

DETAILED INSTRUCTIONS FOR THE APPLICANTS

1. All Applicants are required to apply **Online** with complete, correct information and attachments. The applicant shall be solely responsible for the authenticity of the submitted information.
2. Applicants are required to fill the Online Application Form as available on the Panjab University website i.e. <https://onlinejobs.puchd.ac.in>. The details regarding qualifications, experience, screening guidelines and indicative proforma etc. are available on the site along with the advertisement. The applicants are required to read these details carefully before filling up the form.
3. **Applicants are required to take 4 sets of print-outs of the Online Application Form filled by them and attach hard copies of the supporting documents (i.e. Educational Qualifications, Employment Experience, Category (if any), NOC (if any), Research Details, Academic Activities etc.) with each print-out as per the Annexures mentioned in the Online Form. These 4 complete sets (Online Application Form & supporting documents) be submitted in the office of Deputy Registrar (Establishment), 2nd Floor, Administrative Block, Panjab University, Sector-14, Chandigarh-160014 by hand/ Registered Post/Speed Post on or before 22.12.2023 upto 4:00 pm. PU shall not be responsible for any Postal delays. Online application form shall close on 15.12.2023. Application form shall be considered only after submissions of requisite fee. The applicants must ensure to submit 04 sets of hardcopy of the online form filled by them up to the last date otherwise their candidature shall be liable to be rejected.**
4. Applicants must attach all the documents related to their research activities/ other activities in support of their claim. At least the first/relevant page of each research paper/book/ publication indicating name(s) of authors, name (s) of Journal/Book with ISSN/ISBN number is necessary to be attached, without which no credit will be given for the research paper/ book /publication.
5. The recruitments against these advertised posts shall be as per UGC Regulations, 2018.
6. **Copy of conversion formula for Bachelors/ Master's Degree must be attached without it no marks will be given.**
7. The teaching experience certificate must be submitted by the Applicant strictly as per the Proforma available on the Panjab University website.
8. Applicants, who have mentioned their merit position in the University examinations in their application form, must attach copy of the University merit certificate issued by the University concerned in support of their claim.
9. Separate application form is required with requisite fee for each post.
10. **Incomplete applications and those received after closing date or without requisite fees shall be rejected and no claim for refund or transfer of fee shall be entertained in any case.**

11. The eligibility of every applicant shall be determined on the basis of qualifications acquired and communicated to the office by him/her up to the last date fixed for receipt of applications.
12. The fees submitted shall be **Non-Refundable & Non-Transferable** and no correspondence regarding the same shall be entertained. The Applicant must ensure that he/ she fulfils the minimum eligibility conditions and only then apply within due date.
13. Canvassing in any form will disqualify the Applicant.
14. Persons already in service must route their applications through proper channel. They shall be allowed to present themselves for interview only on the production of 'No Objection Certificate' from their employers.
15. The number of posts can be increased or decreased as per need at the time of selection.
16. If any information supplied by the Applicant in his/her application form is found to be incorrect/false at any stage, his/her candidature/selection shall be cancelled.
17. The Panjab University reserves the right to withdraw any advertised post at any time without assigning any reason. The Panjab University reserves the right not to fill any of the advertised posts.
18. The Competent Authority could assign teaching duties in the same subject in other teaching departments of the Panjab University in order to utilize the subject expertise/ specialization and to meet the needs of the allied department/s at a given point of time, within the limits of the workload as prescribed in the relevant norms.
19. Applicants if selected for interview will be sent interview letter through post and E-mail. The Applicants are advised to intimate the change of address and telephone/mobile numbers, if any and also update their E-mail addresses to avoid any inconvenience.
20. All documents in original along with NOC shall have to be produced at the time of interview.
21. It is understood that the applicant shall possess the requisite qualifications and research experience relevant to the post in the department concerned and other qualifications if any prescribed for a post.
22. It is not obligatory on the part of the Panjab University to call for interview every Applicant who possesses the essential qualifications.

NOTE-1:

- I. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability,

specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

- II. A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.
 - III. A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.
- **After successfully completing the Online Application Form, the Applicants are required to pay Fee Online through their Login Account by clicking Pay Fee Option on their Dashboard. The fee payable is Rs. 2000/- for open category (in case of SC/ST & PwD Rs. 1000/-)**
 - **Applicants are required to submit 4 Sets (Printouts) of duly filled Online Application Forms with supporting documents in all respects, along with requisite fee.**

REGISTRAR