

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Procedure for the recruitment of Technical and Library Staff in IKG Punjab Technical University (Referring Punjab Govt. Notification No. 12/152/2015-5 PP.2/720133/1 dated 28/03/2016)

The selection of Technical Staff and Library Staff in the University shall be made as per procedure and guidelines in reference to notification vide letter No. 12/152/2015-5 PP.2/720133/1 dated 28.03.2016 issued by Punjab Government and with approval of Board of Governors, IKGPTU from time to time.

A. INVITING APPLICATIONS FOR THE POSTS :

The applications for the posts of Technical and Library Staff as mentioned in Annexure-'A' as 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 along with detailed eligibility criteria in accordance with the procedure and guidelines as prescribed by the Board of Governors, IKGPTU, from time to time.

B. ELIGIBILITY CRITERIA :

The minimum eligibility for the post of Technical Staff in Engineering and Technology, Applied Sciences, Pharmacy, Workshop and Librarian etc shall be as per DTE, Punjab Government and Board of Governors, IKGPTU as amended from time to time (Copy enclosed **Annexure B**):

C. SELECTION OF CANDIDATES :

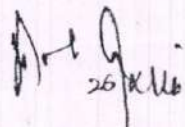
(1) Selection for technical staff in each subject shall be based on a written test comprising 100 marks:

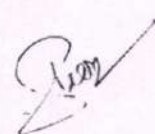
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|------|---------------------------------|---|----------|
| (i) | Section-A (Theory) | - | 80 Marks |
| (ii) | Section-B (Practical knowledge) | - | 20 marks |

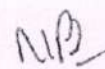
The written paper will consist of two sections. Section-A will consist of 80 objective type multiple choice questions with one mark each for assessing theoretical knowledge. Section-B will consist of 20 objective type multiple choice questions with one mark each from assessing practical/experiments knowledge in the qualifying examination. There shall be no negative marking. Candidate will mark their answer on OMR sheet.

(2) To qualify in the theory and practical test, the candidate will have to secure at least 50% marks separately i.e. 40 marks out of 80 in theory and 10 out of 20 marks in practical knowledge based written test.

(3) After the conduct of written test, the answer key will be uploaded on the website for inviting objections to answers, if any. The objection to any answer can be filled by the candidate on the prescribed objection form available on the website within three days from the conduct of the written test. The candidate has to provide relevant documentary proof in the form of book, relevant article etc in support of his/her objection, otherwise the objection will not be entertained.


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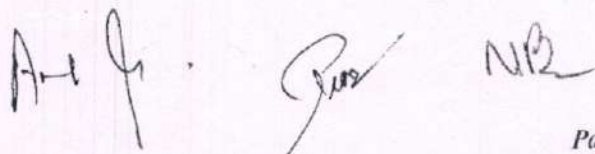
Suggestion/objections to be submitted O/O Vice Chancellor by addressing such objection to Vice Chancellor only.

- (4) In case two or more candidates obtaining equal marks in the Section-A and B, the merit will be decided in order of following:
 - (i) Candidate with higher qualification shall be placed higher in merit.
 - (ii) If still there is a tie between candidates, elder in age will be placed higher in merit.
 - (iii) If the tie still persists between candidates, the candidates obtaining higher percentage of marks in qualifying academic qualification shall be placed higher in merit.
- (5) The conduct of the written test and preparation of merit list shall be managed through a committee with following constitution:
 - i. Dean to be nominated by Vice Chancellor
 - ii. Registrar
 - iii. Two Professors/Associate Professor from IKGPTU main campus /other campuses

D. SELECTION PROCEDURE

- (1) Recruitment section /HR section of University Shall be responsible for drafting of advertisement, inviting applications from eligible candidates, scrutiny of applications as per eligibility condition and submission of all relevant records along with subject wise list of eligible candidates to the committee constituted at C(5).
- (2) (a) Vice chancellor shall nominate one member from the committee as mentioned in C(5) for confidential work. The nominated member may co-opt any one or two members from within the committee or University for assistance in confidential work.
(b) Committee shall be responsible for the preparation of results and merit after the conduct of the written test.
(c) Final merit list shall be approved by the Vice Chancellor and shall be the appointing authority.
(d) Committee shall hand over the approved list and other relevant records of the conduct of the selection process to recruitment section/HR section for issuance of appointment letters as per University norms.
- (3) List of selected candidates shall be put up on the University website www.ptu.ac.in.
- (4) The University shall not hold any responsibility for non-receipt of intimation on account of change in the correspondence address or wrong email ids.

E. RESERVATION POLICY:

Handwritten signatures and initials, including 'A-1', 'S', and 'NR'.

Reservation shall as per State Government Reservation Policy and Backlog, if any, shall be filled accordingly.

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