



PUNJAB ENGINEERING COLLEGE
VIDYA PATH, SECTOR 12, CHANDIGARH, 160012
(A Deemed to be University Under Section 3 of UGC Act, 1956)



BROCHURE FOR RECRUITMENT OF CONTRACTUAL POSTS – 2022

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Contact Nos: 0172-2753055 & 0172-2748197; eMail ID: registrar@pec.edu.in



Punjab Engineering College
(A Deemed to be University Under Section 3 of UGC Act, 1956),
Vidya Path, Sector-12, Chandigarh, 160012

CONTRACTUAL APPOINTMENTS

Applications are invited for engagement of Assistant Registrar (05 posts), Superintendents (05 posts), Security Officer & Sports Instructor in PEC. Last date for applying is 19 December 2022. For Eligibility & other Details, please visit <https://pec.ac.in/jobs>

Sd/xxxx
Registrar

1.	Name of the Post	Assistant Registrar (Contractual)
2.	Number of posts	05 (five)
3.	Classification	Group `A`
4.	Scale of Pay/Pay Band/Grade Pay	Consolidated Salary : Rs 43,933/- (As per DC Rates, to be revised from time to time, as per Chandigarh Administration Orders)
5.	Whether selection post or non-selection post	Selection by Direct Recruitment
6.	Age limit for direct recruitment	Not exceeding 63 years and will be employed for one year initially with extension, based on suitability by one year at a time, not beyond 65 years
7.	Educational and other qualifications required for direct recruitment	<p><u>Essential:</u></p> <p>Master's Degree with at least 55% of marks or its equivalent grade of 'B' in the UGC seven-point scale.</p> <p><u>Desirable:</u></p> <p>(i) Five years of experience in supervisory level in Administration/Establishment/Store & Purchase /Examination/Academic of the University in the Scale of Rs 9,300 - 34,800/- with Grade pay Rs 4,600/- (as per 6th CPC) and above or holding analogous post.</p> <p>(ii) Knowledge of Computer Application</p>

1.	Name of the Post	Section Officers/Superintendents (Contractual)
2.	Number of posts	05 (five)
3.	Classification	Group `B`
4.	Scale of Pay/Pay Band/Grade Pay	Consolidated salary for Rs 36,370/- (As per DC Rates, to be revised from time to time, as per Chandigarh Administration orders)
5.	Whether selection post or non-selection post	Selection by Direct Recruitment
6.	Age limit for direct recruitment	Not exceeding 63 years and will be employed for one year initially with extension, based on suitability by one year at a time, not beyond 65 years
7.	Educational and other qualifications required for direct recruitment	<p><u>Essential:</u></p> <p>(i) Graduate Degree in any discipline.</p> <p>(ii) Five Years' Experience as Upper Division Clerk in the Scale of Rs5,200 - 20,200/- with Grade pay Rs2,400/-.</p> <p>OR</p> <p>(iii) Three years as Assistant in the Scale of Rs 9,300 – 34,800/-with Grade pay Rs 4,200/- in University System/Central Educational Institution/ Government Department/Research Institution/ National Institutions under Government of India or in a university recognized by the UGC.</p> <p>Note : Qualifications are relaxable at the discretion of the Institute, in the case of candidates otherwise well qualified.</p> <p><u>Desirable:</u></p> <p>Capacity to work in a fully computerized environment.</p>

1.	Name of the Post	Security Officer (Contractual)
2.	Number of posts	01 (one)
3.	Classification	Group `B`
4.	Scale of Pay/Pay Band/Grade Pay	Consolidated salary for Rs 30,412/- (As per DC Rates, to be revised from time to time, as per Chandigarh Administration Orders)
5.	Whether selection post or non-selection post	Selection by Direct Recruitment
6.	Age limit for direct recruitment	Not exceeding 55 years and will be employed for one year initially with extension, based on suitability by one year at a time, not beyond 60 years
7.	Educational and other qualifications required for direct recruitment	<p><u>Essential:</u></p> <p>Bachelor's Degree with five years' experience as Security Supervisor/supervisory position in Security in a Govt Offices, Educational Institutes/ Private Organization of repute;</p> <p style="text-align: center;">OR</p> <p>Persons who have served in the Army or such Uniformed service at JCO level or equivalent or above with at least Class 10th standard pass or Army Class I examination or an equivalent examination.</p> <p style="text-align: center;">AND</p> <p>Holding a valid Driving License to ride Jeep/Motor Cycle.</p> <p><u>Desirable:</u></p> <p>(i) Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Forces.</p> <p>(ii) Should able to speak English and Hindi.</p>

1.	Name of the Post	Sports Instructor (Contractual)
2.	Number of posts	01
3.	Classification	Group `B`
4.	Scale of Pay	Consolidated salary for Rs 31,626/- (As per DC Rates, to be revised from time to time, as per Chandigarh Administration Orders)
5.	Whether selection post or non-selection post	Selection by Direct Recruitment
6.	Age limit	Not exceeding 55 years and will be employed for one year initially with extension, based on suitability by one year at a time, not beyond 60 years
7.	Educational and other qualifications required for direct recruitment	<u>Essential Qualification & Experience:</u> Bachelor's Degree in Physical Education with 3 years of relevant experience in Sports & Games/ Swimming/Hockey/Gymnasium/Volleyball/ Badminton/Weightlifting/Tennis/Table Tennis/ Athletics and Squash at university or State or National level as Physical Training Inspector in the GP of Rs 4200 or equivalent

GENERAL TERMS & CONDITIONS

1. The candidate should be a citizen of India.
2. All candidates are required to apply in the prescribed format with complete, correct information and attachments. The candidate will be solely responsible for the authenticity of the submitted information. Candidates are required to fill the application form as available on the Institute website www.pec.ac.in. The details regarding qualifications, experience and proformas etc are available on the Institute website www.pec.ac.in, along with this Advertisement. The candidates are required to read these details before filling up the form.
3. Application Form must also be accompanied by self-attested copies of Educational and Professional Qualifications, Experience, as the case may be.
4. The appointment will be made on contract basis subject to initial appointment of one year, which may be extended by one year at a time, upto the age specified for each post separately, based on performance evaluation.
5. Incomplete applications and those received after closing date or without requisite fees shall be rejected and no claim for refund of fee shall be entertained in any case.
6. The candidates applying for more than one post should submit the application separately for each post with requisite fees for each post.
7. No documents will be accepted or considered by the Institute after submission of application form by the candidate and no subsequent request for its change will be considered or granted.
8. The Institute reserves the right to amend the number of posts or not to fill any of the posts mentioned in the advertisement at its discretion without assigning any reason(s) thereof.
9. The number of posts advertised can be varied as per the requirement of the Institute.
10. No TA/DA in connection with the submission of application form or appearing in the final Test/Interview will be paid to the candidates.
11. The candidates are required to fill up the application form along with documentary evidences and the application must reach the Institute **by 19 December 2022 upto 5.00PM**. The Envelope must be superscripted with heading **“Application for the Contractual Post of -----in PEC, Chandigarh”**
12. It is mandatory for all the candidates to fill the form attached below at **Annexure-B** and send the same by speed post to the Office of (O/o) the Registrar, Punjab Engineering College (A Deemed to be University under Sec 3 of UGC Act, 1956), Vidya Path, Sector-12, Chandigarh-160012, **so as to reach by 19 December 2022**.
13. For any clarification(s), you may contact the Institute at following address/tele No:-

**Registrar
Punjab Engineering College
(A Deemed to be University under Sec 30 UGC Act, 1956)
Vidya Path, Sector 12, Chandigarh, 160012**

Tel: 91-172-2753055,

eMail ID: registrar@pec.edu.in

14. **Registration Fee Details**

(a) The Registration Fee is to be deposited through online payment in the following account and print out of the Bank Payment will be attached with the Application:-

Name of the Account Holder	Punjab Engineering College (Registration/Application A/c)
<i>Institute's Bank Name</i>	State Bank of India
<i>Branch Name with complete address</i>	State Bank of India, PEC Branch, Sector-12, Chandigarh
<i>IFSC Code of the Branch</i>	SBIN0002452
<i>MICR Code</i>	160002008
<i>Bank Account Number (Saving Account)</i>	39083056639

(b) **Fee Payment.**

- (i) The candidates are required to pay Rs 1000/-.
- (ii) *Enter transaction ID/UTR number of online payment in the form:*



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Annexure-B

APPLICATION FORM FOR NON-TEACHING POSITIONS (CONTRACTUAL)

Post Applied for: _____

Advertisement No. : _____ Dated: _____

Affix Passport size
Photograph

1. Personal Details.

i.	Name in Full (Block Letters):	
ii.	Father's Name:	
iii.	Mother's Name:	
iv.	Date of Birth:	
v.	Nationality:	
vi.	Gender:	
vii.	Marital Status:	
viii.	Email ID	
ix.	Mobile No.	
x.	Landline No.	
	Permanent address:	Address for Correspondence:

xi.		
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2. Academic Qualifications (Matric till Post Graduation):-

Examinations	Name of the Board/ University	Year of Passing	Percentage of Marks/ CGPA Obtained	Division/ Class	Branch/ Subjects/ Specialization
High School/Matric/ Secondary					
Intermediate/ Sr Secondary					
Graduation					
Post Graduation					
Others, If any					

3. Experience

S. No.	Name of University/ College/Institute /Organization	Designation	Status (Regular/Adhoc/ Contract/ Temporary)	Pay Scale/ Consolidated Salary	Work Assigned	From	To

Declaration:

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with the application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Signature of the applicant

Place:

Date: