

General Instructions and Guidelines for Advertisement related to the post of Registrar, Controller of Examination, Information Resource Officer (Librarian) and Assistant Librarian (Grade-I) at IKGPTU Main Campus :

1. Posts of the IKGPTU main campus and other IKGPTU Campuses shall be as per IKGPTU norms.
2. Reservation Policy shall be as per Punjab Government norms.
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). The number of post(s) may vary.
5. Separate application form be filled up for different cadre positions along with requisite fee.
6. Posts are transferable within IKGPTU Campuses under the Jurisdiction of IKG Punjab Technical University or anywhere in India.
7. The University reserves the right to call only the requisite number of candidates for interview after short listing with reference to the candidate's qualification, suitability, experience, requirement etc.
8. Original documents will have to be shown at the time of interview or as and when asked by the University.
9. Canvassing in any manner would entail disqualification of the candidate.
10. Persons called for interview shall not be entitled for TA/DA.
11. The decision of IKGPTU in the matters of selection and appointment shall be final and no correspondence in this regard will be entertained.
12. Mere satisfying the essential/minimum qualification required does not entitle a candidate to be called for interview.
13. Incomplete applications, applications of ineligible candidates, applications without supporting documents and applications without hard copy and fee etc shall be rejected without any intimation.
14. 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.
15. Submission of online application on or before 23-02-2019 is sole responsibility of the applicant. Hard Copy with all relevant credentials duly self-attested by the candidate must reach **Registrar IKG Punjab Technical University, Jalandhar-Kapurthala Highway, Kapurthala PIN-144603** on or before 05-03-2019 by speed post. Candidate must write the name of post applied for on the envelop.
16. For any query please email at recruitment@ptu.ac.in or contact at 94780-98125.
17. Postal delay is not the responsibility of the University and application received after due date shall be rejected without any intimation.
18. Candidates are required to visit the University website regularly for any update.
19. Candidates are required to give correct mobile number and email id in the application, as the communication will be done through SMS and Email by the University.
20. In Service candidates must send their Application through proper channel. However, they may send an advance copy.