



Central University of Punjab

RECRUITMENT NOTICE

Advt. CUPB/23-24/018
Dated: 06.02.2024

Online Applications are invited for following Non-Teaching position on purely temporary & contractual basis:

➤ Professional Assistant

Last date to apply online: **19.02.2024** (upto 9 a.m.)

Walk-in-Interview on **19.02.2024 (9 AM AM)**

Visit website **www.cup.edu.in** for more details.

Registrar

Badal- Bathinda Road, VPO Ghudda, Distt. Bathinda-151401, Email: **recruitment@cup.edu.in**

विज्ञापन का हिंदी रूपांतर विश्वविद्यालय की वेबसाइट पर उपलब्ध है।



पंजाब केन्द्रीय विश्वविद्यालय

भर्ती सूचना

विज्ञा. सं.: सीयूपीबी/23-24/018
दिनांक: 06.02.2024

पूर्णतः अस्थायी एवं संविदात्मक आधार पर निम्नलिखित गैर-शैक्षणिक पद हेतु ऑनलाइन आवेदन आमंत्रित किये जाते हैं:

➤ व्यावसायिक सहायक

ऑनलाइन आवेदन की अंतिम तिथि: **19.02.2024 (सुबह 9 बजे तक)**

वॉक-इन-इंटरव्यू की तिथि : **19.02.2024 (सुबह 9 बजे)**

अन्य विवरण हेतु देखें वेबसाइट: **www.cup.edu.in**

कुलसचिव

बादल-बठिंडा मार्ग, ग्राम व डाकघर घुददा, जिला बठिंडा-151401; ईमेल: **recruitment@cup.edu.in**

(Actual Size of Advt. to be published in newspapers is 04cm x 08cm = 32cm²)



ਪੰਜਾਬ ਕੇਂਦਰੀ ਵਿਸ਼ਵਵਿਦ्याਲਯ

संसदीय अधिनियम 25 (2009) के द्वारा स्थापित

Central University of Punjab

Established vide Act No. 25 (2009) of Parliament

Advertisement No. CUPB/23-24/018

Dated: 06.02.2024

WALK-IN-INTERVIEW

Online Applications are invited from eligible candidates for the following post on purely temporary & contractual basis for a period mentioned against each post. The details of eligibility criteria, emoluments and other terms & conditions are given below:

1	Name of the Post	PROFESSIONAL ASSISTANT
	Duration of the Post	On purely temporary & Contractual basis for a period of 89 days or till the joining back of the incumbent, whichever is earlier.
	Number of Post	(01-UR)
	Emoluments	Rs. 51000/- Consolidated per month
	Age Limits	35 Years
Educational and other Qualifications and Experience.	Essential: 1. Master's Degree in Library & Information Science from any recognised University /Institution with one year experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. OR Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with three years experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. 2. Knowledge of Computer Applications.	
Last date to apply online and link thereof for All Posts	19.02.2024 (upto 9 AM) Link to Apply online: https://cupnt.samarth.edu.in/	
Date, Reporting Time and Venue of Interview	19.02.2024 (9 AM) Conference Room, VC Office, Aryabhata Academic Block, Central University of Punjab, Bathinda, Village Ghudda, Distt. Bathinda (Punjab)	
Documents required at the time of interview for all Posts	Candidates are required to bring the following original documents and one set of self-attested photocopies of: (a) Printed copy of the online application form (It can be downloaded/printed by logging in to cupnt.samarth.edu.in) (b) Original certificates of Educational / Professional qualifications (Certificate/Degree + Mark sheets) and original experience certificates indicating your designation and period of service etc. (c) Original appointment letters and pay slips, if applicable. (d) Certificate of the last pay drawn, if applicable. (e) Copies of the testimonials/recommendation letters from previous/present employer(s), if any. (f) Original caste certificate in case of Reserved Categories, if applicable. OBC candidates have to bring a Valid OBC (Non-Creamy Layer) certificate as applicable for recruitment to Govt. of India posts. (g) No Objection Certificate from the present employer if you have not applied through proper channel or you have changed your employer. (h) Two passport size photographs. (i) AADHAR Card.	



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(j) Any other documents required to be eligible for the said post.

Note: No separate call letters will be sent for interview. Candidates who have filled the online form by last date have to attend the interview at designated venue and date/time. Eligibility will be decided at the time of interview.



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GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION

1. Applicants are required to apply online (through recruitment portal: <https://cupnt.samarth.edu.in/>). The application fee of Rs. 100/- (for candidates other than SC/ST/PWD/Women) should be deposited while filling the online application form on/before the last date mentioned above in the concerned table.
2. The interview will be conducted at Central University of Punjab, Badal-Bathinda road, V.P.O.- Ghudda, District-Bathinda.
3. Any type of corrigendum/addendum/amendments/notice/updation etc. related to this advertisement shall be uploaded on University websites www.cup.edu.in only. Further, the university will not send any further information/call letters by post/newspapers. CUPB will not be responsible for invalid/wrong email ID and Mobile No. mentioned by the candidates. Therefore, it is the responsibility of the candidate to regularly check CUPB website: www.cup.edu.in for updates.
4. The reservations/relaxations to SC/ST/OBC-NCL/PWD/EWS candidates will be provided as per the existing Govt. of India/UGC rules. The SC/ST/OBC-NCL/PWD/EWS candidates must upload the relevant certificate as per format prescribed by the Government of India. OBC certificate (Non Creamy Layer) and EWS certificate should be issued on or after 01.04.2023. If the relevant certificates for respective reserved categories are not uploaded with the application, the application shall be rejected.
5. Any candidate belonging to SC/ST/OBC-NCL/PWD, who wish to apply for any unreserved post, will not be given any relaxation.
6. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an offer letter, the University reserves the right to modify/withdraw/cancel any communication made to the applicant.
7. Separate application (along with separate application fee) should be filled/deposited for each post applied for.
8. The University may/may not draw reserve panel(s) against possible vacancies in future.
9. Applicants are required to show the original documents at the time of joining.
10. Duties timing may be staggered and as decided by the university.
11. The university reserves the right to withdraw this advertisement or increase/decrease the number of post at any time without assigning any reason.
12. The right is also reserved with the university either to fill or not to fill the vacancies. The decision of Competent Authority of the university in this regard shall be final.



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13. Application fees once paid shall not be refunded under any circumstances. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
14. Upper age limit, qualification and experience etc. will be counted as on the date of Interview.
15. The candidates having experience of working in Central/State Government universities will be preferred.
16. The candidates will not have any claim on regular position/absorption.
17. Canvassing in any form may lead to cancellation of candidature.
18. Incomplete applications or without uploading of relevant supporting enclosures (self-attested copies of degree/certificates /marks sheets/experience certificate, etc.) will be out-rightly rejected.
19. In case of disputes/suites or legal proceedings against the university, the Jurisdiction shall be confined to the Court of Bathinda or Punjab and Haryana High Court Chandigarh only.
20. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his /her candidature. In case, it is detected at any point of time in future even after engagement that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of written test/ interview due to whatever circumstances, his/her engagement shall be liable to be terminated forthwith as per this clause and also based on his/her undertaking.
21. The University will get verified all the certificates in support of qualification, experience etc. submitted by candidates, from the issuing authority. If any document is found to be false/ fake/ incorrect/ malafide at any stage of verification before or after engagement, the document in question shall be summarily rejected which shall lead to termination of his/her appointment, if already engaged and action may be initiated against the candidate for this misconduct as per rules.

For any further query contact:

Recruitment Cell
Central university of Punjab
Main Campus, VPO: Ghudda
Bathinda-151401 (Punjab), India
Email: recruitment@cup.edu.in