

DAV UNIVERSITY

Vill: Sarmastpur, Jalandhar – Pathankot Highway
Jalandhar (Punjab). Tel: 0181 – 2708845



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Jalandhar (Punjab) Tel: 0181-2708845

(NON-TEACHING POSITION)

Applications are invited for the empanelment of suitable candidates for the following Posts **purely on contractual basis**, on the prescribed application form available on the University website www.davuniversity.org.

1. Data Entry Operator - 03

Qualification:

- i) Graduate with expertise in computer and typing speed of 30 wpm.
- ii) Proficiency in using MS Word & Excel with Internet.
- iii) Minimum 2 years of relevant experience.

2. Caretaker (For Boys Hostel) – 01

Qualification:

- i) 10+2
- ii) Minimum 1 year of relevant experience.

- **Last date for the submission of application is 15.07.2019**
- **Salary: Negotiable**

Registrar

Procedure for application:

1. Download prescribed application form from www.davuniversity.org
2. ***Only for Candidates applying for the Post of Data Entry Operator** - Prepare DD for Rs. 200/- (Rs.100/ for the candidates belonging to SC/ST) – in favour of Registrar, DAV University, Jalandhar payable at Jalandhar or make payment online in the Registrar DAV University, Jalandhar Account 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.

**The Registrar,
DAV University,
VIII: SARMASTPUR
Jalandhar- Pathankot Highway (NH-44)
Jalandhar (Punjab) PIN: 144012**

Instructions:

1. The applications on prescribed format must reach before or on July 15, 2019. Incomplete applications or applications reaching after 5: 00 p.m. on July 15, 2019 shall not be entertained.
2. 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 on the basis of qualifications and experience higher than the minimum prescribed.
3. The candidates already in service should sent their application form through the Administrative Authority concerned and the University Employees through the Registrars of their respective Universities. The persons employed in the private firms and institutions through the Heads of the Firms/Institutions concerned. Applications not routed through respective channels are liable to be rejected. Candidates may send an advance copy of the application along with the requisite *fee before the last date of the receipt of the application(s).
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. Terms and conditions of appointment of candidates shall be governed by the provisions of the DAV University conduct and service rule as applicable from time to time.
7. Candidates invited for the interview(s) will have to present themselves for interview at specified place given in the interview letter/or informed by other means on their own expenses.
8. 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.
9. Canvassing in any form by or on behalf of the candidate will lead to disqualification.
10. The University reserves the right not to fill up any of the vacancies advertised, if circumstances so warrant, without assigning any reason thereof and number of vacancies may increase or decrease at the time of selection process.
11. *Application fee in no circumstances shall be refunded.

REGISTRAR