Important Dates:

Opening Date for On-Line Registration of Applications	:	**21/06/2016**
Last date for On-Line Registration	:	**05/07/2016**
Last date to Generate Bank Slip	:	**05/07/2016**
Last date for depositing application fee at State Bank of Patiala (SBOP)	:	**07/07/2016**
Last date to Print Application Form (after depositing Fee in Bank)	:	**11/07/2016**
Last date for submitting the hard copy/print out of online application and supported documents to the **Registrar, Guru Nanak Dev University, Amritsar-143005 (Pb.)**	:	**18/07/2016**

Note: -

1. Copy of Circular containing detailed instructions, qualifications, etc. for the posts, is available only at the University **Website: http://www.gndu.ac.in**.

2. Candidates are required to apply only online through Guru Nanak Dev University, Amritsar website www.gndu.ac.in No other means / mode of application (through post, email, fax, deposit of CV etc.) will be accepted.

Applicants are required to take TWO printouts of the Online Application Form. Affix the same passport size photograph (which was uploaded with the online form) on it and **SEND a COPY to 'THE REGISTRAR, GURU NANAK DEV UNIVERSITY, AMRITSAR-143005', PUNJAB along with self attested copies of all the certificates of Educational/ Professional QUALIFICATIONS (DEGREES AND DMC'S WITH CONVERSION FORMULA OF CGPA/OGPA), EXPERIENCE CERTIFICATE, RESERVE CATEGORY CERTIFICATE (**Reservation certificate issued by the competent authority as a proof of claiming the reserve category as made in the online application form **) AND BANK CHALLAN, etc** and keep the 2nd copy with him/her.

3. Candidates must have a valid Email-ID. It should be kept active during the recruitment process. Candidates should keep checking the Inbox or even the Spam box of his/her Email Id regularly during the recruitment process as the **University** may send any important intimations about written test etc. on the University Website and/or through email. Candidates should also check the University website regarding any updates during the recruitment process.

4. Candidates should take utmost care to furnish the correct details while filling in the online application. Any mistake committed by the candidates shall be his/her sole responsibility.

5. The candidates should ensure the completion of all the steps of the registration process and depositing of application fee in any branch of State Bank of Patiala by the stipulated date and time given in the detailed advertisement.

6. **Based on the category in which candidates intend to apply, the following Fees will have to be paid :**

a.	SC/ST/PWD	:	Rs.400
b.	All other categories (including General)	:	Rs.800

7. The candidate should deposit the requisite application fee by presenting the bank challan printed after registration to any branch of State Bank of Patiala on all bank working days (after one working day from date of Bank Slip Printing). After accepting the application fee, the Bank will return one copy of bank challan to the candidates as a token of receipt. The copy of challan will contain a journal number & date of transaction.

8. Candidates are advised to keep with them the copy of the bank challan as a token of remittance of fee for future reference. A Candidate needs to Register Only once by filling Registration Form, even if he/she wishes to apply for job in more than one post/ department/ station.

9. Please scan your Photograph and Signatures form individually and save them individually in JPEG format. The size of any of these individual images should not exceed 50 kb photograph and 30 kb of signature, otherwise you will not be able to submit your online application.

10. Please keep following details ready with you before clicking on the registration button for starting your online application:-
    a. Personal details including Date of Birth and Nationality
    b. Mobile Number
    c. Valid Email ID
    d. Reservation Category Details
    e. Percentage of your Educational Qualification starting from Matriculation examinations to onwards.(Please calculate percentage from CGPA/OGPA in advance).
    f. Soft Copies of scanned Photograph and Signatures.

11. Candidates should check their Email account for updates. GNDU will not be responsible for any loss of Email sent, due to invalid/wrong Email Id provided by the candidates or for delay/ non receipt of information if a candidate fails to access his/her email/website in time. Candidates are requested in their own interest to remain in touch with the University website www.gndu.ac.in. Issuance of notifications in the newspaper is not obligatory on the part of the university.

12**.** Application once submitted will not be allowed to withdraw and application fees once paid shall not be refunded under any circumstances neither it shall be held reserve for any other recruitment or selection process in future. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.

13. **Persons already in service must apply online like other candidates and send the hard copy of application through their employer. All those candidates working in organizations/institutions including affiliated colleges of the university may be allowed to appear in interview without No Objection Certificate with the condition that in case the candidate is selected, no extension in joining time will be allowed. Such candidates are required to give an undertaking on the format available on university website: www.gndu.ac.in. All such candidates will be given standard joining time i.e. one month from the issuance of appointment letter.**

14. The candidates are required to apply separately for each post earmarked for each Deptt. / Station.

15. **Incomplete applications in any respect or hard copy of application received after the due date will not be entertained.**

16. University reserves the right to fill or not to fill up the posts and to call only suitable number of candidates for interview/counseling.

17. The number of posts can be increased or decreased.

18. Bio-Data of any candidate can be placed before the Selection Committee.

19. Written and/ or Practical Test may be held wherever necessary.

20. Candidates claiming Backward Class Category will have to submit the photocopy of their latest valid BC certificate issued by the competent authority.

21. Wards/ Wife of Ex-servicemen can apply under Ex-servicemen category.

22. Ex-servicemen or Lineal Descendent of Ex-Servicemen (**LDESM**), <u>**who have domicile of Punjab,**</u> are eligible for reservation under the Ex-Servicemen category. Both will have to produce a certificate issued by District Defence Services Welfare officer/ District Sainik Welfare officer of their respective district in support of their category.

23. The lineal descendents of the Ex-Servicemen can apply in the Ex-Servicemen category, provided they satisfy the eligibility conditions of a general category candidate. Their candidature will be considered only if sufficient numbers of Ex-Servicemen candidates' are not available in the Ex-Servicemen category. In case sufficient numbers of Ex- servicemen are available, then LDESM shall be treated as General Category candidates.

24. Mere applying and satisfying the essential/ minimum qualification required for a post and to qualify the written and/or practical test does not entitle the candidate any right of appointment.

25. The University shall verify the antecedents/documents submitted by the candidates at the time of appointment or any time during the tenure of the service. In case, it is detected that the documents submitted are fake or the candidate has a clandestine background and has suppressed the said information, his/her services shall be terminated forthwith.

26. Reservation Policy for direct recruitment will be followed as per instructions issued by the Govt. of Punjab and adopted by this university. The benefits of reservation policy will be given to the residence of Punjab State only. The SC/ST/OBC/PWD, etc candidates are required to attach the relevant certificate issued by the competent authority as a proof of claiming the reserve category as made in the online application form.

27. The candidature of the candidate for reserve category will be considered only for the category he/ she has applied online. Under No Circumstances, reserve category of the candidate will be changed. No request in this regard will be entertained.

28. Canvassing in any form will lead to cancellation of candidature.

29. Any dispute with regard to the selection/recruitment process will be subject to the courts/tribunals having Jurisdiction of Amritsar.

30. For any enquiry regarding online application form, please contact Phone No.7347237061, 9464985500 (For Technical Enquiry regarding filling online application form) and 9872227323 (For General Enquiry regarding advertisement) Timing : 9.00 A.M. to 5.00 P.M. in working days.

31. A relaxation of 5% is admissible at the Graduate and Master's level for Scheduled Castes/Scheduled Tribes candidates.