



# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR

(Punjab State Govt. University)

Jalandhar-Kapurthala Highway, Kapurthala-144603.

Online applications are invited for dynamic & value-based individuals with consistently good academic/administrative records with proven ability to fill the following post

Name of Post (s)	Pay Scale	No. of Post(s)
* Registrar	Rs. 37400-67000 (GP 10000)	01
* Controller of Examination	Rs. 37400-67000 (GP 10000)	01

*\*The tenure shall be for a period of three years or attainment of the age of superannuation, whichever is earlier.*

**Eligibility:-** Detail of Eligibility criteria, Procedure for the appointment, General Instructions & guidelines, and online application form are available on the University website [www.ptu.ac.in](http://www.ptu.ac.in) and [www.jobs.ptu.ac.in](http://www.jobs.ptu.ac.in)

**Application Fee :** The application fee is Rs. 1200/- (Including GST) for General Candidates and Rs. 300/-(Including GST) for SC/ST candidates.

**For further details visit university website [www.ptu.ac.in](http://www.ptu.ac.in)**

**Last date for submission of Online Application : 27/07/2022**

**Last date for submission of Hard copy of Application : 03/08/2022**

**Note :** If any amendment/corrigendum is issued, subsequently, the same will not be published in newspaper, rather it will be uploaded on University's official website [www.ptu.ac.in](http://www.ptu.ac.in)

**Advt./2022/07/02**

**Incharge, Recruitment Branch**



**Government of Punjab**  
**Department of Technical Education and Industrial Training**  
**(Technical Education-II Branch)**

**Notification**

No. 2/02/2020-4TE2/174

Dated, Chandigarh:15-03-2021

In pursuance of the provisions of sub-section-(1) of Section 18 of the I.K.Gujral Punjab Technical University Act, 1996 (Punjab Act 1 of 1997) and all other powers enabling him in this behalf, the Governor of Punjab is pleased to issue the First Regulations for the recruitment/appointment of Controller of Examination of IKG Punjab Technical University as under:-

**Procedure for the appointment of Controller of Examination in IKG Punjab Technical University:**

1. The selection of 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 approval of Board of Governors in its 52<sup>nd</sup> meeting for the position of 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 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 tenure post of Controller of Examination shall be 58 years.

4. **Reservation**

Reservation shall be applicable as per the State Government policy.

5. **Inviting applications for the post**

The applications for the post of Controller of Examination duly approved by the Board of Governors, IKGPTU shall be invited through open advertisement in the prescribed format through leading newspapers. The same shall be posted on the University Website [www.ptu.ac.in](http://www.ptu.ac.in) along with detailed eligibility criteria.

6. **Selection Criteria**

- 6.1. **Minimum Eligibility**

The minimum eligibility for the post of 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: 31<sup>st</sup> December, 2008, 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 Registrar 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 on equivalent post.

## **6.2. Detailed Selection Criteria**

The detailed selection criteria for the post is given in **Annexure –B**.

## **7. Screening and short listing 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-B except for the presentation and interview marks.
- (iii) List of shortlisted candidates shall be put up on the University website [www.ptu.ac.in](http://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.
- (ii) Two Registrars/Ex-Registrars of any State University/ Central University
- (iii) Two Senior Professors from State University/ Central University
- (iv) An academician 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 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 as follows:

- i) Vice Chancellor, I.K Gujral Punjab Technical University as Chairman
- ii) Nominee of the Chancellor
- iii) Nominee of the State Govt.
- iv) Two experts nominated by the State Govt.
- 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 one outside subject expert 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.

**Note:-** First Regulations relating to other issues shall be issued in due course.

Dated, Chandigarh the  
15-03-2021

Anurag Verma, I.A.S.  
Principal Secretary to Government of Punjab,  
Department of Technical Education & Industrial Training

Endst. No. 2/02/2020-4TE2/174

Dated, Chandigarh:15-03-2021

A copy is forwarded to the Controller, printing and Stationery, Punjab, Chandigarh for information and necessary action. He is requested to publish the Notification in the Punjab Government Gazette (Extraordinary) and send 50 copies thereof to Government for record.

*sd/-*  
Under Secretary

No. 2/02/2020-4TE2/175-176

Dated, Chandigarh:15-03-2021

A copy is forwarded to the following for information and necessary action:-

- ✓ 1. Vice-Chancellor, I.K.G. Punjab Technical University, Jalandhar;
2. Director, Technical Education and Industrial Training, Punjab, Chandigarh;

*Cheranjit Kaur*  
Under Secretary  
*m*



**Annexure-B**

**IKG Punjab Technical University**

<b>Criteria for selection of Controller of Examination</b>							
<b>Graduation</b>	<b>Post graduation</b>	<b>PhD</b>	<b>Research /Administrative experience</b>	<b>Research work/publication</b>	<b>Non Academic achievements</b>	<b>Presentation</b>	<b>Interview</b>
20 Marks	15 Marks	10 Marks	10 Marks	20 Marks	5 Marks	10 Marks	10 Marks
			<p>(i). 1 (one) mark for each year of teaching/Administrative experience</p> <p>(ii). Teaching/Administrative experience above the minimum required for eligibility shall be considered</p>			<p>Applicant will make a 10 minute presentation through power point before the selection committee about his/her past contribution in academic administration for assessment of administrative skills and required domain of knowledge</p>	<p>Interview before the Selection committee</p>



ਪੰਜਾਬ ਸਰਕਾਰ  
ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ  
(ਤਕਨੀਕੀ ਸਿੱਖਿਆ-02 ਸ਼ਾਖਾ), ਚੰਡੀਗੜ੍ਹ।

3/c (Recdmt)  
24.03.24

ਸੇਵਾ ਵਿਖੇ

✓ ਵਾਈਸ ਚਾਂਸਲਰ,  
ਆਈ.ਕੇ.ਜੀ ਪੰਜਾਬ ਤਕਨੀਕੀ ਯੂਨੀਵਰਸਿਟੀ,  
ਜਲੰਧਰ।

ਮੀਮੇ ਨੰ: 2/2/2020-4ਤਸਿ2/177 ਮਿਤੀ: 15-03-2024

ਵਿਸ਼ਾ: ਬਾਬਾ ਹੀਰਾ ਸਿੰਘ ਭੱਠਲ ਇੰਸਟੀਚਿਊਟ ਆਫ ਇੰਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨੋਲੋਜੀ, ਲਹਿਰਾਗਾਗਾ ਦੇ ਵਿਦਿਆਰਥੀਆਂ ਦੀ ਸ਼ਿਫਟਿੰਗ ਅਤੇ ਸਮੂਹ ਸਟਾਫ ਦੀ ਐਡਜਸਟਮੈਂਟ ਸਬੰਧੀ।

ਹਵਾਲਾ: ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ: 2/2/2020-4ਤਸਿ2/248 ਮਿਤੀ: 05.03.2020 ਦੇ ਸਬੰਧ ਵਿੱਚ, ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ।

ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਰਾਹੀਂ ਯੂਨੀਵਰਸਿਟੀ ਦੁਆਰਾ ਟੀਚਿੰਗ/ਨਾਨ-ਟੀਚਿੰਗ ਮੁਲਾਜ਼ਮਾਂ ਦੀ ਕੀਤੀ ਜਾ ਰਹੀ ਭਰਤੀ ਦੀ ਪ੍ਰਕਿਰਿਆ ਤੇ ਜੋ ਰੋਕ ਲਗਾਈ ਗਈ ਸੀ ਉਸ ਵਿੱਚ ਅੰਸ਼ਿਕ ਸੋਧ ਕਰਦੇ ਹੋਏ ਕੰਟਰੋਲਰ ਆਫ ਇੰਗਜ਼ਾਮਿਨੇਸ਼ਨ ਦੀ ਅਸਾਮੀ ਤੇ ਭਰਤੀ ਦੀ ਪ੍ਰਕਿਰਿਆ ਤੋਂ ਰੋਕ ਹਟਾਈ ਜਾਂਦੀ ਹੈ।

02. ਕੰਟਰੋਲਰ ਆਫ ਇੰਗਜ਼ਾਮਿਨੇਸ਼ਨ ਦੀ ਨਿਯੁਕਤੀ ਸਬੰਧੀ ਰੈਗੂਲੇਸ਼ਨਜ਼ ਵੱਖਰੇ ਤੌਰ ਤੇ ਜਾਰੀ ਕਰ ਦਿੱਤੇ ਗਏ ਹਨ। ਆਪ ਨੂੰ ਆਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਕੰਟਰੋਲਰ ਆਫ ਇੰਗਜ਼ਾਮਿਨੇਸ਼ਨ ਦੀ ਭਰਤੀ ਸਬੰਧੀ ਪ੍ਰਕਿਰਿਆ ਰੈਗੂਲੇਸ਼ਨਜ਼ ਮੁਤਾਬਿਕ ਕੀਤੀ ਜਾਵੇ।

2024/3/24  
ਅਧੀਨ ਸਕੱਤਰ

ਪਿੱਠ ਅੰਕਣ ਨੰ: 2/2/2020-4ਤਸਿ2/.....

ਮਿਤੀ :

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਡਾਇਰੈਕਟਰ, ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ ਚੰਡੀਗੜ੍ਹ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਜੀ/-  
ਅਧੀਨ ਸਕੱਤਰ



**General Instructions and Guidelines for candidates regarding the post of Registrar and Controller of Examination, at IKGPTU Main Campus:**

1. The advertised posts shall be governed by the IKGPTU norms.
2. Reservation Policy shall be as per Punjab Government norms (if applicable).
3. Candidates belonging to any reserved category have to submit a relevant certificate issued by the Competent Authority.
4. University Reserves the right not to fill the advertised post(s).
5. Separate application forms be filled up for different cadre positions along with the requisite fee.
6. The University reserves the right to call only the requisite number of candidates for an interview after short-listing with reference to the candidate's qualification, suitability, experience, requirement etc.
7. Original documents will have to be shown at the time of the interview or as and when asked by the University.
8. Canvassing in any manner would entail disqualification of the candidate.
9. Persons called for an interview shall not be entitled to TA/DA.
10. The decision of IKGPTU in the matters of selection and appointment shall be final and no correspondence in this regard will be entertained.
11. Mere satisfying the essential/minimum qualification required does not entitle a candidate to be called for an interview.
12. Incomplete applications, applications of ineligible candidates, applications without supporting documents and applications without hard copy and fee etc. shall be rejected without any intimation.
13. Application fee is Rs. 1200/- (Including GST) for General Candidates and Rs. 300/- (Including GST) for SC/ST candidates and is to be deposited as per the directions given while filling online application.
14. Submission of online application on or before 27/07/2022 is the sole responsibility of the applicant. Hard Copy with all relevant credentials duly self-attested by the candidate must reach **Incharge, Recruitment Branch, IKG Punjab Technical University, Jalandhar-Kapurthala Highway, Kapurthala PIN-144603** on or before 03/08/2022 by registered / speed post. The candidate must write the name of the post applied for on the envelope.
15. For any query please email at [recruitment@ptu.ac.in](mailto:recruitment@ptu.ac.in) or contact at 01822-662509.
16. Postal delay is not the responsibility of the University and applications received after the due date shall be rejected without any intimation.
17. Candidates are required to visit the University website regularly for any updates.
18. Candidates are required to give the correct mobile number and email id in the application, as the communication will be done through SMS and Email by the University.
19. In Service candidates must send their application through the proper channel. However, they may send an advance copy.