

## **GENERAL INSTRUCTIONS:**

1. Qualifications other conditions etc. can be changed by the Management, if required. 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 also be considered for service purely on contract basis with salary as per following :  

Last Pay drawn (Basic Pay + GP) minus full applicable Basic Pension (i.e. half of Basic Pay drawn) + applicable allowances as per DAV University norms.

OR

As settled at the time of appointment.
3. Separate applications along with the requisite fee in the form of Demand Drafts are required for each post.
4. Incomplete applications will not be entertained.

### **Shortlisting of Applications:**

- a) The qualification (as per UGC Norms) and the mere fact that a candidate possessing 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
- c) Candidate applying from abroad may send their application through e-mail to the [jobs@davuniversity.org](mailto:jobs@davuniversity.org) latest by prescribed date i.e. **Jan 20, 2019** The hard copy must reach through post/mail by **Jan 20, 2019** before **5 p.m.** on the below mentioned address:  

**Registrar, DAV University, Sarmastpur, Jalandhar-Pathankot Highway (NH 44), Jalandhar- 144 012 (Punjab).**
- d) The Scrutiny Committee for applications may evolve its own criteria for shortlisting the candidates to be called for the interview as per the UGC Guidelines in consultation with the Vice Chancellor.
- f) 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 500/- in favour of Registrar, DAV University payable at Jalandhar or make payment online in the Bank Account of Registrar DAV University, Jalandhar, A/c No 32960453224 (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), 5 photo copies of the duly filled form only and API Score Sheet 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 **Jan 20, 2019**. Incomplete applications or applications reaching after **5:00 pm on Jan 20, 2019** shall not be entertained.
7. Candidates need not send complete photocopies of their publications at the time of applying. They should send only the copy of the front page of reprints of each publication mentioned by them in the application.
8. Higher start can also be considered for well-deserving candidates.
9. Retired/In-service experienced faculty on deputation/lien from reputed institutions shall also be considered.
10. If already employed, attach NOC from the employer.

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