

DAV UNIVERSITY, JALANDHAR
Advertisement No 1/2016-17



DAV UNIVERSITY
Jalandhar, Punjab. Tel: 0181-2708845

EMPANELMENT OF NON-TEACHING STAFF (CONTRACTUAL)

Assistant Registrar, Purchase Officer, PAs/Stenos, Placement Assistant, Software Programming Assistant, Clerk-cum-Data Entry Operators, Record Keeper, Managers (Girls & Boys Hostels), Attendants (Girls & Boys Hostels), AC Mechanic, AC Helper, Plumbers, Electrician, Helpers (to assist electricians), Mason, Helper for Mason, Drivers.

Please visit www.davuniversity.org for application form, last date of application and other details. - Registrar

Applications are invited for empanelment of following Non-Teaching posts on Contract. The applications on the prescribed form must reach the office of the Registrar latest by July 15, 2016.

1. Personal Assistant (PA)

Qualifications:

- x Graduate having knowledge of shorthand with expertise in computer typing.
- x Proficiency in MS Office, use of internet etc.
- x Minimum 2-year experience as Steno Typist.

2. Assistant Registrar

Qualifications:

- x Master's Degree with at least 55% marks (50% marks in case of SC/ST candidates) or equivalent grade of B in the UGC 7 point scale along with good academic record thereof from a recognized University.

Desirable:

- x Operational knowledge of Computer & Internet etc.
- x Expertise in typing/data entry
- x Experience of handling files and administration in academic institutions with 5-year experience as Superintendent or in responsible capacity.

3. Placement Assistant/ Clerk-cum-Data Entry Operator/ Record Keeper in Accounts

Qualifications:

- x Graduate with proficiency in computer application.
- x Proficiency in using internet.
- x Minimum 2 years relevant experience.

4. Electrician/ Plumber/ Mason/ Helpers with Mason & Electricians

Qualifications:

- x Matric with ITI in relevant trade from Govt. Recognized Institute with 2 years' experience.

5. Air Conditioning Mechanic/ AC Helper

Qualifications:

- x Matric with ITI in relevant trade from Govt. Recognized Institute with 2 years' experience.

6. Hostel Manager (Each for Boys' & Girls' Hostel)

Qualifications:

- x Graduate with two years' experience in relevant field/handling girls'/boys' students.

7. Hostel Attendant (Each for Boys & Girls Hostels)

Qualifications:

- x HSC (10+2)/ Equivalent examination.
- x 2 to 3 years' experience of working in Hostel/Guest House in central/state organization/University institute funded by the Govt/PSU/Educational Organization recognized by the state /central government.

8. Steno Typist

Qualifications:

- x Graduate with knowledge of shorthand and computer typing
- x Proficiency in MS Office, use of internet etc.
- x Minimum 2 year experience as Steno Typist.

9. Software Programming Assistant

Qualifications:

- x B.E./ B.Tech/ MCA/ M.Sc (IT) having 3 years' experience in .Net technologies (Asp.net, c#.net), SQL (stored procedures, T-SQL, SSRS), Dreamweaver. Should be able to handle web based applications in Asp.net technologies or Desktop Applications in C#.net or WPF technologies.

10. Purchase Officer

Qualifications:

- x Graduation/Post-graduation in Commerce/Economics/Statistics
- x Diploma in Material Management from a recognized University/institution or equivalent.
- x Good working knowledge of Computer.

Desirable:

- x A Master Degree in Commerce/Economics/ Statistics with at least 55% marks.
- x At least 10 years of experience out of which 5 years should be in Supervisory capacity in handling purchase preferably in institute or university of repute.

11. Driver-cum-Attendant

Qualifications:

- x 8th Standard Passed

Essential Qualification

- x Possession of a valid driving license of the motor vehicle, knowledge of motor mechanism the candidate should be able to remove minor defects in vehicle
- x Minimum 3 years' experience as Driver.

General Instructions:

Application form is available at the University Website: www.davuniversity.org

Candidates are required to submit the downloaded application form, duly filled in all respects along with the application fee through a crossed demand draft of Rs. 1000/- (Rs. 500/- for handicapped & SC/ST candidates) favouring "REGISTRAR, DAV UNIVERSITY, JALANDHAR" payable at Jalandhar.

The application fee for the posts of Driver-cum-Attendant, Air Conditioning Mechanic/ AC Helper, Electrician/ Plumber/ Mason/ Helpers with Mason & Electricians is Rs 300 (Rs 150 for SC/ST candidates).

Candidate applying from abroad may send their application through e-mail to the jobs@davuniversity.org latest by prescribed date, i.e. July 15, 2016.

Merely applying does not give an applicant a right to be called for interview.

Note:

1. Qualifications, pay & other conditions can be changed by the Management, if so desires. Number of posts will be decided and filled by the Management depending upon the requirement. The Management also holds the right not to fill any of the posts advertised.
2. Retired persons can also be considered for service on contract basis.
3. Separate applications along with the requisite fee in the form of Demand Drafts are required for each post.
4. In case of large number of applicants, the University may hold written, qualifying test/group discussion.
5. Incomplete applications will not be entertained.

Procedure for application:

1. Download prescribed application form from www.davuniversity.org
2. Prepare DD for Rs 1000/- (Rs 500/- for the candidates belonging to SC/ ST) in favour of Registrar, DAV University, Jalandhar payable at Jalandhar or make payment online in the DAV University Recruitment Account No 33521918297 (IFSC Code SBIN0016307), Swift Code: SBININBB279 (In Case of Candidates applying from abroad) and get the proof of fee transaction from the bank.
3. Superscribe “APPLICATION FOR THE POST OF (Name of the Post applied for)” on the envelope containing the application form.
4. Send the application form along with single set of testimonials (attached to the original form), nine photo copies of the duly filled form only plus DD/ Proof of Online application fee to:

**The Registrar,
DAV University,
Vill: SARMASTPUR
Jalandhar-Pathankot Highway (NH 44)
JALANDHAR – 144012, Punjab.**

The applications should be delivered by hand or Registered Post only. Applications sent through courier will not be entertained.

5. In addition to hard copy, applicants shall also scan the duly filled application and mail the same to jobs@davuniversity.org along with the proof of online fee transfer or scanned copy of the DD.
6. Incomplete applications will be rejected.

7. The applications on prescribed format must reach before or on July 15, 2016. Applications reaching after 5:00 pm on July 15, 2016 shall not be entertained.
8. Separate applications along with Demand Drafts are required for each post.
9. Higher start can also be considered for well-deserving candidates.
10. Retired/In-service experienced persons on deputation/lien from reputed institutions shall also be considered.
11. Those remitting fee from any country other than India may contact +91-181-2708845 in case of difficulty in online transactions. Such candidates can be interviewed through SKYPE if possible.