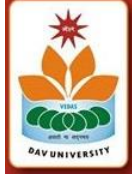


# DAV UNIVERSITY

Vill: Sarmastpur, Jalandhar – Pathankot Highway

Jalandhar (Punjab). Tel: 0181 – 2708845

Advertisement No. 02/2016-17

	<h1>DAV UNIVERSITY</h1> <p>Jalandhar (Punjab) Tel: 0181-2708845</p>
<p><b>EMPANELMENT OF TPO</b></p> <p><b>Training &amp; Placement Officer (TPO)</b></p> <p>Please visit <a href="http://www.davuniversity.org">www.davuniversity.org</a> for application form, eligibility, pay scales, last date of application and other details.</p> <p style="text-align: right;">Registrar</p>	

Applications are invited for empanelment of suitable candidates for the position of Training and Placement Officer on the prescribed application form so as to reach the office of the Registrar latest by August 24, 2016.

Application form is available at the University Website: [www.davuniversity.org](http://www.davuniversity.org). Candidates are required to submit the downloaded application form, duly filled in all respects along with the cost of application form through a crossed A/c Payee Bank Draft of **Rs. 1000/- (Rs.500/- for Handicapped Persons & SC/ST category Candidates)** in favour of the “REGISTRAR, DAV University, Jalandhar” payable at Jalandhar.

- Those who have applied earlier against the University Advertisement No. 06(1)/2016, need not apply again as their earlier applications would be considered. However, in case they have any additional information / documents to submit, they may do so by submitting the details thereof to [vc@davuniversity.org](mailto:vc@davuniversity.org).
- Merely applying does not give an applicant a right to be called for interview.

## Position: Training & Placement Officer

- First Class or equivalent Engineering / Science Graduates with MBA from an Indian University or an equivalent degree from an accredited foreign university.
- The applicant must have a proven experience of 3 years or more, having conducted training and placement activities for a reputed academic / technical institute.
- Must possess excellent oral and written communication skills.

**Note:**

1. Qualifications, pay scales & other conditions etc. can be changed by the Management, if it so desires. Number of posts will be decided and filled by the Management depending upon the requirement. The Management also holds the right to not to fill any of the posts advertised.
2. Retired persons can also be considered for service on contract basis with salary as per rules:

Last Pay drawn (Basic Pay + GP) minus full applicable Basic Pension (i.e. half of Basic Pay drawn) ..... (a)

Plus DA applicable on (a) above.

Plus applicable allowances on (a) above.

OR

Total salary of the post minus Full basic pension

OR

As settled at the time of appointment.

3. In case of large number of applicants, the University may hold written, qualifying test / group discussion.
4. Incomplete applications will not be entertained.

**Shortlisting of Applications:**

- a) The prescribed qualification and experience will be minimum, and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.
- b) The University will have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted as per the Regulations for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
- c) Candidate applying from abroad may send their application through e-mail to the jobs@davuniversity.org latest by prescribed date, i.e. August 24, 2016. The hard copy be sent by mail addressed to the **Registrar, DAV University, Sarmastpur, Jalandhar-Pathankot Highway (NH-44), Jalandhar-144012 (Punjab)**. The application fee could be credited to the following bank Account details:

- **Account No. 33521918297 (DAV University Recruitment Account)**
- **Name of beneficiary: RECRUITMENT**
- **IFSC Code: SBIN0016307**
- **Swift Code: SBININBB279 (In Case of Candidates applying from abroad)**

**Note: 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.

- d) The Scrutiny Committee for applications may evolve criteria for shortlisting the candidates to be called for the interview.
- e) In case the number of applicants exceeds some limit the shortlisting will be done as per a criteria specified. Only the shortlisted candidates shall be invited for interview. The short-listed candidates shall be treated at equally at the time of the interview.

**Procedure for application:**

1. Download prescribed application form from [www.davuniversity.org](http://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) 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), five photo copies of the duly filled form plus DD/ Proof of Online application fee to:  
**The Registrar,  
DAV University,  
Vill: SARMASTPUR  
Jalandhar-Pathankot Highway (NH-44)  
Jalandhar (Punjab) PIN: 144012**
5. In addition to hard copy, applicants shall also scan the duly filled application and mail the same to [jobs@davuniversity.org](mailto:jobs@davuniversity.org) along with the proof of online fee transfer or scanned copy of the DD.
6. **The applications on prescribed format must reach before or on August 24, 2016. Incomplete applications or applications reaching after 5:00 p.m. on August 24, 2016 shall not be entertained.**
7. Higher start can also be considered for well-deserving candidates.
8. Retired / In-service experienced faculty on deputation / lien from reputed institutions shall also be considered.