

SARDAR PATEL UNIVERSITY OF POLICE, SECURITY & CRIMINAL JUSTICE

Near Gramin Police Line, Daijer, Jodhpur (Rajasthan)

Contact no.: 7726856471(10.00 a.m. to 5.00 p.m.) all day except Wednesday

Website: www.policeuniversity.ac.in

E-mail: recruitmentspup@gmail.com

No. SPUPS&CJ/Adv.-NT/2013/

Dated: 04.10.2013.

ADVERTISEMENT NO. S6/2013 DATED : 04-10-2013

Applications are invited for the following positions for regular appointment in the University:

S. No.	Name of Post	No. of Posts	Running Pay Band & Grade Pay
1.	Controller of Examination	1	15600-39100 (6800)
2.	Deputy Registrar	1	15600-39100 (6600)
3.	Private Secretary	2	15600-39100 (5400)
4.	Law Assistant	1	9300-34800 (3200)
5.	Lower Division Clerk	10	5200-20200 (1900)
6.	Driver	1	5200-20200 (1900)

1. The hard copy of the prescribed form available in the university website www.policeuniversity.ac.in upto November 6, 2013 and submit hard copy of the form along with demand draft of fee, attested copies of the certificates of educational qualifications, date of birth, experience & caste etc. must reach the office of the **Registrar, Sardar Patel University of Police, Security & Criminal Justice, Jodhpur-342304 upto 06.11.2013 by 5.00 p.m.**
2. Candidate must remit a sum of Rs. 1000/- (in case of SC/ST a sum of Rs. 500/-) as application fee in the form of Demand Draft in favour of the Registrar, Sardar Patel University of Police, Security & Criminal Justice, Jodhpur and payable at Jodhpur. Physically challenged persons are not required to deposit the fees.
3. Applications received on plain paper or after expiry of last date or incomplete will be rejected without making any reference.
4. The University reserves the right to change the total Number of post(s) in each category.
5. Notwithstanding anything contained in any rules these appointments shall be made as probationer trainee for a period of 2 years and during the period of probation training he/she will be paid fixed remuneration at such rates as may be prescribed by the State Government of Rajasthan from time to time. After successful completion of probation training he/she will be allowed minimum pay in the scale of the post and the period of probation trainee shall not count for grant of annual increment(s).
6. The University reserves the right not to fill the post(s) advertised.

7. Candidate(s) belonging to SC/ST/OBC should indicate their category along with the copy of the certificate issued by the competent authority.
8. Candidates desirous to apply for more than one post should send separate Application Form for each post.
9. Mere applying for the post does not entitle the candidate to be called for interview.
10. The binding of the children on prescribed date as notified by the Government of Rajasthan shall be applicable.
11. Reservation will be applicable as per the rules of Government of Rajasthan.
12. The Contributory pension scheme as notified by the Government of Rajasthan shall be applicable for appointment.
13. The appointment will be governed by the rules and provisions notified by the UGC/University and State Government from time to time.
14. Reference of advertisement no. and post applied for should be mentioned on the envelope compulsorily.
15. Pay Fixation of incumbent already working in any University or Organization of State/Central Government will be done as per University/State Government rules.
16. Those already employed should apply through proper channel. However, they may submit an advance copy along with fees & required documents to meet the deadline set for receiving the application.
17. Service Rules and Conditions of Sardar Patel University of Police, Security and Criminal Justice, Jodhpur as amended from time to time will be applicable.
18. The University reserves the right:
 - (i) To fix criteria for screening the applications so as to reduce the number of candidates to be called for interview.
 - (ii) To conduct written tests to further shortlist the candidates for such posts where no test is prescribed in the recruitment rules and a large number of applications are received;
 - (iii) To relax any of the qualifications/experience/age at its discretion.
19. Where the written test is conducted for short-listing the candidates, it should not be construed as a merit test; the selection will be made on the basis of performance in the interview, academic qualification, experience etc. and on the recommendation of Selection Committee.
20. No T.A./D.A. will be paid for appearing in screening test/interview.

REGISTRAR

ESSENTIAL QUALIFICATION FOR THE ABOVE POSTS WILL BE AS DETAILED BELOW:-

S. No.	Name of Post	Essential qualification as per Rules
1.	Controller of Examination	<p>ESSENTIAL QUALIFICATION:</p> <ol style="list-style-type: none"> 1. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale; along with 2. At least 15 years of experience as Lecturer (Sr. Scale) / Lecturer with 8 years in Reader's Grade along with experience in educational administration, <p style="text-align: center;">or</p> <p>Comparable experience in research establishment and/or other institutions of higher education,</p> <p style="text-align: center;">or</p> <p>15 years' of administrative experience of which 8 years as Deputy Registrar or in an equivalent post.</p> <p>DESIRABLE:</p> <ol style="list-style-type: none"> 1. Experience of University administration and familiarity with the working of University bodies & Institutions. <p>Age Limit: Not more than 50 years.</p>
2.	Deputy Registrar	<p>ESSENTIAL QUALIFICATION:</p> <ol style="list-style-type: none"> 1. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale; along with 2. Nine years' of experience as Assistant Professor in the AGP of Rs. 6,000 and above with experience in educational administration, <p style="text-align: center;">or</p> <p>Comparable experience in research establishment and/or other institutions of higher education,</p> <p style="text-align: center;">or</p> <p>5 years' of administrative experience as Assistant Registrar or in an equivalent post involving supervision, control and planning.</p> <p>DESIRABLE:</p> <ol style="list-style-type: none"> 1. Familiarity with the working of University or with the educational administration in a college, University or an Institute of higher learning or research, planning and administration. <p>Age Limit: Not more than 50 years.</p>

3.	Private Secretary	<p>ESSENTIAL QUALIFICATION:</p> <p>A graduate of a recognized University</p> <ol style="list-style-type: none"> 1. Sound knowledge of University and its institution. 2. Possess pleasing manners and personality. 3. Command over spoken English & Hindi. 4. Knowledge of English/Hindi Steno-typing desirable. 5. Good knowledge of computers. <p>Preference will be given to those candidates who have worked in the similar capacity in a University/Government department.</p> <p>Age Limit: Not more than 40 years.</p>
4.	Legal Assistant	<p>ESSENTIAL QUALIFICATION:</p> <ol style="list-style-type: none"> 1. Candidates must possess Law Degree/PG in Law. <p>DESIRABLE</p> <ol style="list-style-type: none"> 1. 5 years experience of Legal work. 2. Good knowledge of computers. <p>Preference will be given to those candidates who have working knowledge of University/Government Department.</p> <p>Age Limit: Not more than 45 years.</p>
5.	Lower Division Clerk	<p>ESSENTIAL QUALIFICATION:</p> <ol style="list-style-type: none"> 1. Senior Secondary from a recognized Board or its equivalent examination. 2. "O" or higher level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India. Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under National/State Council of Vocational Training Scheme. <p style="text-align: center;">OR</p> <p>Diploma in Computer Science/Computer Applications of a University established by law in India or of an institution recognized by the Government.</p> <p style="text-align: center;">OR</p> <p>Diploma in Computer Science & Engineering from Polytechnic institution recognized by the Government.</p> <p style="text-align: center;">OR</p> <p>Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited.</p> <ol style="list-style-type: none"> 3. Typing Speed of 30 wpm (English) and 25 wpm (Hindi) on Computer. <p>Age Limit: Not more than 35 years.</p>
6.	Driver	<p>ESSENTIAL QUALIFICATION:</p>

		<ol style="list-style-type: none">1. Secondary or equivalent qualification2. Heavy & Light motor vehicle license and five years experience of motor driving <p>DESIRABLE:</p> <ol style="list-style-type: none">1. Elementary knowledge of Hindi & English Languages2. Knowledge of repair & maintenance of vehicles. <p>Preference will be given to those candidates who have working knowledge of University/Government Department.</p> <p>Age Limit: Not more than 35 years.</p>
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