

DAV UNIVERSITY, JALANDHAR

ADVERTISEMENT NOTICE

Applications are invited from eligible candidates for various non-teaching positions as per detail mentioned below.

Sr. No.	Positions	Qualification
1.	Data Entry Operator	Graduate / Post-graduate with relevant experience. Candidates proficient in MS Word & Excel will be considered.

Application complete in all respects should reach the Office of the Registrar, DAV University, Sarmastpur, Jalandhar on or before **March 02, 2026**.

Incomplete application shall be summarily rejected.

INSTRUCTIONS:

1. The candidates applying for the above position/s are required to send DD of **Rs. 200/-** in favour of **REGISTRAR DAV UNIVERSITY** payable at **JALANDHAR** or make online payment in the HDFC Bank A/c favoring **REGISTRAR DAV UNIVERSITY** Account No. **50100724142738** (IFSC: **HDFC0001339**) and get the proof of fee transaction from the bank and attach the same with the application form.
2. Super-scribe “**APPLICATION FOR THE POST OF**(Name of the Post applied for)” on the envelope containing the application form and send through registered/speed post or by hand at the below mentioned address:
The Registrar, DAV University, Vill: SARMASTPUR, Jalandhar-Pathankot Highway (NH-44), Jalandhar, Punjab – 144 001.
3. **Application form accompanied with 5 (Five) complete photocopy sets of application form only** and one photocopy set of qualification certificates/testimonials including experience certificates issued by the Competent Authority be sent only by Registered/Speed Post/Courier or by hand to Registrar, DAV University, Jalandhar, so as to reach on or before **March 02, 2026 before 3 p.m.**

IMPORTANT INFORMATION:

1. If the number of applications received in response to this advertisement in respect of any of the posts is large, the University may shortlist the candidates.
2. The information regarding the interview shall be given on the mobile number and email provided by the candidate on the application form. Shortlisted candidates will be called for personal interview.

3. The candidates already in service should send their application form through the Administrative Authority concerned and the University Employees through the Registrars of their respective Universities / Institutes.
4. Applications received late or on plain paper or incomplete in any respect will not be entertained.
5. Candidates selected for appointment will have to produce the original documents relating to their age, qualifications experience and fitness, etc., before joining the post to which they are appointed.
6. **Candidates invited for the interview(s) will have to present themselves for the interview at specified place given in the interview letter/or informed by other means on their own expenses. Interview through online mode will not be conducted.** They are required to produce original certificates for verification of their academic qualifications etc.
7. Impersonation or submission of false/fabricated/tampered documents or making incorrect/false statements by a candidate, will, in addition to debarring him/her permanently or for a specific period from any employment in the University, shall also render him/her liable for criminal prosecution.
8. Canvassing in any form by or on behalf of the candidate will lead to disqualification.
9. The University reserves the right not to fill up any of the vacancies advertised, without assigning any reason thereof.
10. No TA / DA is admissible for attending the interview.

Sd/-
REGISTRAR