

MAHARAJA RANJIT SINGH STATE TECHNICAL UNIVERSITY BATHINDA

DETAIL OF NON-TEACHING POSTS

Sr. No.	Name of Post	Pay Scale	No. of Posts	Qualifications
1.	1. Deputy Controller of Examination-02 2. Deputy Registrar (Finance)/ Deputy Finance Officer-01 3. Deputy Registrar (Audit/ Establishment)-01	Rs.15600-39100/- G.P. Rs.7600/-	04 (02SC, 02Gen.)	Master's Degree with atleast 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale; alongwith- (i) Nine years' of experience as Assistant Professor in the AGP of Rs.6000 and above with experience in educational administration, or (ii) Comparable experience in research establishment and/or other institutions or higher education, or (iii) 5 years' of administrative experience as Assistant Registrar or in an equivalent post.
2.	Assistant Registrar	Rs.15600-39100/- G.P. Rs.5400/-	06 (03SC, 01Gen., 01ESM, 01BC)	Master's Degree with atleast 55% of the marks or its equivalent grade of 'B' in the UGC 7pt scale alongwith a good academic record, as laid down by the UGC, shall continue to be in force.
3.	Supdt. Grade-II	Rs.10300-34800/- G.P.Rs.4800/-	03 (01SC, 01ESM, 01BC)	Graduate from a recognized university or its equivalent. 10 years experience out of which atleast five years experience as Senior Assistant or equivalent post in the scale of Senior Assistant. Persons having experience of work in engineering college/technical institutions/universities/ organisation of repute will be preferred and working knowledge of computer.
4.	PA to VC	Rs.10300-34800/- G.P. Rs. 4800/-	01Gen.	i) Graduate from a recognized University. ii) Having Shorthand/Typing speed @120/40 w.p.m. both English and Punjabi and working knowledge of computer. Must be capable to handle correspondence independently. iii) 10 years experience of working in a University/ Educational Institution/Govt. office.

5.	PA to Registrar	Rs.10300-34800/- G.P. Rs. 4800/-	01Gen.	<p>i) Graduate from a recognized University.</p> <p>ii) Having Shorthand/Typing speed @120/40 w.p.m. both English and Punjabi and working knowledge of computer. Must be capable to handle correspondence independently.</p> <p>iii) 10 years experience of working in a University/Educational Institution/Govt. office.</p>
6.	Senior Assistant	Rs.10300-34800/- G.P.Rs. 4400/-	06 02SC, 02 Gen., 01Gen. (P.H.), 01ESM	Graduation with at least 10 years experience in a clerical position in Govt./Autonomous organisation, preferable in a University and working knowledge of Computers.
7.	Store Keeper	Rs.5910-20200/- G.P.Rs.2400/-	02 (01SC, 01Gen.)	Graduate with minimum of 55% marks and 5 years experience in store.
8.	Steno	Rs.10300-34800/- G.P.Rs. 3200/-	09 (03SC, 03Gen., 01Gen. (P.H.) 01ESM 01BC)	<p>i) Should have passed Bachelor's Degree from a recognized University or Institution and</p> <p>ii) Must qualify tests in stenography both in English and Punjabi at a speed of 80 w.p.m. in shorthand and transcribed on a speed of 15 w.p.m. with 92 percent accuracy.</p> <p>iii) Possesses atleast one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government organised Institution or a reputed Institution, which is ISO-9001, certified.</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer Information Technology Course equivalent to O Level Certificate of Department of Electronic Accreditation of Computer Courses (DOEACC) of Govt. of India.</p>
9.	Clerk-cum- Data Entry Operator	Rs.10300-34800/- G.P.Rs. 3200/-	27 [03SC, 01SC (ESM), 01SC (Sports-man), 12Gen., 01Gen. (P.H.), 02ESM, 05BC, 01BC (ESM), 01Sports	<p>1. (i) Should have passed Bachelor's degree from a recognised University or Institution and;</p> <p>(ii) Possesses atleast one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government organised Institution or a reputed Institution,</p>

				<p>which is ISO-9001, certified.</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer Information Technology Course equivalent to O Level Certificate of Department of Electronic Accreditation of Computer Courses (DOEACC) of Govt. of India.</p> <p>2. Must qualify test in type writing at speed of 40w.p.m. in English and 30 w.p.m. in Punjabi languages.</p>
10.	Driver	Rs.5910-20200/- G.P.Rs. 2400/-	02 (01SC, 01Gen.)	<p>Matriculate from a recognized University/Board of repute or its equivalent. 05 years of experience in Driving Light or Heavy Vehicle. Must possess a driving license and not convicted for any offence.</p>
11.	Assistant Director Sports	Rs.15600-39100/- G.P. Rs.6000/-	01Gen.	<p>i) Ph.D. Degree with a Master's Degree in Physical Education or Master's Degree in Sports Science with atleast 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.</p> <p>ii) Record of having represented the university/college at the inter-university/inter-collegeiate competitions or the State and/or national championships.</p> <p>iii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>iv) Passed the physical fitness test conducted in accordance with these regulations.</p> <p>v) However, candidates, who are, or have been awarded 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 the minimum eligibility condition</p>

				of NET/SLET/ SET for recruitment and appointment of University Assistant Director of Physical Education/ College Director of Physical Education & Sports.
12.	Coach	Rs.10300-34800/- G.P.Rs.3800/-	01Gen.	<p>1) Bachelor's Degree in Physical Education with Diploma in Coaching from NIS in the respective game and participation in Inter-University/Senior National/ Federation Cup Tournament.</p> <p style="text-align: center;">OR</p> <p>BA with Post Graduate Diploma in Physical Education. Diploma in Coaching from NIS in the respective game and participation in Inter-University/Senior National/ Federation Cup Tournament.</p> <p style="text-align: center;">OR</p> <p>MA in Physical Education/M.P.Ed with Diploma in Coaching from NIS in the respective game and participation in Inter-University/Senior National/ Federation Cup Tournament.</p> <p style="text-align: center;">OR</p> <p>A very outstanding sportsperson with Bachelor's degree in any discipline and having participated in Olympic Games or upto third position holder in World Cup/ Commonwealth Games/Asian Games or Arjuna Award or Daronacharya Award or Rajiv Gandhi Khel Ratna Award or having Coached and accompanied the Indian team as its coach in his/her game/sport for international competition or having produced international players.</p>
13.	XEN	Rs.15600-39100/- G.P.Rs.6600/-	01Gen.	<p><u>Essential:</u> (i) A Bachelor's Degree in Civil Engineering with atleast 55% marks of its equivalent grade of B in the UGC seven-point scale, with 10 years of experience in design and systems and construction of buildings, roads, sanitary and water supply systems including maintenance of the same.</p> <p><u>Desirable:</u> (i) Post-Graduate Degree in structural engineering. (ii) Experience of working in Universities/</p>

				Educational Institutions/similar organization.
14.	Junior Engineer	Rs.10300-34800/- G.P.Rs.4800/-	02 01SC, 01Gen.	Diploma with first division in Civil/Electrical Engineering with 03 years experience.
15.	Public Relation Officer (PRO)	Rs.15600-39100/- G.P. Rs.5400/-	01Gen.	(i) Master's Degree in Public Relations/Mass Communication and Journalism with at least 55% marks or its equivalent grade of B in the UGC seven –point scale. OR Master's degree in any discipline with at least 55% marks or its equivalent and P.G. Diploma in Public Relations/Mass Communication and Journalism. (ii) Five years of experience as PRO/APRO/in any university or a Govt./PSU/Corporate Sector organization or 5 years experience in the editorial Department /Centre of any established newspaper,National News Agency, Radio or Television or Film media. (iii) Good working knowledge of computer applications. Desirable: Knowledge of 2 or more Indian Languages with proficiency in English and Punjabi/Hindi.
16.	System Analyst	Rs.15600-39100/- G.P. Rs.5400/-	01Gen.	Master's degree in Computer Science/Computer Engg./ Computer Technology/Information Technology or equivalent with 1 st class at Bachelor's or Master's level. OR Master's degree in Computer Science/Computer Engg./ Computer Technology/Information Technology or equivalent with 1 st class at MCA or Master's level. (ii) 5 years experience in Teaching/industry/Research out of which 5 years must be at the level of System Analyst/ Lecturer or equivalent.
17.	Programmer	Rs.9300-34800/- G.P.Rs. 4600/-	01Gen.	First Class B.E./B.Technology in Computer Engineering/ Computer Science/Information Technology or equivalent OR First Class M.E./M.Technology in Computer Engineering/ Computer Science/Information Technology or equivalent

				OR First Class MCA Degree.
18.	Librarian	Rs.37400-67000/- G.P.Rs. 10000/-	01Gen.	(i) A Ph.D Degree with Master's Degree in Library Science/Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations. (ii)At least thirteen years as a Deputy Librarian in a university library or eighteen years experience as a College Librarian. (iii) Evidence of innovative library service and organization of published work.
19.	Assistant Security Officer	Rs.9300-34800/- G.P. Rs.4600/-	01Gen.	<u>Essential:</u> Bachelor's Degree with five years' experience as Security Supervisor/supervisory position in security in a Govt. Office, Educational Institution/Private Organization of repute; OR Persons who have served in the Army or such Uniformed service at JCO level or above with at least Class 10 th standard pass or Army Class I examination or an equivalent examination.
20.	Senior Assistant (Hostel) 01 for Boys. 01for Girls.	Rs.10300-34800/- G.P. Rs.4400/-	02 (01SC, 01Gen.)	1. Graduate with experience in the relevant field and handling account and files. 2. 10 years experience as Clerk out of which 05(five) years as Junior Assistant or its equivalent. 3. Candidates with B.Com. degree and experience of working in accounts and finance will be preferred.
21.	Peon	Rs.4900-10680/- G.P.Rs.1650/-	10 (03SC, 04Gen., 01Gen. (P.H.) 01ESM 01BC)	Middle pass or its equivalent with Punjabi from a recognised School/Institution/Board of repute or its equivalent.

GENERAL INSTRUCTIONS FOR ALL CANDIDATES:

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

1. The number of vacancies indicated above may be increased or decreased at the discretion the competent authority.
2. The University reserves the right not to fill any or some of the above posts.
3. Clearly mention conversion formula of CGPA to percentage marks and percentage of Marks in appropriate place.
4. The University will not be responsible for non-receipt/late receipt of application due to postal delay.
5. Incomplete applications will be rejected without entering into correspondence.
6. Candidates will be eligible only if he/she has degree certificate/Gazette result notification/all original DMCs issued on or before last date of application. Photocopies of all these certificates must be attached with application.
7. Any Provisional Certificate for any degree issued prior to Gazette result notification will not be considered.
8. Candidate must paste his/her passport photograph on the application form.
9. Knowledge of Punjabi upto Matric standard is essential for every non teaching post.
10. Candidates are requested to bring 02 ID proofs alongwith Admit Card for appearing in Examination.
12. **Applications for the post of Librarian must attach Performance Based Appraisal System (PBAS) Proforma for API Score (duly filled-in all respects by them) and attested copies of supporting documents, with their applications.**
13. **Persons already in service must send their applications through their employer.**
14. Practical/Written Test will be held wherever necessary.
15. Candidates claiming Backward Class Category will submit the photocopy of their latest valid BC certificate issued by the competent authority.
16. Knowledge of Computer is essential for the posts mentioned from Sr. No. 03 to 09.

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