

PANJAB UNIVERSITY REGIONAL CENTRE, LUDHIANA

Panjab University Extension Library,
Civil Lines, Ludhiana-141001 (Pb.)
Phone: 2443830

Ref. No.RCL/_____

Date_____

ADVERTISEMENT

Applications are invited from eligible candidates for the post of **Clerk (02 Posts)** on a **Daily Wage Basis**, purely on a **contract basis** at D.C. rates, for a period of **89 days**, which may be extended as per the requirement at **Panjab University Regional Centre, Ludhiana**.

Terms and Conditions:

1. Educational Qualifications:

- Graduation or equivalent, by way of academic qualifications, computer literacy (as distinct from computer specialization).

2. Age Limit:

- Candidates must be between **18 to 37 years** of age.
- Relaxation of **5 years** for SC/ST candidates.
- Relaxation of **10 years** for physically handicapped candidates.

3. For Ex Servicemen and other categories P.U Chandigarh rules may be referred.

Application Submission: Interested candidates should submit their applications in the prescribed format, along with the following documents (02 sets of copies):

- Self-attested copies of **educational/professional qualifications** (degrees, DMCs, and conversion formula for CGPA/OGPA), **Experience certificate** (if any).

These documents should be submitted either **by hand or post** to the Director, Panjab University Regional Centre, **Fountain Chowk, Civil Lines, Opp. Pavilion Mall, Ludhiana-141001**, by **28th March 2025 before 5:00 PM**. Applications sent via email, fax, or any other mode will not be accepted.

No TA/DA will be given for the said purpose

DIRECTOR

Serial No. _____

PANJAB UNIVERSITY, CHANDIGARH

Application for Class-B Posts

(Use separate form for each post)

The candidate should attach
One Photostat copies of this
form alongwith the original

(For Office Use)
Dairy No. _____
Date : _____

Name of the Post CLERK Advt. No. _____
Department. PANJAB UNIVERSITY REGIONAL CENTRE, LUDHIANA

A. Name in Full (In Capital letters) Mr. / Mrs. / Ms. _____
Father's Name: Mr. _____
Date of Birth: _____ Place of Birth: _____
Nationality: _____ Marital Status: _____
Member of Scheduled Caste/tribe/Backward Class /PwD : Yes/no _____
(If Yes, Please attach certificate form Tehsildar/Magistrate I Class of the area).

Affix recent Passport
size photograph

B. Addresses:
Permanent Address (in Capital letters): _____

Present Address: (for Correspondence) (in Capital letters): _____
Any change be intimated to the office _____

Phone/Mobile No.: _____ E-mail: _____

C. Minimum Pay acceptable: _____ **Joining time (If Selected)** _____

D. Education Qualification: (Please attach One set of attested copies alongwith original application only)

Examination	Univ/Board	Main Subject	Year of Passing	Marks Obt (with Max Marks)	Class/ Divn. /Grade (attach conversion formula)	Merit/Prizes/medals won if any.
1. Matric						
2. 10+2/Pre-Med /Pre- Engg.						
3. Graduation						
Any Other Qualification						
4.						
5.						
6.						

E. (a) Speed in Computer Typing English/Punjabi/Hindi (w.p.m) _____

F. Employment Experience (details in chronological order, starting with first job):

Name & Address Employer/Institution	Date of		Designation	Nature of Job	Basic Pay p.m. & Pay scale	Reasons for Leaving
	Joining	Leaving				

G. Referees :

These should be professionally competent persons, well acquainted with some aspects of the applicant's training, accomplishments, capability and character but must not be relations. At least two of them should be citizens of India. For applicants having done post-graduate or post-doctoral research, the research supervisors must be listed. Supervisor of each major employment and present or most recent employment must be listed.

Name	Occupation/ position	Address
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1. _____
2. _____
3. _____

H. Additional Information:

(No annexure need be enclosed)

I. List of Enclosures:

- | | | | |
|----------|----------|----------|----------|
| 1. _____ | 3. _____ | 5. _____ | 7. _____ |
| 2. _____ | 4. _____ | 6. _____ | 8. _____ |

J. Declaration: I solemnly declare that:

- i) The foregoing information is complete and correct. I am not aware of any circumstances which may impair my fitness for employment in the Panjab University, Chandigarh
- ii) I have never been disqualified from University work/appearing in any University examination.
- iii) I have never been dismissed either from Govt. or from University, College or other Public or Private Organization service.
- iv) I have never been prosecuted, kept under detention or bound down/fined, convicted by the Court of Law for any offence.

Place : _____

Date : _____

Signature of Applicant