖੇਡਿਆ ਗਿਆ ਇਸ ਕਰਕੇ ਇਸ ਟੂਰਨਾਮੈਂਟ ਨੂੰ ਰੱਦ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਇਸ ਲਈ ਜਨਰਲ ਟਰਾਫੀ ਦੇ ਨੰਬਰ ਕਿਸੇ ਕਾਲਜ ਨੂੰ ਨਹੀਂ ਮਿਲਣਗੇ। ਡੀ.ਏ.ਵੀ. ਕਾਲਜ ਨੂੰ ਅੱਗੇ ਤੋਂ ਸੁਚੇਤ ਰਹਿਣ ਦੀ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ। ਅੱਗੇ ਤੋਂ ਕੀਤੀ ਗਈ ਕਿਸੇ ਵੀ ਅਜਿਹੀ ਉਲੰਘਣਾ ਦੀ ਸੂਰਤ ਵਿਚ ਸਖ਼ਤ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇਗੀ।

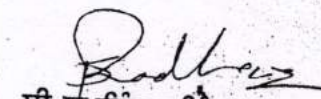
3. ਜੀ.ਐਨ.ਈ., ਲੁਧਿਆਣਾ ਨੇ ਐਸ.ਐਸ.ਆਈ.ਈ.ਟੀ., ਡੇਰਾ ਬੱਸੀ ਦੇ ਵਿਦਿਆਰਥੀ ਤਰੁਣ ਕੁਮਾਰ ਦੀ ਪਾਤਰਤਾ (ਐਲਿਜੀਬਿਲਟੀ) ਦੇ ਖਿਲਾਫ ਵਿਰੋਧ ਕੀਤਾ ਐਸ.ਐਸ.ਆਈ.ਈ.ਟੀ. ਨੂੰ ਪੱਤਰ ਰਾਹੀਂ ਸੂਚਿਤ ਕੀਤਾ ਗਿਆ ਅਤੇ ਵਿਦਿਆਰਥੀ ਦੀ ਪਾਤਰਤਾ ਪੇਸ਼ ਕਰਨ ਲਈ ਆਖਿਆ ਗਿਆ। ਕਾਲਜ ਪ੍ਰਿੰਸੀਪਲ ਨੇ ਆਪਣੇ ਪੱਤਰ ਰਾਹੀਂ ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਖੇਡ ਵਿਭਾਗ ਨੂੰ ਸੰਬੰਧਤ ਖਿਡਾਰੀ ਦੀ ਪਾਤਰਤਾ ਨੂੰ ਪੇਸ਼ ਕਰਦੇ ਹੋਏ ਜੋ ਦਸਤਾਵੇਜ਼ ਦਿੱਤੇ ਗਏ ਉਸ ਵਿਚ ਸ਼ਨਾਖਤੀ ਕਾਰਡ, ਫੀਸ ਰਸੀਦ ਵੀ ਭੇਜੇ ਗਏ।

ਕਮੇਟੀ ਨੇ ਕਾਲਜ ਪ੍ਰਿੰਸੀਪਲ ਵੱਲੋਂ ਪੇਸ਼ ਕੀਤੇ ਗਏ ਦਸਤਾਵੇਜ਼ਾਂ ਨੂੰ ਠੀਕ ਮੰਨਿਆ ਅਤੇ ਤਰੁਣ ਕੁਮਾਰ ਨੂੰ ਯੋਗ ਘੋਸ਼ਿਤ ਕੀਤਾ। ਇਸ ਲਈ ਕਮੇਟੀ ਨੇ ਜੀ.ਐਨ.ਈ., ਲੁਧਿਆਣਾ ਦੇ ਵਿਰੋਧ ਨੂੰ ਖਾਰਜ ਕੀਤਾ।

  
ਡਾ. ਐਚ.ਐਸ. ਬੈਂਸ  
ਰਜਿਸਟਰਾਰ  
ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀ.

  
ਡਾ. ਕਵਲਜੀਤ ਸਿੰਘ  
ਡਾਇਰੈਕਟਰ  
ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀ.

  
ਡਾ. ਨਿਸ਼ਾਨ ਸਿੰਘ ਦਿਓਲ  
ਪ੍ਰੋਫੈਸਰ ਅਤੇ ਮੁਖੀ  
ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ

  
ਸ੍ਰੀ ਸੁਖਵਿੰਦਰ ਸਿੰਘ  
ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ  
ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀ.

ਆਪ ਜੀ ਦੀ ਜਾਣਕਾਰੀ ਅਤੇ ਪ੍ਰਵਾਨਗੀ ਹਿਤ ਪੇਸ਼ ਹੈ ਜੀ।

ਉਪ-ਕੁਲਪਤੀ ਜੀ

ਤੁਹਾਡੇ ਯੋਗ ਸਹਾਇਕ ਹਿਤ ਪ੍ਰਵਾਨ ਤੋ

6/3



ASSISTANT CSBO



Office of the Registrar  
Date: 7-3-12

302  
06-3-12  
ਸਿਸਟਮ



# Promotion Rules

Annex -I

Post	Panjab University, Chandigarh	Guru Nanak Dev University, Amritsar	DTE&IT, Chandigarh	Government of Punjab (Department of Personnel and Administrative Reforms ) (Personnel Policies Branch-I)
Assistant Registrar	<p><b>Panjab University Service &amp; Conduct Rules for Non-Teaching Employees of University</b></p> <p>Assistant Registrars : (a) 25% of the posts of Assistant Registrars in the University office shall be filled in on the basis of selection after advertisement. The following qualifications for these posts to be filled by selection shall be —Essential :</p> <p>Master's or LL.B. degree of a recognized University or its equivalent qualification.</p> <p>Superintendents/P.As. or person holding equivalent posts in the administrative (ministerial) staff of the Panjab University with the following qualifications/experience :—</p> <p>(i) 10 years' service in the existing post (irrespective of the qualifications prescribed) OR</p>	<p><b>Calendar Volume-I, 1981</b></p> <p>The posts of Assistant Registrar shall be filled on the basis of 50 per cent by direct recruitments after advertisement and 50 per cent by promotion from within the office and such appointments shall be made alternatively.</p> <p>1.The promotion of Assistant Registrars from within the office will be on the basis of seniority-cum-merit and shall be made on the recommendation of a Screening Committee appointed by the Vice-Chancellor.</p> <p>2. The seniority alone will not be criteria for promotion from within the office. Suitability and efficiency also will be the determining factors in the matter of promotion.</p>	<p><b>Notification No G.S.R. 26/P.A.2/1993/S/25 and 38/2007</b></p> <p>All promotions to the posts in the Service shall be made on the basis of seniority-cum-merit but no person shall have any right to claim promotion on the basis of seniority alone.</p> <p>Assistant Controller-Examination</p> <p>Fifty percent by promotion and Fifty percent by direct</p> <p>Eligibility for promotion</p> <p>From amongst the section officers, who have an experience of working as such for a minimum period of two years.</p>	<p><b>Promotion to Group 'A' and Group 'B' Services</b></p> <p>1. For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'</p> <p>2. For promotion to post falling in Group</p>





<p>(ii) 3 years' service in the existing post with B.A., being the minimum qualification, provided the total service as Assistant/Stenographer or equivalent or higher post is not less than 15 years.</p> <p>(iii) 5 years' service in the existing post in the case of matriculates provided the total service as Assistant Stenographer or equivalent and higher post is not less than 17 years. Desirable :</p> <p>At least 2 years' experience of Educational administration and sufficient knowledge of organisation and working of a University/affiliated college/or two years' experience in managing and developing computer based system.</p> <p>(b) The other 75% of the posts of Asstt. Registrars shall be filled in the promotion from amongst the Supdts. and the Personal Assistants on the basis of seniority-cum-merit in the ratio of 4 : 1. The officiating arrangements, if any, against these 75% posts be made from the respective cadres on the basis of seniority-cum-merit in the cadre concerned. In the case of a vacancy against selection post, officiating arrangements be made as under :--</p>	<p>3. No Superintendent shall be promoted as Assistant Registrar unless he has put at least two years service as Superintendent in this University. In order that the interests of the employees do not suffer on this account a post of Assistant Registrar which is to be filled up by promotion from amongst the Superintendents on the basis of seniority cum merit may not be filled up, but a Superintendent Grade-II may be promoted as a temporary Superintendent and his salary be charged against the vacant post of Assistant Registrar. As and when in the in-service Superintendent would fulfill the conditions of at least two year's service as a Superintendent, he may be promoted as Assistant Registrar and the Superintendent who had been promoted as temporary measure against the post of an Assistant Registrar will then be adjusted against the vacancy thus caused by the promotion of a Superintendent as an Assistant Registrar on the basis of seniority cum merit.</p>	<p>Administrative Officers</p> <p>100% by promotion</p> <p>Eligibility for promotion</p> <p>From amongst the section officers, who have an experience of working as such for a minimum period of five years.</p>	<p>'A' other than Head of Department the minimum benchmark will be 'Very Good' as per the instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.</p> <p>3. For promotion to post falling in Group 'B' the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.</p>
--	--	--	--





	<p>(a) First two vacancies will go to the Supdts. cadre and</p> <p>(b) The third vacancy will be filled in from P.As. cadre. The 25 : 75 ratio as at (a) and (b) shall not be disturbed. Whenever new posts are created in future i.e. in addition to existing 18 posts (as on 16.11.1990), the first will go to the Supdts. cadre, the second will be filled in by open selection, the third will go to the Supdts. cadre and the fourth to the P.A.'s cadre. This pattern shall be followed in future.</p>			
Superintendents	<p>(iv) Superintendents</p> <p>The posts of Superintendents in the University office shall be filled from amongst the Assistants on the basis of seniority-cum-merit. Every appointment by promotion referred to above in 4(ii) and 4(iii) shall be on the basis of seniority-cum-merit. These provisions shall apply to vacancies occurring after 16th January, 1982.</p>	<p>1. One-third of the posts of Superintendents shall be filled up by direct recruitment after advertisement</p> <p>2. Two-third of the posts of Superintendents shall be filled by promotion from amongst the Superintendents Grade-II on the basis of seniority cum merit.</p> <p>3. The promotion of Superintendents from within the office will be on the basis of seniority-cum-merit and shall be made on the recommendation of Screening Committee to be appointed by the Vice-Chancellor.</p>	<p>Section Officer</p> <p>100% by promotion</p> <p>Eligibility for promotion</p> <p>From amongst the Accountants, who have an experience of working as such for a minimum period of five years;</p> <p>Provided that if no suitable Accountant is available then from amongst the information Assistants who have an experience of working as such for a minimum period of ten year</p>	





		<p>4. No Superintendent Grade-II shall be promoted as Superintendent Grade-I unless he has put in a least two years service as Superintendent Grade-II in this University. In order that the interests of the employees do not suffer on this account a post of Superintendent Grade-I which is to be filled up by promotion from amongst the Superintendents Grade-II on the basis of Seniority cum merit may not be filled up but an Assistant may be promoted as temporary Superintendent Grade-II and his salary be charged against the vacant post of Superintendent Grade-I. As and when the in-service Superintendent Grade-II would fulfill the condition of at least two years service as Superintendent Grade-II who may be promoted as Superintendent Grade-I and the Superintendent Grade-II who had been promoted as temporary measure against the post of a Superintendent Grade-I will then be adjusted against the vacancy thus caused by the promotion of a Superintendent Grade-II as a Superintendent Grade-I on the basis of seniority cum merit.</p>		
<p>Superintenden Grade-II</p>	<p>(v) Personal/Special Assistants (a) Personal Assistants The posts of Personal Assistants shall</p>	<p>1. Two thirds of the posts of Superintendents</p>		





be filled from amongst the Stenographers in accordance with the selection made by the Vice-Chancellor or Registrar as the case may be. The other posts of P.As. shall be filled on the basis of seniority-cum-merit from amongst the Stenographers.

(b) Special Assistants  
The Vice-Chancellor, in his discretion, may appoint a Special Assistant from amongst the members of the staff working in the University, or otherwise.

Every appointment by promotion referred to above shall be on the basis of suitability, due regard being paid to seniority.

Grade-II shall be filled up by promotion from amongst the Assistants/Stenographers on the basis of seniority-cum-merit in the ratio of 5:1.

2. the remaining one-third posts of Superintendents grade-II shall be filled up by selection from amongst the Assistants/Stenographers who are already in the service of this University.

3. The promotion/Selection of Superintendents Grade-II shall be on the recommendation of a Screening Committee to be appointed by the Vice-Chancellor.

4. The seniority alone will not be the criteria for promotion/selection. Suitability and efficiency also will be the determining factors in the matter of promotion/selection.

5. No Assistant/Stenographer be promoted as Superintendent Grade-II unless he has put in at least two years service as Assistant/Stenographer in this University.





i) Assistants : The posts of Assistants shall be filled by promotion from amongst the clerks.

(ii) (a) Stenographers : 25% posts of Stenographers shall be filled in by promotion from amongst the Steno-typists and the person having completed 15 years' service as a Steno-typist shall be eligible for promotion against this quota.

(b) The remaining 75% posts of Stenographers shall be filled by promotion of Steno-typists through competitive tests in Shorthand and typing to be held after every 5-6 months preferably in January and July each year. In case no person from in-service employees qualifies the test, the post may be advertised and selection made by a selection committee to be appointed by the Vice-Chancellor, through competition which may be made open to out-siders as also in-service steno-typists/Clerks.

(iii) Steno-typists and Clerks : These posts shall be filled through competitive tests and on the recommendation of a Committee appointed by the Vice-Chancellor every year. Every appointment by promotion referred to above shall be on basis of suitability; due regard being paid to seniority.

1. Two-thirds of the posts of Assistants shall be filled by promotion from amongst the Clerks on merit combined with seniority.

2. One-third of the posts of Assistants shall be filled by selection from amongst the Clerks and Junior Scale Stenographers and Steno-typists.

3. Junior-Scale Stenographers and Steno-typists shall also be eligible for appointment as Assistants in respect of the posts which shall be filled up by selection from the in service University employees.

Accountant

100% by promotion

Eligibility for promotion

From amongst the Information Assistants, who have an experience of working as such for a minimum period of five years;





Jr. Assistant		<p>1. Two-thirds of the posts of Assistants shall be filled by promotion from amongst the Clerks on merit combined with seniority.</p> <p>2. One-third of the posts of Assistants shall be filled by selection from amongst the Clerks and Junior Scale Stenographers and Steno-typists.</p> <p>3. Junior-Scale Stenographers and Steno-typists shall also be eligible for appointment as Assistants in respect of the posts which shall be filled up by selection from the in service University employees.</p>		
Clerk		<p>These posts shall be filled through competitive test and on the recommendation of a Screening Committee appointed by the Vice-Chancellor.</p>	<p>Information Assistant 20% by promotion 80% by direct appointment Eligibility for promotion From amongst the peon, who have an experience of working as such for a minimum period of Seven years; Eligibility for direct appointment Should be a Graduate from recognized University or Institution; and Should possess knowledge of Punjabi language of Matriculation standard or its equivalent.</p>	





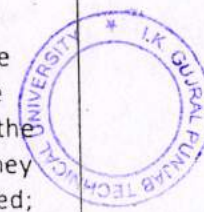
## Seniority

Central Government Services	Guru Nanak Dev University , Amritsar	Government of Punjab (Department of Personnel and Administrative Reforms ) (Personnel Policies Branch-I)	Department of Tech. Edu. & Ind. Training
<p>Swamy's Compilation on Seniority and Promotion Government of India, Department of Personnel and Training, office Memorandum No 2001/5/90-Estt.(D), dated that 4<sup>th</sup> November,1992</p> <p>Seniority to be determined by the order of merit indicated at the time of initial appointment- The seniority of Government servants is determined in accordance with the general principles of seniority contained in M.H.A., O.M. No. 9/11/55-RPS, dated the 22<sup>nd</sup> December,1959 (see Section – II) One of the basic principles enunciated in the said OM is that, seniority follows confirmation and consequently permanent officers in each grade shall rank senior to those who are officiating in the grade. Pg no 01</p>	<p>Calendar Volume-I, 1981 Pg No 19</p> <p>1. Whenever in accordance with these Statutes any person is to hold an office or be a member of any authority of the University by rotation according to seniority such seniority shall be determined according to the length of continuous service of such person in his grade or post as the case may be and in accordance with such other principles as the Syndicate may from time to time prescribe.</p> <p>2. It shall be the duty of the Registrar to prepare and maintain in respect of each class of persons to whom the provisions of these Statutes apply a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.</p> <p>3. If two or more persons have equal length of continuous service in a particular grade or post or the relative seniority of any person or</p>	<p>Notification No G.S.R. 33/Const./Art./309/94 dated 4 May 1994</p> <p>The seniority inter-se of members of the service shall be determined by the length of continuous service on a post in the service.</p> <p>Provided that where there are different cadre in a service the seniority shall be determined separately for each cadre. Provided further that in the case of members recruited by direct appointment the order of merit determined by recruiting authority shall not be disturbed in fixing the seniority.</p> <p>Provided further that in case of two members appointed on the same date their seniority shall be determined as follows:-</p> <p>1. A member recruited by direct appointment shall be senior to a</p>	<p>Notification No G.S.R. 26/P.A.2/1993/S/25 and 38/2007</p> <p>The seniority inter-se of the persons appointed to the posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.</p> <p>Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Board or any other authority as the case may be shall not be disturbed.</p> <p>Provided further that in case any person of the next selection has</p>





<p><b>Seniority of Direct Recruits and Promotees</b></p> <p>1. The relative seniority of all direct recruits is determined by the order of merit in which they are selected for such appointment on the recommendations of the UPSC or other selecting authority, persons appointed as a result of an earlier selection being senior to those appointed as a result of a subsequent selection.</p> <p>2. Where promotions are made on the basis of selection by a DPC, the seniority of such promotes shall be in the order in which they are recommended for such promotion by the committee. Where promotions are made on the basis of seniority subject to the rejection of the unfit the seniority of persons considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted. Where however a person is considered unfit for promotion and is superseded</p>	<p>persons is otherwise in doubt the Registrar may on his own motion and shall at the request of any such persons submit the matter to the Syndicate whose decision thereon shall be final.</p>	<p>member recruited otherwise;</p> <p>2. A member appointed by promotion shall be senior to a members appointed by transfer.</p> <p>3. In case of members appointed by promotion or transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and</p> <p>4. In the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay preference being given to member who was drawing a higher rate of pay in his previous appointment and if the rate of pay drawn are also the same; then by their length of service in those appointments; and if the length of such service is also the same an older member shall be senior to a younger member.</p>	<p>joined a post in the cadre of the Service before the person referred to in the preceding proviso joins the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso :-</p> <p>Provided further that in the case of two or more persons appointed on the same date their seniority shall be determined as follows:-</p> <p>1. A person appointed by direct appointment shall be senior to a person appointed otherwise;</p> <p>2. A person appointed by promotion shall be senior to a person appointed by transfer;</p> <p>3. In the case of persons appointed by promotion or transfer the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and.</p>
---	---	---	--





<p>by a junior such persons shall not if he is subsequently found suitable and promoted take seniority in the higher grade over the junior persons who had superseded him. Pg No 02</p>			<p>4. In the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment and if the rates of pay drawn are also the same then by their length of service in these appointments and if the length of service is also the same an older person shall be senior to a younger person.</p> <p>NOTE:- Seniority of persons appointed on purely provisional basis or an ad-hoc basis shall be determined as an when they are regularly appointed keeping in view the dates of such regular appointment.</p>
<p>Departmental Promotion Committees (Pg No 103)</p> <p>Functions and composition Functions of the DPC's A post is filled by promotion where the Recruitment Rules provide. In making promotions, it should be ensured that suitability of the candidates for promotion is considered in an</p>			





objective and impartial manner. For this purpose, Departmental Promotion Committee should be formed in each Ministry/Department/Office whenever an occasion arises for making promotions/confirmations, etc. The DPC's so constituted shall judge the suitability of officers for:-

1. Promotions to "Selection-on-Seniority" and "Selection by Merit" as well as "non-selection" post;

2. confirmation in their respective grades/Posts;

3. assessment of the work and conduct of probationers for the purpose of determining their suitability for retention in service or their discharge from it or extending their probation; and

4. consideration of cases of Government servants for crossing the Efficiency Bar.





**Composition of DPC**

In the case of Groups 'A' and 'B' Members included in DPCs for Groups 'A' and 'B' posts should be officers who are at least one step above the posts in which promotions/confirmation is to be made.

**Selection Method (pg-113)**

Where promotions are to be made by "Selection-cum-Seniority" and "Selection by Merit" method as prescribed in the Recruitment Rules, the DPC shall for the purpose of determining the number of officers who will be considered from out of those eligible officers in the feeder grade(s) restrict the field of choice as under with reference to the number of clear regular vacancies proposed to be filled in the year:

