

**PUNJAB AGRICULTURAL UNIVERSITY  
LUDHIANA**

**ADVERTISEMENT NO.03/2016**

Applications from the eligible candidates are invited for the following posts on the prescribed form (along with detailed qualifications, experience requirements & other relevant information) obtainable from **the respective offices mentioned below against each post** on any working day **from 10.00 a.m. to 4.00 p.m.** in cash at the counter by **8.12.2016** for **these posts**. The application forms can also be obtained by post from **these concerned offices** by sending requisite cost of the application form in the shape of bank draft in favour of the **Comptroller, PAU, Ludhiana payable at Ludhiana** along with self addressed envelope (28x12 cms) bearing postage stamps of **Rs.40/- by 25.11.2016**. The duly completed application forms for the posts with prescribed fee (**as mentioned below against each post**) in the shape of **Bank Draft payable at Ludhiana in favour of Comptroller, PAU, Ludhiana** should reach in the concerned offices by **8.12.2016**.

S. No.	Name of the post	Cost of Application form	Fee to be attached with the application form	Name of office where forms are available
1.	Assistants at KVKs (3 Posts reserved for SC category and one post for BC category only)	200.00	300.00	% Registrar
2.	Clerks (14 Posts reserved for SC category and 10 posts for BC category only)	100.00	200.00	% Registrar
3.	Messenger (One reserved for SC and one for BC category only)	100.00	-	% Dean, College of Basic Sciences and Humanities for SC category  and % Dean, College of Agril. Engg. & Tech. for BC category
4.	Cook-cum-Chowkidar ( reserved for SC category only)	100.00	-	% Estate Officer
5.	Beldar ( reserved for SC category only)	100.00	-	% Dean, College of Basic Sciences and Humanities

**Pay scales**

<b>Sr.No.1</b>	Rs.9300-34800+Rs.4200/- GP
<b>Sr.No.2</b>	Rs.10300-34800+GP Rs.3200 GP with initial pay scale of Rs.13500/-
<b>Sr.No.3</b>	Rs. 4900-10680+1650/- grade pay
<b>Sr.No.4</b>	Rs. 4900-10680+1650/- grade pay
	Rs. 4900-10680+1650/- grade pay

**Pay scales and other service conditions for the above posts wherever applicable will be governed as per Punjab Government's notification No.7/204/2012-4FP1/60 dated 15.1.2015 and circular No.7/204/2012-4FP1/66 dated 15.1.2015 and any other instructions issued by Punjab Government from time to time in this regard.**

GOVERNMENT OF PUNJAB  
DEPARTMENT OF FINANCE  
(FINANCE PERSONNEL-I BRANCH)

The 15<sup>th</sup> January, 2015

NOTIFICATION

No. 7204/2012-4FF/160 :- In exercise of the powers conferred by the (proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services Rules, Volume-1, Part-1, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (2<sup>nd</sup> Amendment) Rules, Volume-1, Part-1, 2015.
- (2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Civil Services Rules, Volume-1, Part-1 (hereinafter referred to as the said rules), after rule 2.20, the following rule, shall be inserted, namely:-

"2.20-A. 'Fixed Monthly Emoluments' means the emoluments, drawn by a Government employee, but the said emoluments shall not include any Grade Pay, annual increment or any other allowance, except the travelling allowance as per entitlement of the post held by such employee."

3. In the said rules,-

- (a) in rule 4.1, for sub-rule (1), the following sub-rule shall be substituted, namely:-

"(1) Subject to the rules contained in this Chapter, a competent authority may fix the pay of a Government employee, but his pay shall not be so increased as to exceed the pay sanctioned for his post without the sanction of the authority competent to create a post in the same cadre on a rate of pay equal to his pay when increased."

Provided that the Government employee (except a member of service of the Punjab Civil Services (Judicial Branch) and the employees covered under clause (a) of rule 4.4), shall be entitled to receive the emoluments, as specified in rule 2.20-A, during the period of his probation:

Provided further that if a Government employee falling under clause (r) of rule 4.4, is appointed to a post, his pay during the period of his probation, shall not exceed the pay, which he was drawing on the post on which he holds then.

Provided further that when the services of a Government employee are regularized, in that case the period spent on probation by him, shall not be treated to be the time spent on such post."

In rule 4.4, in clause (b), for the words "the time scale provided", the words "the time scale, on appointment in Government service in the case of a member of service of a Punjab Civil Service (Judicial Branch), and on completion of probation in other cases, provided," and

- (B) In rule 4.9, in clause (c), in Note 4, for the words "probationer is confirmed", the words "probationer, other than a probationer receiving fixed monthly emoluments, is confirmed" shall be substituted.

VINI MAHAJAN,  
Principal Secretary to Government of Punjab,  
Department of Finance.

Endorsement No. 7/204/2012-4FP1/61 Dated, Chandigarh, the 15<sup>th</sup> January, 2015

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

1. All the Heads of Departments;
2. Registrar, Punjab & Chandigarh High Court;
3. Commissioners of Divisions;
4. District and Sessions Judges, Punjab;
5. All Deputy Commissioners in the State of Punjab;
6. Chairman, Punjab State Language (Legislative) Commission;
7. District Treasury Officers in the State.

*Kamlesh Arora*  
(Kamlesh Arora)  
Deputy Secretary Finance

Endorsement No. 7/204/2012-4FP1/62 Dated, Chandigarh, the 15<sup>th</sup> January, 2015

A copy is forwarded to:

1. The Principal Accountant General (AR&I), Punjab, Chandigarh; and
2. The Principal Accountant General (Audit), Punjab, Chandigarh for information and necessary action.

*Suprit Singh*  
Superintendent

Endorsement No. 7/204/2012-4FP1/63 Dated, Chandigarh, the 15<sup>th</sup> January, 2015

A copy along with two attested copies to the Controller, Printing, and Stationery Punjab, Chandigarh with the request to supply 500 printed copies after publication this notification in the ordinary gazette of the Govt. of Punjab.

*Suprit Singh*  
Superintendent

Endorsement No. 7/204/2012-4FP1/64 Dated, Chandigarh, the 15<sup>th</sup> January, 2015

A copy of the above is forwarded to the Chief Secretary to Government of Punjab, all the Financial Commissioners and Principal Secretaries/Administrative Secretaries to Government of Punjab for information and necessary action.

*Suprit Singh*  
Superintendent

To

1. The Chief Secretary to Government of Punjab;
2. All the Financial Commissioners to Government of Punjab;
3. All the Principal Secretaries to Government of Punjab; and
4. All the Administrative Secretaries to Government of Punjab.

Endorsement No. 7/204/2012-4FP1/65 Dated, Chandigarh, the 15<sup>th</sup> January, 2015

A copy is forwarded to Director, Public Enterprises and Disinvestment, Finance Department, Punjab for information and necessary action.

*Suprit Singh*  
Superintendent





### **Important**

1. Applications, which are incomplete/ not on the prescribed form/ received after the last date/ received without prescribed application fee shall not be considered. **The University shall not be responsible for any postal delay or loss in transit.**
2. In service candidates should apply through proper channel.
3. **For posts at Sr. No.1 to 5**, number of posts can be increased or decreased
4. **For posts at Sr.No.1 to 5**, the minimum age of entry is 18 years and retirement age is 60 years.
5. **For posts at Sr. No.1 to 5** age not less than 18 years and not more than 37 years as on **1.1.2016**.
6. The candidate must fulfill the requisite qualifications by the last date of receipt of applications i.e. **8.12.2016**.
7. While making any correspondence with reference to the above recruitment, the candidate must mention his/her contact number.
8. **All the candidates should attach photo copies of their qualifications(Detail Marks Cards), experience and other relevant documents failing which no mark(s) (wherever applicable) will be awarded to them and they can also be declared ineligible for the post in absence of these documents.**
9. **Pay scales and other service conditions for the above posts wherever applicable will be governed as per Punjab Government's notification No.7/204/2012-4FP1/60 dated 15.1.2015 and circular No.7/204/2012-4FP1/66 dated 15.1.2015 and any other instructions issued by Punjab Government from time to time in this regard.**
10. Though every care has been taken, yet any mistake crept inadvertently is subject to correction.

Sd/-  
Registrar  
Punjab Agricultural University

1. **Assistants at KVKs (reserved for SC/BC category) in the scale of Rs.9300-34800+Rs.4200 GP**

**Essential:**

1. A Bachelor's degree from a recognized university
2. Working knowledge of Computer.
3. Knowledge of Punjabi upto Matric level.
4. Age not less than 18 years and more than 37 years.

**Selection Procedure:**

The selection to the post of Assistant may be made through written test. A paper of 80 marks comprising Punjabi, English, Arithmetic and General Knowledge of Matric standard consisting of 20 marks of each paper shall be prescribed. The candidates will have to qualify the written test with at least 60% marks in aggregate but minimum 40% marks in each subject. The candidates will further be required to take a practical test of 10 marks for operation of computer and working knowledge regarding Microsoft windows including Microsoft word and those qualifying the same with atleast 4 marks shall be eligible for selection. The candidate having passed the written test with the above aggregate and having passed the computer test shall be eligible for selection. The merit list of the candidates to be selected for appointment shall be prepared on the basis of aggregate marks obtained by them in the written/ practical test and out of 10 marks will be calculated according to percentage of marks obtained in graduation. Interview will not be conducted.

- Note:**
1. The appointment to these posts shall be co-terminus with the schemes in which these posts are provided.
  2. The above posts are non promotional and inter KVKs transferable.
  3. Reservation as per rules.
  4. Age relaxation shall be as per Punjab Govt. Rules.

**2. Clerk (reserved for SC/BC category) in the scale of Rs.10300-34800+Rs.3200 GP with initial pay scale of Rs.13500/-**

- i) Bachelor's degree from a recognised University or institution; and
- ii) Possesses at least 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 recognized institution or a reputed institution which is ISO 9001, certified.

**Or**

Possess a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics, Accreditation of Computer Courses (DOEACC) of Govt. of India

- iii) Knowledge of Punjabi upto matric.
- iv) Typing speed of 30 w.p.m. in English and Punjabi.
- v) Age not less than 18 years and not more than 37 years as on 1.1.2016.

**Age relaxation:**

**Note 1:** Schedule Caste/Backward Class persons – as per government instructions .

**Note: 2** The selection to the post of Clerk will be made through written test or 100 marks comprising of Punjabi, English, Arithmetics of Matric standard and General Knowledge consisting of 25 marks of each paper shall be prescribed. The candidates will have to qualify the written test with atleast 60% marks in aggregate but minimum 40% marks in each subject. The candidate having passed the written test with the above aggregate shall be required to qualify the type writing test in English and Punjabi with a speed of 30 w.p.m. on computer before his/her appointment. The merit list of candidates to be selected for appointment shall be prepared on the basis of aggregate marks obtained by them in the written test and having passed the type test both in English and Punjabi but interview will not be conducted.

**Note 3:** The reservation for SC/BC will be given according to Punjab Govt. reservation policy.

**Note 4:** The pay of the incumbent shall be regulated in terms of Punjab Government's notification circular No.7/204/2012-4FP1/66 dated 15.1.2015

**3. Messenger in the pay scale of Rs. 4900-10680+1650/- grade pay (reserved for SC/BC categories).**

- i) Matriculation
- ii) Knowledge of Punjabi upto Matric level.
- iii) Two years' experience as Field/ Lab.Helper in the relevant field.  
Or  
Five years experience as Junior Field /Lab. Helper in the relevant field.  
Or  
Worked for 10 years as DPL in the relevant field.
- iv) Age 18 to 37 years (relaxation in age as per reservation rules of Punjab Govt.).

- Note:**
- i) Applicant shall have to take a written test of matric level (Math & Punjabi with 50% marks for each subject).
  - ii) The candidate having higher qualification will be preferred.
  - iii) Experience of DPL will be confirmed from the concerned HOD/ Station Director by the Controlling Officer.

**Note 2** The pay of the incumbent shall be regulated in terms of Punjab Govt. Circular No. 7/204/2012-4 FP.1/66 dated 15.1.2015.

The following selection criteria and the corresponding allocation of marks for the said post(s) has been decided as under :

Educational qualifications, written test and experience: Maximum marks 100

Weightage of each component of Selection criteria :

Matric	60 marks
10+2	10 marks
Written test	20 marks
Experience	10 marks

The further break up is as under:

<b>Qualifications</b>			
<b>Matric</b>		<b>10+2</b>	
% Marks obtained	Score	% Marks obtained	Score
35<50	45	35<50	4
50<65	50	50<65	6
65<80	55	65<80	8
80 and above	60	80 and above	10

Award of score for experience (over and above essential qualification):

For experience as DPL ½ number/year and for Jr.Field/Lab.Helper & Field/ Lab.Helper, 1 (one) number/ year will be awarded

Advt. No.03/2016  
Last Date: 8.12.2016

**4. Cook-cum-Chowkidar in the pay scale of Rs. 4900-10680+1650/- grade pay (reserved for SC category).**

- i) Matric with Punjabi
- ii) Should possess 3 years experience for preparation of Indian and continental meal befitting the status of VIPs and VVIPs.
- iii) Age 18 to 37 years (relaxation in age as per reservation rules of Punjab Govt.).

- Note:**
- i) Applicant shall have to take a written test of matric level (Math & Punjabi with 50% marks for each subject).
  - ii) The candidate having higher qualification will be preferred.
  - iii) Experience of DPL will be confirmed from the concerned HOD/ Station Director by the Controlling Officer.

**Note 2** The pay of the incumbent shall be regulated in terms of Punjab Govt. Circular No. 7/204/2012-4 FP.1/66 dated 15.1.2015.

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35<50	45	35<50	4
50<65	50	50<65	6
65<80	55	65<80	8
80 and above	60	80 and above	10

Award of score for experience (over and above essential qualification):

For experience as DPL ½ number/year and for Jr.Field/Lab.Helper & Field/ Lab.Helper, 1 (one) number/ year will be awarded

**5. Beldar in the pay scale of Rs. 4900-10680+1650/- grade pay (reserved for SC categories).**

- i) Matriculation
- ii) Knowledge of Punjabi upto Matric level.
- iii) Two years' experience as Field/ Lab.Helper in the relevant field.  
Or  
Five years experience as Junior Field /Lab. Helper in the relevant field.  
Or  
Worked for 10 years as DPL in the relevant field.
- iv) Age 18 to 37 years (relaxation in age as per reservation rules of Punjab Govt.).

- Note:**
- i) Applicant shall have to take a written test of matric level (Math & Punjabi with 50% marks for each subject).
  - ii) The candidate having higher qualification will be preferred.
  - iii) Experience of DPL will be confirmed from the concerned HOD/ Station Director by the Controlling Officer.

**Note 2** The pay of the incumbent shall be regulated in terms of Punjab Govt. Circular No. 7/204/2012-4 FP.1/66 dated 15.1.2015.

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Qualifications			
Matric		10+2	
% Marks obtained	Score	% Marks obtained	Score
35<50	45	35<50	4
50<65	50	50<65	6
65<80	55	65<80	8
80 and above	60	80 and above	10

Award of score for experience (over and above essential qualification):

For experience as DPL ½ number/year and for Jr.Field/Lab.Helper & Field/ Lab.Helper, 1 (one) number/ year will be awarded