

DAV UNIVERSITY
Vill: Sarmastpur, Jalandhar – Pathankot Highway
Jalandhar (Punjab). Tel: 0181 – 2708845
Advertisement No. 03/2014



Applications are invited for empanelment of Workshop Instructors (Regular/Contract)) post on the prescribed application form so as to reach the office of the Registrar latest by July 7, 2014.

Application form is available at the University Website: www.davuniversity.org. Candidates are required to submit the application form, duly filled in all respects alongwith 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.

Workshop Instructors:

Pay Scale: Rs.10300 – 34800 + GP 3800/- plus admissible allowances.

Qualifications:

- i) B. Tech. or 3 years Diploma after matriculation with 6 years' experience of working in Workshop including minimum of 3 years as Workshop Instructor.
- ii) Knowledge of computer/internet.

Desirable:

Handling of Workshops and to impart practical training to students in Smithy, Carpentry, Fitting, Electrical, Sheet Metal, Foundry, Machine and Welding.

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 not to fill any of the posts advertised.

2. Retired persons can 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 shall 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 Regulations for this purpose, to a reasonable number on the basis of qualification 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. July 07, 2014. The hard copy be sent by mail (posted by 07-07-2014) addressed to the Registrar, DAV University, Sarmastpur, Jalandhar Pathankot Highway (NH 44), Jalandhar- 144 012 (Punjab).

The application fee could be credited to the following bank, State Bank of India Account, as per details:

- Account No. 33521918297
- Name of beneficiary: RECRUITMENT
- IFSC Code: SBIN0016307
- Swift Code: SBININBB279

Note: For remitting fee from a foreign country the applicant 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 to short list applicants for interview, shall function as per UGC/University guidelines in consultation with the Vice-Chancellor. Only the shortlisted candidates shall be intimated for interview.

Procedure for application:

1. Download prescribed application form from www.davuniversity.org
2. Application Fee of Rs 1000/- for general category & Rs 500/- for the candidates belonging to SC/ST & Handicapped Persons be submitted through Demand Draft in favour of Registrar, DAV University, Jalandhar payable at Jalandhar. Payment can also be made online in the DAV University Account No 33521918297 (IFSC Code SBIN0016307). The proof of fee transaction from the bank need to be attached with application form.
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 and 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 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 July 07, 2014. Incomplete application reaching after 5:00 pm on July 07, 2014 shall not be entertained.
7. If already employed, attach NOC from the employer.