

GURU ANGAD DEV VETERINARY AND ANIMAL SCIENCES UNIVERSITY, LUDHIANA

Advertisement No. 03/2026

Online applications are invited from **eligible candidates only** for filling up the following posts:

Sr. No.	Name of the post	No. of posts
1.	Steno typist	15
2.	Clerk	20
3.	Storekeeper	10

Candidates must ensure that they fulfil the prescribed **MINIMUM ELIGIBILITY CRITERIA**, including educational qualifications, age, category and other applicable conditions, as on the last date to apply online. The minimum eligibility criteria will be verified as per attached/uploaded documents; and candidates not fulfilling the prescribed eligibility criteria shall be liable to outright rejection of their applications and shall not be allowed to appear in any stage of the selection process, including written/proficiency tests.

Complete details regarding the posts, minimum eligibility criteria, job responsibilities, pay scales and other terms and conditions can be obtained from the university website www.gadvasu.in.

Important dates:
Start of receiving online applications : 16.09.2026
Close of receiving online applications : 08.10.2026 (4.00PM)
Last date of receiving hard copies of applications forwarded through proper channel : 21.10.2026 (4.00PM) (only applicable for in-service candidates)

Applications must be submitted online only along with the prescribed fee, by the stipulated date.

The University reserves the right to increase, decrease or withdraw any post advertised at any stage without assigning any reason. Further, the University reserves the right to modify/cancel the recruitment process at any stage.

All updates/corrigendum shall be available only on the University website.

-sd-
Registrar

Minimum eligibility criteria and Selection Procedure for the post of Clerk

Minimum eligibility criteria:

1. Passed Bachelor's degree from a recognized University or institution.
2. Possesses at least 120 hrs course with "Hands on Experience" in the use of personal computer or "Information Technology in Office Productivity Application" or "Desktop Publishing Applications" from a Govt. recognized Institution or a reputed Institution, which is ISO 9001, certified.

OR

Passed course in Computer Information Technology equivalent to "O" level certificate of Department of Electronics, Accreditation of Computer Courses (DOEACC) of Govt. of India.

3. Candidate must have passed Matriculation examination of Punjabi Language from Punjab School Education Board or any other recognized Board (as first or second or as additional language) or any other equivalent examination in Punjabi language which may be specified by the Guru Angad Dev Veterinary and Animal Sciences University from time to time on or before the last date of submission of application.

Selection Procedure:

Step 1: Exam-I: Punjabi Language Test (Matric Level)

- Qualifying in nature only.
- Minimum qualifying marks: 50%
- The maximum duration of examination will be 60 minutes.
- Marks shall not be counted towards final merit.
- There will be no negative marking.
- The format of the exam is as under:

Topic	No. of Questions	Marks	Type of Questions
Punjabi (<i>Annexure-I</i>)	40	40 (Each question carries 1 mark)	MCQ (Multiple Choice Questions)
Translation of Twenty English words (20) to Punjabi	1 set of 20 questions	10 (Each question carries 0.5 mark)	Objective question
Total		50	

Note: Candidates qualifying in Exam-I will be called to appear for the Exam-II.

Step 2: Exam-II: Main Examination

- Weightage shall be counted towards the final merit.
- To qualify, a candidate must score a minimum of 40% marks.
- **Negative marking:** 0.25 mark shall be deducted for every wrong answer.
- The maximum duration of examination will be 100 minutes.

- The format of the exam is as under:

Topic	No. of Questions	Marks (Each question carries 1 mark)	Type of Questions
General Knowledge and Current Affairs; Punjab History and Culture; Logical Reasoning & Mental ability; Punjabi; English; ICT. (Annexure-II)	100	100	MCQ (Multiple Choice Questions)
Total	100	100	

Note: Candidates qualifying in Exam-II will be called to appear for the Type Proficiency Test.

Step 3: Typing Proficiency Test:

- A Typing Proficiency Test shall be conducted separately in Punjabi and English on a computer.
- For the Punjabi Typing Test, candidates shall be required to type the passage in Unicode Compliant Raavi Font. The Punjabi passage shall be composed of characters from the Gurmukhi alphabet, Gurmukhi and English numerals, and punctuation marks. Candidates shall be required to type the text exactly as provided in the passage.
- The duration of each typing test, i.e. Punjabi and English, shall be 10 minutes. An interval of 15 minutes shall be provided between the two language tests.
- To qualify the Typing Proficiency Test, a candidate shall be required to achieve a minimum gross typing speed of 30 words per minute (w.p.m.) in both Punjabi and English. Candidates shall be permitted a maximum of 8% mistakes in each language test separately.
- A candidate who commits more than 8% mistakes or fails to achieve the prescribed minimum gross typing speed of 30 words per minute in either language test shall be deemed to have failed the Typing Proficiency Test.
- A candidate must qualify both the Punjabi and English Typing Proficiency Tests; failure to qualify in either test shall render the candidate ineligible for inclusion in the merit list.
- The Typing Proficiency Test shall be of qualifying nature only, and the marks obtained therein shall not be counted towards the final merit.

Step 4: Preparation of merit

- 1) Scrutiny of application forms/documents shall be carried out after conduct of above steps for candidates qualifying the prescribed steps 1 to 3. Eligibility shall be determined as on the last date of submission of applications.
- 2) A merit list shall be prepared as per the marks obtained in Exam-II and uploaded on the university website.
- 3) In case of tie in the merit:
 1. Candidate older in age shall be ranked higher.
 2. If tie still persists, candidate securing higher percentage of marks in Graduation shall be ranked higher.
 3. If tie still persists, candidate securing higher percentage of marks in Matriculation Examination shall be ranked higher.

Step 5: Document Verification: A suitable number of Candidates will be called for document verification as per the final merit list. Candidate must prove his/her eligibility by producing original documents during document verification.

Note:

- 1) The decision of the University regarding eligibility, conduct of examination, evaluation and selection shall be final.
- 2) Only candidates qualifying all prescribed stages shall be considered for selection.
- 3) Mere appearance in examination / document verification shall not confer any right to selection.
- 4) Use of unfair means / misconduct during examination or recruitment process shall lead to cancellation of candidature and legal action, wherever required.

Exam-I: Punjabi Language Test (Matric Level) Syllabus

1. ਜੀਵਨੀ ਅਤੇ ਰਚਨਾਵਾਂ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ-
ਸ਼੍ਰੀ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਜੀ, ਸ਼੍ਰੀ ਗੁਰੂ ਅੰਗਦ ਦੇਵ ਜੀ, ਸ਼੍ਰੀ ਗੁਰੂ ਰਾਮਦਾਸ ਜੀ,
ਸ਼੍ਰੀ ਗੁਰੂ ਅਰਜਨ ਦੇਵ ਜੀ, ਸ਼੍ਰੀ ਗੁਰੂ ਤੇਗ ਬਹਾਦਰ ਜੀ, ਸ਼੍ਰੀ ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਜੀ।
2. ਵਿਰੋਧਾਰਥਕ ਸ਼ਬਦ, ਸਮਾਨਾਰਥਕ ਸ਼ਬਦ।
3. ਮੁਹਾਵਰੇ।
4. ਅਖਾਣ।
5. ਸ਼ਬਦ ਦੇ ਭੇਦ।
6. ਅਗੇਤਰ/ਪਿਛੇਤਰ।
7. ਵਚਨ ਬਦਲੇ ਤੇ ਲਿੰਗ ਬਦਲੇ।
8. ਵਿਸ਼ਰਾਮ ਚਿੰਨ੍ਹ।
9. ਸ਼ਬਦਾਂ / ਵਾਕਾਂ ਨੂੰ ਸੁੱਧ ਕਰਕੇ ਲਿਖੋ।
10. ਅੰਗਰੇਜ਼ੀ ਸ਼ਬਦਾਂ ਦਾ ਪੰਜਾਬੀ ਵਿੱਚ ਸੁੱਧ ਰੂਪ।
11. ਅੰਕਾਂ, ਮਹੀਨੇ, ਦਿਨਾਂ ਦਾ ਸੁੱਧ ਪੰਜਾਬੀ ਰੂਪ।
12. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।
13. ਪੰਜਾਬ ਦੇ ਇਤਿਹਾਸ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।
14. ਪੰਜਾਬ ਦੇ ਸਭਿਆਚਾਰ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।

Exam-II: Main Examination Syllabus**No. of questions: 100****Max. Marks: 100**

Sr. No.	Indicative Contents of Syllabus	Weightage (Approx.)
1.	General Knowledge and Current affairs of National and International importance including Polity issues, Environment issues, Current Affairs, Science and Technology, Economic issues, History of India with special reference to Indian freedom struggle movement, Sports, Cinema and Literature, Geography.	25
2.	Punjab History and Culture: Physical features of Punjab and its ancient history. Social, religious and economic life in Punjab. Development of Language & literature and Arts in Punjab, Social and culture of Punjab during Afgan/Mughal Rule, Bhakti Movement, Sufism, Teachings/History of Sikh Gurus and Saints in Punjab. Adi Granth, Sikh Rulers, Freedom movements of Punjab.	17
3.	Logical Reasoning & Mental Ability: (i) Logical reasoning, analytical and mental ability. (17 Marks) (ii) Basic numerical skills, numbers, magnitudes, percentage, numerical relation appreciation. (04 Marks) (iii) Data analysis, Graphic presentation charts, tables, spreadsheets. (04 Marks)	25
4.	ਪੰਜਾਬੀ:- ਸ਼ੁੱਧ-ਅਸ਼ੁੱਧ, ਸ਼ਬਦਜੋੜ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ, ਸਮਾਨਾਰਥਕ/ਵਿਰੋਧੀ ਸ਼ਬਦ, ਨਾਂਵ, ਪੜਨਾਂਵ ਅਤੇ ਕਿਰਿਆ ਦੀਆਂ ਕਿਸਮਾਂ ਤੇ ਸਹੀ ਵਰਤੋਂ, ਲਿੰਗ ਅਤੇ ਵਚਨ, ਪੰਜਾਬੀ ਅਖਾਣ ਤੇ ਮੁਹਾਵਰੇ, ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਅਤੇ ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਇੱਕ ਸ਼ਬਦ ਆਦਿ।	13
5.	English:- Basic Grammar, Subject and Verb, Adjectives and Adverbs, Synonyms, Antonyms, One Word Substitution, Fill in the Blanks, Correction in Sentences, Idioms and their meanings, Spell Checks, Adjectives, Articles, Prepositions, Direct and Indirect Speech, Active and Passive Voice, Correction in Sentences, etc.	12
6.	ICT: Basics of computers, Network & Internet, Use of office productivity tools Word, Excel, Spreadsheet & PowerPoint.	08
	Maximum Marks	100
Note: 1. The distribution of marks/question in each section is indicative. It may vary slightly. 2. Failing to secure 40% marks in the above examination will disqualify the candidate for the further Selection Procedure.		

Minimum eligibility criteria and Selection Procedure for the post of Storekeeper

Minimum eligibility criteria:

1. Passed Bachelor's degree with Economics / B.Com. / B.B.A. from a recognized University or institution.
2. Possesses at least 120 hrs course with "Hands on Experience" in the use of personal computer or "Information Technology in Office Productivity Application" or "Desktop Publishing Applications" from a Govt. recognized Institution or a reputed Institution, which is ISO 9001, certified.

OR

Passed course in Computer Information Technology equivalent to "O" level certificate of Department of Electronics, Accreditation of Computer Courses (DOEACC) of Govt. of India.

3. Candidate must have passed Matriculation examination of Punjabi Language from Punjab School Education Board or any other recognized Board (as first or second or as additional language) or any other equivalent examination in Punjabi language which may be specified by the Guru Angad Dev Veterinary and Animal Sciences University from time to time on or before the last date of submission of application.

Job responsibilities:

1. To maintain stock registers and ensuring timely entry of stock receipts and issues.
2. To maintain inventory registers and records of consumable and non-consumable articles.
3. To keep stock registers updated at all times in accordance with stock transactions and store requirements.
4. To assess and process requirements of store articles from time to time.
5. To prepare of unserviceable items for auction/disposal as per prescribed procedure.
6. To ensure proper maintenance and custody of store records and inventories.
7. Any other duty assigned from time to time.

Selection Procedure:

Step 1: Exam-I: Punjabi Language Test (Matric Level)

- Qualifying in nature only.
- Minimum qualifying marks: 50%
- The maximum duration of examination will be 60 minutes.
- Marks shall not be counted towards final merit.
- There will be no negative marking.
- The format of the exam is as under:

Topic	No. of Questions	Marks	Type of Questions
Punjabi (<i>Annexure-I</i>)	40	40 (Each question carries 1 mark)	MCQ (Multiple Choice Questions)
Translation of Twenty English words (20) to Punjabi	1 set of 20 questions	10 (Each question carries 0.5 mark)	Objective question
Total		50	

Note: Candidates qualifying in Exam-I will be called to appear for the Exam-II.

Step 2: Exam-II: Main Examination

- Exam shall consist of two parts: PART-A and PART-B.
- Weightage shall be counted towards the final merit.
- To qualify, a candidate must score a minimum of 40% marks in both PART-A and PART-B separately.
- **Negative marking:** 0.25 mark shall be deducted for every wrong answer.
- The maximum duration of examination will be 100 minutes.
- The format of the exam is as under:

Topic	No. of Questions	Marks (Each question carries 1 mark)	Type of Questions
PART-A: General Knowledge and Current Affairs; Punjab History and Culture; Logical Reasoning & Mental ability; Punjabi; English; ICT. (Annexure-II)	30	30	MCQ (Multiple Choice Questions)
PART-B: Questions from the Core Subject (Annexure-III)	70	70	MCQ (Multiple Choice Questions)
Total	100	100	

Step 3: Preparation of merit

- 1) Scrutiny of application forms/documents shall be carried out after conduct of above steps for candidates qualifying the prescribed steps 1 and 2. Eligibility shall be determined as on the last date of submission of applications.
- 2) A merit list shall be prepared as per the marks obtained in Exam-II, and uploaded on the university website.
- 3) In case of tie in the merit:
 1. Candidate older in age shall be ranked higher.
 2. If tie still persists, candidate securing higher percentage of marks in Graduation shall be ranked higher.
 3. If tie still persists, candidate securing higher percentage of marks in Matriculation Examination shall be ranked higher.

Step 4: Document Verification: A suitable number of Candidates will be called for document verification as per the final merit list. Candidate must prove his/her eligibility by producing original documents during document verification.

Note:

- 1) The decision of the University regarding eligibility, conduct of examination, evaluation and selection shall be final.
- 2) Only candidates qualifying all prescribed stages shall be considered for selection.
- 3) Mere appearance in examination / document verification shall not confer any right to selection.
- 4) Use of unfair means / misconduct during examination or recruitment process shall lead to cancellation of candidature and legal action, wherever required.

Exam-I: Punjabi Language Test (Matric Level) Syllabus

1. ਜੀਵਨੀ ਅਤੇ ਰਚਨਾਵਾਂ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ-
ਸ਼੍ਰੀ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਜੀ, ਸ਼੍ਰੀ ਗੁਰੂ ਅੰਗਦ ਦੇਵ ਜੀ, ਸ਼੍ਰੀ ਗੁਰੂ ਰਾਮਦਾਸ ਜੀ,
ਸ਼੍ਰੀ ਗੁਰੂ ਅਰਜਨ ਦੇਵ ਜੀ, ਸ਼੍ਰੀ ਗੁਰੂ ਤੇਗ ਬਹਾਦਰ ਜੀ, ਸ਼੍ਰੀ ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਜੀ।
2. ਵਿਰੋਧਾਰਥਕ ਸ਼ਬਦ, ਸਮਾਨਾਰਥਕ ਸ਼ਬਦ।
3. ਮੁਹਾਵਰੇ।
4. ਅਖਾਣ।
5. ਸ਼ਬਦ ਦੇ ਭੇਦ।
6. ਅਗੇਤਰ/ਪਿਛੇਤਰ।
7. ਵਚਨ ਬਦਲੇ ਤੇ ਲਿੰਗ ਬਦਲੇ।
8. ਵਿਸ਼ਰਾਮ ਚਿੰਨ੍ਹ।
9. ਸ਼ਬਦਾਂ / ਵਾਕਾਂ ਨੂੰ ਸੁੱਧ ਕਰਕੇ ਲਿਖੋ।
10. ਅੰਗਰੇਜ਼ੀ ਸ਼ਬਦਾਂ ਦਾ ਪੰਜਾਬੀ ਵਿੱਚ ਸੁੱਧ ਰੂਪ।
11. ਅੰਕਾਂ, ਮਹੀਨੇ, ਦਿਨਾਂ ਦਾ ਸੁੱਧ ਪੰਜਾਬੀ ਰੂਪ।
12. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।
13. ਪੰਜਾਬ ਦੇ ਇਤਿਹਾਸ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।
14. ਪੰਜਾਬ ਦੇ ਸਭਿਆਚਾਰ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।

Annexure –II

Exam-II: Main Examination (PART-A) Syllabus

No. of questions: 30

Max. Marks: 30

Sr. No.	Indicative Contents of Syllabus	Weightage (Approx.)
1	General Knowledge and Current affairs of National and International importance including: Polity issues, Environment issues, Current Affairs, Science and Technology, Economic issues, History of India with special reference to Indian freedom struggle movement, Sports, Cinema and Literature, Geography.	5
2	Punjab History and Culture: Physical features of Punjab and its ancient history. Social, religious and economic life in Punjab. Development of Language & literature and Arts in Punjab, Social and culture of Punjab during Afgan/Mughal Rule, Bhakti Movement, Sufism, Teachings/History of Sikh Gurus and Saints in Punjab. Adi Granth, Sikh Rulers, Freedom movements of Punjab.	5
3	Logical Reasoning & Mental Ability: Logical reasoning, analytical and mental ability. Basic numerical skills, numbers, magnitudes, percentage, numerical relation appreciation. Data analysis, Graphic presentation charts, tables, spreadsheets.	5
4	ਪੰਜਾਬੀ: ਸ਼ੁੱਧ-ਅਸ਼ੁੱਧ, ਸ਼ਬਦਜੋੜ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ, ਸਮਾਨਾਰਥਕ/ਵਿਰੋਧੀ ਸ਼ਬਦ, ਨਾਂਵ, ਪੜਨਾਂਵ ਅਤੇ ਕਿਰਿਆ ਦੀਆਂ ਕਿਸਮਾਂ ਤੇ ਸਹੀ ਵਰਤੋਂ, ਲਿੰਗ ਅਤੇ ਵਚਨ, ਪੰਜਾਬੀ ਅਖਾਣ ਤੇ ਮੁਹਾਵਰੇ, ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਅਤੇ ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਇੱਕ ਸ਼ਬਦ ਆਦਿ।	5
5	English: Basic Grammar, Subject and Verb, Adjectives and Adverbs, Synonyms, Antonyms, One Word Substitution, Fill in the Blanks, Correction in Sentences, Idioms and their meanings, Spell Checks, Adjectives, Articles, Prepositions, Direct and Indirect Speech, Active and Passive Voice, Correction in Sentences, etc.	5
6	ICT: Basics of computers, Network & Internet, Use of office productivity tools. Word, Excel, Spreadsheet & PowerPoint.	5
	Maximum Marks	30

Note:

- The distribution of marks/question in each section is indicative. It may vary slightly.
- Failing to secure 40% marks in the above examination will disqualify the candidate for the further Selection Procedure.

Annexure – III**Exam-II: Main Examination (PART-B) Syllabus****No. of questions: 70****Max. Marks: 70**

Sr. No.	Indicative Contents of Syllabus	Weightage (Approx.)
1	Commercial Mathematic: Consisting of sums on percentage, Profit & loss, discount, Interest.	10
2	Goods and Service Tax (GST): General knowledge about GST, History of GST (Goods and Service Tax), GST: Meaning and Objective, Advantages of GST, Types of GST, GST rates slabs, E-way bills, E-Invoicing, Tax Deducted at source (TDS) on GST.	10
3	Foreign Exchange: Basic Knowledge of foreign exchange, Import procedure, Letter of credit (L.o.C.), and documents required for import of material.	10
4	Insurance: General knowledge about insurance, Principles of insurance, Kind of insurance policies, Product liability Insurance, Features and benefits of product liability insurance fire insurance, general principles of fire insurance, transportation of goods and their insurance & freight (CIF), carrying & Forwarding C & F agencies.	10
5	Store Keeping: General knowledge about storekeeping, objectives of storekeeping, storekeeping functions, Storekeeper's duties, management control systems, inventory control systems.	10
6	Material Management: Consisting basic knowledge of F.O.R., F.O.B. & freight, main features of storage, warehousing and need thereof depreciation/demurrage, consumable & non-consumable stocks, movable & immovable property, advance with order.	10
7	Condemnation and disposal of stores: General knowledge about disposal of stores, categories of disposal of stores, different methods for disposal of stores, etc.	10
	Maximum Marks	70
Note: 1. The distribution of marks/question in each section is indicative. It may vary slightly. 2. Failing to secure 40% marks in the above examination will disqualify the candidate for the further Selection Procedure.		

Minimum eligibility criteria and Selection Procedure for the post of Steno Typist

Minimum eligibility criteria:

1. Passed Bachelor's degree from a recognized University or institution.
2. Possesses at least 120 hrs course with "Hands on Experience" in the use of personal computer or "Information Technology in Office Productivity Application" or "Desktop Publishing Applications" from a Govt. recognized Institution or a reputed Institution, which is ISO 9001, certified.

OR

Passed course in Computer Information Technology equivalent to "O" level certificate of Department of Electronics, Accreditation of Computer Courses (DOEACC) of Govt. of India.

3. Candidate must have passed Matriculation examination of Punjabi Language from Punjab School Education Board or any other recognized Board (as first or second or as additional language) or any other equivalent examination in Punjabi language which may be specified by the Guru Angad Dev Veterinary and Animal Sciences University from time to time on or before the last date of submission of application.

Selection Procedure:

Step 1: Exam-I: Punjabi Language Test (Metric Level)

- Qualifying in nature only.
- Minimum qualifying marks: 50%
- The maximum duration of examination will be 60 minutes.
- Marks shall not be counted towards final merit.
- There will be no negative marking.
- The format of the exam is as under:

Topic	No. of Questions	Marks	Type of Questions
Punjabi (<i>Annexure-I</i>)	40	40 (Each question carries 1 mark)	MCQ (Multiple Choice Questions)
Translation of Twenty English words (20) to Punjabi	1 set of 20 questions	10 (Each question carries 0.5 mark)	Objective question
Total		50	

Note: Candidates qualifying in Exam-I will be called to appear for the Exam-II.

Step 2: Exam-II: Main Examination

- Weightage shall be counted towards the final merit.
- To qualify, a candidate must score a minimum of 40% marks.
- **Negative marking:** 0.25 mark shall be deducted for every wrong answer.
- The maximum duration of examination will be 100 minutes.

- The format of the exam is as under:

Topic	No. of Questions	Marks (Each question carries 1 mark)	Type of Questions
General Knowledge and Current Affairs; Punjab History and Culture; Logical Reasoning & Mental ability; Punjabi; English; ICT. (Annexure-II)	100	100	MCQ (Multiple Choice Questions)
Total	100	100	

Note: Candidates qualifying in Exam-II will be called to appear for the Shorthand Proficiency Test.

Step 3: Shorthand Proficiency Test:

- A Shorthand Proficiency Test shall be conducted separately in English and Punjabi.
- In each language, candidates shall be required to take dictation at a speed of 80 words per minute and transcribe the same at a speed of 15 words per minute.
- The dictation passage shall consist of 400 words, divided into two paragraphs of 200 words each.
- Candidates shall be permitted a maximum of 8% mistakes in each language test separately.
- A candidate who commits more than 8% mistakes in either language test shall be deemed to have failed the Shorthand Proficiency Test.
- A candidate must qualify both the English and Punjabi Shorthand Proficiency Tests; failure to qualify in either test shall render the candidate ineligible for inclusion in the merit list. Marks shall be counted towards the final merit.
- Marks for the qualified candidates shall be awarded as follows:

Sr. No.	Particulars	Marks	Criteria for award of marks
1.	Mistakes in the competitive test of Shorthand in English	35	No Mistake
		28	Upto 2%
		21	More than 2% upto 4%
		14	More than 4% upto 6%
		07	More than 6% upto 8%
2.	Mistakes in the competitive test of Shorthand in Punjabi	35	No Mistake
		28	Upto 2%
		21	More than 2% upto 4%
		14	More than 4% upto 6%
		07	More than 6% upto 8%

Step 4: Preparation of merit

- Scrutiny of application forms/documents shall be carried out after conduct of above steps for candidates qualifying the prescribed steps 1 to 3. Eligibility shall be determined as on the last date of submission of applications.

- 2) A merit list shall be prepared as per the following scorecard, and uploaded on the university website:

Criteria	Weightage (%)
Marks obtained in Exam-II	30
Marks obtained in Shorthand Proficiency Test (English)	35
Marks obtained in Shorthand Proficiency Test (Punjabi)	35
Total	100

- 3) In case of tie in the merit:
1. Candidate older in age shall be ranked higher.
 2. If tie still persists, candidate securing higher percentage of marks in Graduation shall be ranked higher.
 3. If tie still persists, candidate securing higher percentage of marks in Matriculation Examination shall be ranked higher.

Step 5: Document Verification: A suitable number of Candidates will be called for document verification as per the final merit list. Candidate must prove his/her eligibility by producing original documents during document verification.

Note:

- 1) The decision of the University regarding eligibility, conduct of examination, evaluation and selection shall be final.
- 2) Only candidates qualifying all prescribed stages shall be considered for selection.
- 3) Mere appearance in examination / document verification shall not confer any right to selection.
- 4) Use of unfair means / misconduct during examination or recruitment process shall lead to cancellation of candidature and legal action, wherever required.

Exam-I: Punjabi Language Test (Matric Level) Syllabus

1. ਜੀਵਨੀ ਅਤੇ ਰਚਨਾਵਾਂ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ-
ਸ਼੍ਰੀ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਜੀ, ਸ਼੍ਰੀ ਗੁਰੂ ਅੰਗਦ ਦੇਵ ਜੀ, ਸ਼੍ਰੀ ਗੁਰੂ ਰਾਮਦਾਸ ਜੀ,
ਸ਼੍ਰੀ ਗੁਰੂ ਅਰਜਨ ਦੇਵ ਜੀ, ਸ਼੍ਰੀ ਗੁਰੂ ਤੇਗ ਬਹਾਦਰ ਜੀ, ਸ਼੍ਰੀ ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਜੀ।
2. ਵਿਰੋਧਾਰਥਕ ਸ਼ਬਦ, ਸਮਾਨਾਰਥਕ ਸ਼ਬਦ।
3. ਮੁਹਾਵਰੇ।
4. ਅਖਾਣ।
5. ਸ਼ਬਦ ਦੇ ਭੇਦ।
6. ਅਗੇਤਰ/ਪਿਛੇਤਰ।
7. ਵਚਨ ਬਦਲੇ ਤੇ ਲਿੰਗ ਬਦਲੇ।
8. ਵਿਸ਼ਰਾਮ ਚਿੰਨ੍ਹ।
9. ਸ਼ਬਦਾਂ / ਵਾਕਾਂ ਨੂੰ ਸੁੱਧ ਕਰਕੇ ਲਿਖੋ।
10. ਅੰਗਰੇਜ਼ੀ ਸ਼ਬਦਾਂ ਦਾ ਪੰਜਾਬੀ ਵਿੱਚ ਸੁੱਧ ਰੂਪ।
11. ਅੰਕਾਂ, ਮਹੀਨੇ, ਦਿਨਾਂ ਦਾ ਸੁੱਧ ਪੰਜਾਬੀ ਰੂਪ।
12. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।
13. ਪੰਜਾਬ ਦੇ ਇਤਿਹਾਸ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।
14. ਪੰਜਾਬ ਦੇ ਸਭਿਆਚਾਰ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।

Annexure –II

Exam-II: Main Examination Syllabus

No. of questions: 100

Max. Marks: 100

Sr. No.	Indicative Contents of Syllabus	Weightage (Approx.)
1.	General Knowledge and Current affairs of National and International importance including Polity issues, Environment issues, Current Affairs, Science and Technology, Economic issues, History of India with special reference to Indian freedom struggle movement, Sports, Cinema and Literature, Geography.	25
2.	Punjab History and Culture: Physical features of Punjab and its ancient history. Social, religious and economic life in Punjab. Development of Language & literature and Arts in Punjab, Social and culture of Punjab during Afgan/Mughal Rule, Bhakti Movement, Sufism, Teachings/History of Sikh Gurus and Saints in Punjab. Adi Granth, Sikh Rulers, Freedom movements of Punjab.	17
3.	Logical Reasoning & Mental Ability: (i) Logical reasoning, analytical and mental ability. (17 Marks) (ii) Basic numerical skills, numbers, magnitudes, percentage, numerical relation appreciation. (04 Marks) (iii) Data analysis, Graphic presentation charts, tables, spreadsheets. (04 Marks)	25
4.	ਪੰਜਾਬੀ:- ਸ਼ੁੱਧ-ਅਸ਼ੁੱਧ, ਸ਼ਬਦਜੋੜ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ, ਸਮਾਨਾਰਥਕ/ਵਿਰੋਧੀ ਸ਼ਬਦ, ਨਾਂਵ, ਪੜਨਾਂਵ ਅਤੇ ਕਿਰਿਆ ਦੀਆਂ ਕਿਸਮਾਂ ਤੇ ਸਹੀ ਵਰਤੋਂ, ਲਿੰਗ ਅਤੇ ਵਚਨ, ਪੰਜਾਬੀ ਅਖਾਣ ਤੇ ਮੁਹਾਵਰੇ, ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਅਤੇ ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਇੱਕ ਸ਼ਬਦ ਆਦਿ।	13
5.	English:- Basic Grammar, Subject and Verb, Adjectives and Adverbs, Synonyms, Antonyms, One Word Substitution, Fill in the Blanks, Correction in Sentences, Idioms and their meanings, Spell Checks, Adjectives, Articles, Prepositions, Direct and Indirect Speech, Active and Passive Voice, Correction in Sentences, etc.	12
6.	ICT: Basics of computers, Network & Internet, Use of office productivity tools Word, Excel, Spreadsheet & PowerPoint.	08
	Maximum Marks	100

Note:

- The distribution of marks/question in each section is indicative. It may vary slightly.
- Failing to secure 40% marks in the above examination will disqualify the candidate for the further Selection Procedure.

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General Instructions/conditions:

1. Application fee (non-refundable):

Serial No. of the post	Application fee (including GST) for S.C. and PwD candidates	Application fee (including GST) for all other candidates
Sr. No. 1 to 3	Rs. 590/-	Rs. 1,180/-

- i) The requisite application fee should be paid online only through the payment facility provided in the online application portal. No other mode of payment shall be accepted.
- ii) The fee once paid shall not be refunded.

2. Pay Scales and related instructions:

Sr. No. of the post	Pay Scale
Sr. No. 1	Rs. 21,700 (Level-3)
Sr. No. 2, 3	Rs. 19,900 (Level-2)

- i) The pay scales and other service conditions for the above mentioned posts shall be governed as per (Punjab Government Notification No.7/204/2012-4 F.P.1/60 dated 15.01.2015 and circular No. 7/204/2012-4 F.P.1/66 dated 15.01.2015) and any other instructions issued by Punjab Government from time to time in this regard. However, the pay shall be regulated as per letter issued by the Department of Finance, Govt. of Punjab vide No. 7/42/2020-5FP1/741-46 dated 17.07.2020, and as amended time to time.
- ii) The period of probation for the posts shall be three years as per Punjab Government rules.
- iii) The initial basic pay of the scales will be paid during the period of probation, as per Punjab Government rules.

Note: The guidelines/ instructions issued/to be issued by Punjab Government / University with regards to the pay scales, shall be applicable.

- 3. Place of Posting and transfer policy:** The selected candidates can be posted at Main campus / Outstations / Outside Colleges/Research Stations/KVKs etc. of the University. Transfer policy shall be applicable as per University rules. The selected candidate shall execute a bond at the time of joining the post, to serve the University as per guidelines issued vide Registrar office Memo No. REG/E-1/2025/12150-12203 dated 18.12.2025.

4. Age Limit:

- i) Candidate's eligibility age shall be determined as on 01.01.2026.
- ii) Candidate must not be below the age of 18 years.
- iii) Candidate of General Category must not be above the age of 37 years.
- iv) Relaxation in upper age limit for Scheduled Castes and Backward Classes shall be 05 years, as per Punjab Government rules.
- v) Relaxation in upper age limit for Persons with Disabilities who are residents of Punjab shall be 10 years, as per Punjab Government rules.
- vi) The relaxation in age for ex-servicemen of Punjab shall be as per the Punjab Recruitment of Ex-Servicemen Rules, 1982 (as amended from time to time). The age relaxation shall be calculated on the basis of the length of military service, subject to the condition that the total age after such relaxation shall not exceed 03 years over and above the upper age limit as on 01.01.2026.
- vii) The upper age limit for widows, divorcees and certain other categories of married women as per instructions issued by the Government of Punjab vide letter No. 1/50/83-SPP (1368)/3454 dated 23.04.1984 will be relaxed up to 40 years.
- viii) The Maximum age relaxation shall be up to 45 years for regular/contractual in-service candidates working in Government/Semi-Government Departments/ State Universities/ Government Boards and Corporations. Age relaxation for In-service candidates shall only be admissible to those candidates whose applications are received through proper channel.

5. Instructions regarding reservation:

- i) Reservation benefits shall be available only to residents of Punjab, as per Punjab Government rules.
- ii) Category Certificate for claiming the benefit of reservation, must be as per Punjab Government Instructions.
- iii) To claim the benefit of reservation, the candidate must submit the recent Domicile/ Residence Certificate. This certificate is mandatory for all candidates of each category. This certificate must not be older than 5 years under any circumstance as on last date of application submission.
- iv) Candidates shall be required to produce original valid category certificates during document verification or whenever demanded by the University, failing which the candidature shall not be considered under the claimed category.

Note: The reservation and age relaxation (wherever applicable) shall be according to Punjab Government /University policy.

- 6. Academic credentials (Degree, Diploma etc.) must have been obtained from recognized Board/ University/ Institution, as applicable.
- 7. Candidate must have passed Matriculation examination of Punjabi Language from Punjab School Education Board or any other recognized Board (as first or second or as additional language) or any other equivalent examination in Punjabi language which may be specified by the Guru Angad Dev Veterinary and Animal Sciences University from time to time on or before the last date of submission of application.
- 8. Candidates applying for more than one post shall be required to submit a separate application form and pay the prescribed application fee separately for each post, wherever applicable.

9. Method of Applying

- i) Candidates shall first apply online only through the recruitment link provided on the official website of Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana. Applications submitted through any other mode shall not be accepted.
- ii) The candidate shall fill in the complete online application form by entering all required personal, educational, category and other relevant details carefully and correctly.
- iii) The candidate must provide his/her own active mobile number and e-mail address. Once the application is submitted, the mobile number and e-mail address cannot be changed.
- iv) The candidate shall upload the prescribed recent photograph, signature and scanned copies of all required certificates/documents, as specified in the online application form.
- v) Candidates shall ensure that all information entered in the online application form and all documents uploaded are correct, complete and legible. The candidate shall be solely responsible for any incorrect/incomplete information or document uploaded in the application form.
- vi) After filling in all the details and uploading the prescribed recent photograph, signature and scanned copies of all required certificates/documents, the candidate is required to pay the prescribed application fee through the online payment facility provided in the application portal. In case the fee payment transaction fails for any reason, the candidate's application shall be deemed not to have been submitted.
- vii) The online application shall be treated as successfully submitted only upon successful payment of the requisite application fee, after which the finally submitted application form shall be generated through the online application portal.
- viii) After the successful submission of the online application form, no request for modification/correction/addition/deletion of any information or document shall be entertained.
- ix) Candidates shall download/save/print a copy of the finally submitted online application form for future reference. Candidates are advised to preserve this document until completion of the recruitment process.
- x) All candidates are required to duly fill in the prescribed offline application form available on the university website, affix/paste their recent photograph and signature thereon, and submit the same along with the printout of the finally submitted online application form and other required documents to the **Registrar, Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana-141004** by stipulated last date and time.
- xi) **For in-service candidates only:** The prescribed offline application form, along with the printout of the finally submitted online application form and other required documents, must be duly recommended and forwarded by the concerned Head of the Department/Competent Authority, and must reach the **Registrar, Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana-141004** by stipulated last date and time. Failure to submit the application through proper channel or failure of the application to reach the University within the stipulated period may result in rejection of the application.

xii) Candidates are advised to submit their online applications as soon as possible and not to wait until the last date of closing of online applications. The University shall not be held responsible if any candidate is unable to deposit the fee or submit the application due to last-minute rush, internet connectivity issues, web portal issues, bank/payment transaction issues or any other reason whatsoever.

10. All required certificates/documents must have been issued on or before the last date to apply online.
11. **In-service candidates:** In-service candidates shall apply through proper channel. They are required to first submit the online application along with the prescribed application fee by the stipulated last date and time for submission of online applications. Thereafter, the prescribed offline application form, duly filled in, along with the printout of the finally submitted online application form and other required documents, shall be duly recommended and forwarded by the concerned Head of the Department/Competent Authority and must reach the office of the **Registrar, Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana-141004**, by the stipulated last date and time. Failure to submit the application through proper channel or failure of the application to reach the University within the stipulated period shall result in rejection of the application. The University shall not be responsible for any postal delay, loss or damage in transit.
12. Application form without prescribed fee/documents/ recent photographs/signatures shall be treated as incomplete and rejected.
13. Application form, which is incomplete/ not on the prescribed form/ received after the due date shall not be considered. The University shall not be responsible for any postal delay or loss/spoilage in transit.
14. No request for any correction in application form, or addition of any document shall be entertained once submitted.
15. The selection shall be made purely as per the approved score-card. The detailed Selection Procedure is mentioned with the minimum eligibility criteria for each post. The minimum eligibility criteria will be verified as per attached/uploaded documents; and candidates not fulfilling the prescribed eligibility criteria shall be liable to outright rejection of their applications and shall not be allowed to appear in any stage of the selection process, including written/proficiency tests.
16. The candidate(s) has to pass a qualifying test of Punjabi language equivalent to Matriculation standard with at least fifty per cent (50%) marks, in addition to the competitive examination/ proficiency test (if any). The test of Punjabi language shall be mandatory qualifying test and failure to secure a minimum of fifty per cent (50%) marks in Punjabi language will disqualify the candidate for being considered for appearing in the next respective exam/test.
17. Use of unfair means/misconduct during examination or recruitment process shall lead to cancellation of candidature and legal action, wherever required.
18. No T.A./D.A. shall be paid for appearing in written examination/ proficiency test/document verification.

19. Mere appearance in examination / Proficiency Test/document verification shall not confer any right to selection. The decision of the University regarding eligibility, conduct of examination, evaluation and selection shall be final.
20. Canvassing in any form shall lead to cancellation of candidature.
21. Candidate shall be responsible for any mistake in the application form or non-submission of any required document. In the absence of any required document, due weightage shall not be given and candidature may also be rejected. No communication regarding submission of deficient documents shall be made by the University.
22. If at any stage, it comes to notice/revealed that the candidate has submitted false certificate/ degree/used unfair means, his/her candidature shall be cancelled and suitable legal action shall also be initiated.
23. Candidates must produce the original certificates/documents uploaded with the online application form at the time of document verification or whenever required by the University. Failure to produce the original documents or any discrepancy between the information furnished online and the original documents may result in cancellation of candidature.
24. The selected candidates are required to undergo mandatory medical fitness tests from the designated medical authority and 'Character and Antecedents' verification from competent authority before joining.
25. The University reserves the right to increase, decrease or withdraw any post advertised at any stage without assigning any reason. Further, the University reserves the right to modify/cancel the recruitment process at any stage.
26. Any corrigendum/notice issued subsequently shall form part of this advertisement.
27. The candidates are advised to regularly visit the University website for updates. All updates regarding examination, admit card, result, merit list and schedule shall be uploaded only on the University website.
28. The University shall not be responsible for any communication gap due to failure of the candidate to check the website regularly.
29. Though every care has been taken, yet any error crept inadvertently is subject to correction. Any dispute arising out of anything in connection with this advertisement with the University will be subject to the jurisdiction of the Courts situated at Ludhiana only.

-sd-
Registrar
Guru Angad Dev Veterinary and
Animal Sciences University

34
15/01/2015

ਨੰ: 1/204/2012-ਸੀ.ਐਚ.ਐੱਸ. 1/66
ਪੰਜਾਬ ਸਰਕਾਰ
ਜ਼ਿਲ੍ਹਾ ਜ਼ਿਲ੍ਹਾ
(ਵਿੱਤ ਪ੍ਰਸਿਧ-1 ਸ਼ਾਖਾ)

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ 15-1-2015

ਸੇਵਾ ਵਿਖੇ,

ਮੁੱਖ ਵਿਭਾਗ ਦੇ ਮੁਖੀ,
ਓਸਿਸਟਰਾਟ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਰਾਸ਼ਟਰਪਿਕਟ,
ਭਵਨ-1 ਓਸਿਸਟਰਾਟ,
ਨਿਯੁਕਤ ਮਿਸਟਰ ਜੱਸ ਅਰੋ
ਨਿਯੁਕਤ ਮਿਸਟਰ ਕਮਿਸ਼ਨਰ,
ਪੰਜਾਬ ਰਾਜ ਵਿਖੇ।

ਵਿਸ਼ਾ:- ਸਰਕਾਰੀ ਵਿਭਾਗ ਵਿੱਚ ਸਿੱਧੀ ਭਰਤੀ ਦੇ ਕੰਮ ਦੀਆਂ ਖਾਸੀ ਪਰਮਿਟ ਆਸਾਮੀਆਂ ਤੇ ਨਿਯੁਕਤ ਕੀਤੇ ਜਾਣ ਵਾਲੀ ਚਰਚਾਵੀਆਂ ਦੀਆਂ ਸੇਵਾ ਭਰਤੀ ਵਿੱਚ ਸੋਧ ਕਰਨ ਸਬੰਧੀ।

ਸ਼੍ਰੀਮਾਨ ਜੀ,

ਮੈਂਨੂੰ ਆਪ ਦਾ ਧਿਆਨ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵੱਲ ਈਕਾਉਣ ਅਤੇ ਇਹ ਕਹਿਣ ਦੀ ਦਬਾਵਤ ਹੈ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਵਲੋਂ ਵਿੱਤੀ ਸੰਸਥਾ ਰੱਖਣ ਵਾਲੇ ਪੜ੍ਹੇ-ਲਿਖੇ ਹਿਸਤਕਾਰ ਨੌਜਵਾਨਾਂ ਨੂੰ ਸਰਕਾਰ ਦੀ ਵੱਧ ਤੋਂ ਵੱਧ ਸਿੱਧੀ ਭਰਤੀਆਂ ਕੀਤੇ ਜਾਣ ਦੇ ਮੱਤਲਬ ਨਾਲ ਸਿੱਧੀ ਭਰਤੀ ਦੇ ਕੰਮ ਦੀਆਂ ਖਾਸੀ ਪਰਮਿਟਾਂ ਦੇ ਪ੍ਰਦਾਨ ਦੀਆਂ ਆਸਾਮੀਆਂ ਤੇ ਨਿਯੁਕਤ ਕੀਤੇ ਜਾਣ ਵਾਲੇ ਚਰਚਾਵੀਆਂ ਦੀ ਨਿਯੁਕਤੀ ਸਬੰਧੀ ਹੁਣ ਸੇਵਾ ਭਰਤੀ ਵਿੱਚ ਸੋਧ-ਕਰਨ ਲਈ ਵਿੱਤੀ ਵਿਭਾਗ ਵਲੋਂ ਜਾਰੀ ਕੀਤੀ ਗਈ ਹੈ: 7/204/2012-4ਵਿਧੀ/66, ਮਿਤੀ 13-1-2013 ਅਤੇ ਪੰਜਾਬ ਨਿਯੁਕਤ ਮਿਸਟਰ-ਨਿਯੁਕਤ, ਚੰਡੀਗੜ੍ਹ, ਮਿਲਾਪ-1, ਟਾਪੂ-1, ਦੇ ਸਬੰਧਤ ਨੁਸ਼ਾ ਵਿੱਚ ਸੋਧ ਕੀਤੀ ਗਈ ਹੈ।

2. ਉਪਰੋਕਤ ਨੋਟੀਫਿਕੇਸ਼ਨ ਰਾਹੀਂ ਖੀਡੀਆਂ ਸੇਵਾ ਉਪਰੰਤ ਸਿੱਧੀ ਭਰਤੀ 'ਤੇ ਚਰਚਾਵੇ ਉਕਤ ਸਬੰਧੀ ਹੇਠਾਂ ਦਿੱਤੀਆਂ ਸ਼ਰਤਾਂ ਹੋਵੇਗੀ:-

- i) ਸਿੱਧੀ ਭਰਤੀ ਉਪਰੰਤ 2 ਸਾਲਾਂ ਦੇ ਪਰਖ ਕਾਲ ਦੇ ਸਮੇਂ ਤੇ ਚੋਰਾਨ ਸਮੇਂ ਉਸ ਪਰਖ ਕਾਲ ਦੇ ਸਮੇਂ ਦੇ ਜ਼ਰੂਰ ਕੋਈ ਇਸ ਵਿੱਚ ਵਸਤਾ ਭੀੜਾ ਨਿਸ਼ਾ ਹੋਵੇ, ਕਰਮਚਾਰੀ ਨੂੰ ਖਾਣੀ, ਡਰੱਖਾ (Fixed allowances) ਵਿੱਤੀ ਜਾਣਕਾਰੀ ਜੋ ਕਿ ਉਸ ਕਰਮਚਾਰੀ ਦੀ ਨਵੀਂ ਆਸਾਮੀ ਤੇ ਜਿਲਦ ਵਾਲੇ ਪੇ-ਬੈਂਡ ਦੇ ਅਧੀਨ-ਘੱਟ ਤਨਖਾਹ (Minimum of the Pay Band) ਦੇ ਬਰਾਬਰ ਹੋਵੇਗੀ ਅਤੇ ਪਰਖ ਕਾਲ ਸਮੇਂ ਚੋਰਾਨ ਉਸ ਨੂੰ ਬਰੀਕ ਪੇ, ਮਾਲੀਆ ਚਰਚੀ ਜਾਂ ਪੇਡ ਜ਼ੈਲੀ ਹੋਵੇ, ਮਿਸ਼ਨ ਸਰਕਾਰੀ ਕੰਮਾਂ ਦੇ, ਮਿਲਣਯੋਗ ਨਹੀਂ ਹੋਣਗੇ;
- ii) ਪਰਖ ਕਾਲ ਦਾ ਸਮਾਂ ਸਰਕਾਰੀ ਪੁਰਖ ਮੁਕੰਮਲ ਹੋਣ ਤੇ ਉਸ ਨੂੰ ਉਸ ਆਸਾਮੀ ਤੇ ਮਿਲਣਯੋਗ ਪੇ-ਬੈਂਡ ਦੀ ਅਧੀਨ-ਘੱਟ ਤਨਖਾਹ, ਜਮੇਤ ਚਾਰੇ-ਪ, ਤੇ ਹੁਕੂ ਚਰਚੇ ਹੋਏ ਪੂਰੇ ਜ਼ੈਲ ਮਿਲਣਯੋਗ ਹੋਣਗੇ;
- iii) ਪਰਖ ਕਾਲ ਦਾ ਸਮਾਂ, ਅਤੇ ਜੇਕਰ ਇਸ ਸਮੇਂ ਕਿੱਥੇ ਕੋਈ ਆਸਾਮੀਆਂ ਨਿਸ਼ਾ ਹੋ ਤਾਂ ਉਸ ਦੀ ਵਿੱਚ ਪਾ ਕੇ, ਤਨਖਾਹ ਦੇ ਟਾਪੂ ਸਕੇਲ ਵਿੱਚ ਕੰਮ ਕਰਨ ਦੇ ਸਮੇਂ ਨਹੀਂ ਹੋਵੇਗਾ ਜਾਵੇਗਾ;
- iv) ਜੇਕਰ ਕਰਮਚਾਰੀ ਪਰਿਨਾ ਵੀ ਪੰਜਾਬ ਸਰਕਾਰ ਵਿੱਚ ਨਿਯੁਕਤ ਕਰ ਲਿਆ ਜਾਂ ਡਾਕਰ ਉਸ ਦਾ ਕਿਸੇ ਆਸਾਮੀ ਤੇ ਲੀਅਨ (Lien) ਹੋ ਤਾਂ ਉਸ ਨੂੰ ਨਵੀਂ ਆਸਾਮੀ ਦੇ ਪਰਖ ਕਾਲ ਸਮੇਂ ਚੋਰਾਨ ਉਸ ਖਾਣੀ ਆਸਾਮੀ, ਜਿਸ ਉਪਰ ਉਸ ਦਾ ਡਾਕਰ ਹੈ, ਵਾਲੀ ਤਨਖਾਹ ਮਿਲਣਯੋਗ ਹੋਵੇਗੀ;
- v) ਕਰਮਚਾਰੀ ਦੇ ਪਰਖ ਕਾਲ ਸਮੇਂ ਚੋਰਾਨ ਉਸ ਨਿਯੁਕਤ ਆਸਾਮੀਆਂ ਵੀਟਰੀਫਿਕੇਟਰੀ ਪੈਨਲਜ਼: ਸਕੇਲ ਅਧੀਨ ਕਰਕੇ ਹੋਵੇਗਾ ਅਤੇ ਇਸ ਸਬੰਧੀ ਸਰਕਾਰ ਵਲੋਂ ਚਰਚਾ ਮੋਰਚੇ ਹੋਆਂ ਦੀ ਦਿੱਤਾ ਜਾਵੇਗਾ;

3. ਇਹ ਚਰਚਾਵੇ ਸਰਕਾਰੀ ਵਿਭਾਗ ਦੇ ਨਾਟ-ਨਾਲ ਪੁਰ-ਪੁਰੀਆਂ ਅਤੇ ਅਰਥ ਸਫ਼ਾਈ ਇਸਬਾਨੀ, ਖਾਣੀਆਂ/ਬਿਰਯਾਨ, ਨੀਮ-ਸਰਕਾਰੀ ਅਦਾਰਿਆਂ, ਕਮਿਸ਼ਨਰੀ, ਵਿਸ਼ੇਸ਼ਤਾ, ਸ਼ਹਿਰਾਵੀ ਸੇਵਾਵਾਂ, ਸ਼ਹਿਰੀਆਂ, ਸਰਕਾਰੀ ਸਰਕਾਰ ਵਿਭਾਗ ਅਤੇ ਪੇਚਾਵੀ ਰਾਜ ਵਿਭਾਗ ਦੇ ਅਦਾਰਿਆਂ ਤੇ ਹੀ ਲਾਗੂ ਹੋਵੇਗੀ। ਪੰਜਾਬ ਸਰਕਾਰ

ਦੇ ਇਨ੍ਹਾਂ ਆਦਾਰਿਆਂ/ਸੰਸਥਾਵਾਂ ਵਿੱਚ ਜਿੱਥੇ ਪਹਿਲਾਂ ਹੀ ਪੰਜਾਬ ਸਿਵਲ ਸਰਵਿਸਿਜ਼ ਕੁਲਜ਼ ਲਾਗੂ ਹਨ, ਉਨ੍ਹਾਂ ਵਿੱਚ ਇਹ ਸੇ. ਆਪਟੋ-ਆਪ (Automatically) ਲਾਗੂ ਹੋਣਗੀਆਂ ਅਤੇ ਜਿਹੜੇ ਆਦਾਰਿਆਂ ਵਿੱਚ ਪੰਜਾਬ ਸਿਵਲ ਸਰਵਿਸਿਜ਼ ਕੁਲਜ਼ ਲਾਗੂ ਨਹੀਂ ਹੋਏ, ਉਹ ਆਦਾਰੇ ਆਪਣੇ ਕੁਲਜ਼ ਵਿੱਚ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਲਿਖੀਆਂ ਸੋਧ ਕਰਕੇ ਇਸ ਸਬੰਧੀ ਜਾਰੀ ਕੀਤੀ ਗਈ ਨੋਟੀਫਿਕੇਸ਼ਨ ਦੀ ਮਿਤੀ ਤੋਂ ਲਾਗੂ ਕਰਨਗੇ।

4. ਪੰਜਾਬ ਰਾਜ ਵਿੱਚ ਭਰਤੀ ਕਰਨ ਸਬੰਧੀ ਸਰਕਾਰ ਵੱਲੋਂ ਸਮੇਂ-ਸਮੇਂ ਤੇ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਦਾਇਤਾਂ ਅਤੇ ਇਸ ਸਬੰਧੀ ਪਹਿਲਾਂ ਹੀ ਨਿਰਧਾਰਤ ਕੀਤੇ ਗਏ ਪ੍ਰਸੀਸ਼ਰ ਵਿੱਚ ਕੋਈ ਤਬਦੀਲੀ ਨਹੀਂ ਹੋਵੇਗੀ ਅਤੇ ਇਸੇ ਕ੍ਰਮ ਦੀ ਭਰਤੀ ਕਰਨ ਤੋਂ ਪਹਿਲਾਂ ਸਰਕਾਰ ਦੀਆਂ ਪਹਿਲਾਂ ਹੀ ਜਾਰੀ ਕੀਤੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਪ੍ਰਸੀਸ਼ਰ ਅਪਣਾਉਂਦੇ ਹੋਏ ਸਮਰੱਥ ਆਗਰਿਟੀ ਦੀ ਪ੍ਰਵਾਨਗੀ ਪ੍ਰਾਪਤ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇਗੀ।

5. ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗਾਂ ਵੱਲੋਂ ਉਪਰੋਕਤ ਪੈਰਾ-3 ਅਨੁਸਾਰ ਉਨ੍ਹਾਂ ਅਧੀਨ ਆਉਂਦੇ ਆਦਾਰਿਆਂ ਲਈ ਇਨ੍ਹਾਂ ਫੈਸਲਿਆਂ ਦੀ ਪਾਲਣਾ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇਗੀ।

6. ਇਹ ਸਰੀਮ ਪੰਜਾਬ ਸਿਵਲ ਸਰਵਿਸਿਜ਼ (ਜੁਡੀਸ਼ੀਅਲ ਸਰਜ਼) ਦੇ ਅਧਿਕਾਰੀਆਂ ਤੇ ਲਾਗੂ ਨਹੀਂ ਹੋਵੇਗੀ ਕਿਉਂਕਿ ਉਨ੍ਹਾਂ ਦੀ ਡਨਖਾਹ ਜਸਟਿਸ ਦੀ ਪਦਮਨਾਥਨ ਰਮੇਟੀ ਦੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਦੇ ਆਧਾਰ ਤੇ ਚਿੱਤੀ ਜਾਂਦੀ ਹੈ।

7. ਇਹ ਫੈਸਲੇ ਤੁਰੰਤ ਲਾਗੂ ਹੋਣਗੇ।

(ਸਕੱਤਰ ਵਿੱਤ)
ਉਪ ਸਕੱਤਰ ਵਿੱਤ

ਪਿੱਠ ਅੰਕਣ ਨੰ: 7/204/2012-4 ਅੰਕ. ਪੀ. 1/57 ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ, 15-1-2015

- (1) ਪ੍ਰਮੁੱਖ ਮਹਾਂਲੇਖਾਕਾਰ (ਆਡਿਟ), ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
- (2) ਪ੍ਰਮੁੱਖ ਮਹਾਂਲੇਖਾਕਾਰ (ਲੇਖਾ ਤੇ ਹੱਕਦਾਰੀ), ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।

(ਸਕੱਤਰ ਵਿੱਤ)
ਉਪ ਸਕੱਤਰ ਵਿੱਤ

ਪਿੱਠ ਅੰਕਣ ਨੰ: 7/204/2012-4 ਅੰਕ. ਪੀ. 1/58 ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ, 15-1-2015

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਲਿਖੀਆਂ ਗਈਆਂ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਨਿੱਜੀ ਸਕੱਤਰ/ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਚੰਡੀਗੜ੍ਹ;
2. ਮੁੱਖ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

(ਸਕੱਤਰ ਵਿੱਤ)
ਉਪ ਸਕੱਤਰ ਵਿੱਤ

ਪਿੱਠ ਅੰਕਣ ਨੰ: 7/204/2012-4 ਅੰਕ. ਪੀ. 1/59 ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ, 15-1-2015

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਪ੍ਰਸੰਨਲ ਵਿਭਾਗ ਨੂੰ ਲਿਖੀਆਂ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

(ਸਕੱਤਰ ਵਿੱਤ)
ਉਪ ਸਕੱਤਰ ਵਿੱਤ

ਪਿੱਠ ਅੰਕਣ ਨੰ: 7/204/2012-4 ਅੰਕ. ਪੀ. 1/70 ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ, 15-1-2015

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਰਾਜ ਦੇ ਮੁੱਖ ਨਿੱਜੀ ਪੱਧਰ 'ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਨੂੰ ਸੂਚਨਾ ਤੇ ਲਿਖੀਆਂ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

(ਸਕੱਤਰ ਵਿੱਤ)
ਉਪ ਸਕੱਤਰ ਵਿੱਤ

ਪਿੱਠ ਅੰਕਣ ਨੰ: 7/204/2012-4 ਅੰਕ. ਪੀ. 1/71 ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ, 15-1-2015

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਮੈਨੇਜਿੰਗ ਡਾਇਰੈਕਟਰ, ਪੰਜਾਬ ਇਨਵੈਸਟਮੈਂਟ ਨੂੰ ਭੇਜ ਕੇ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਸਰਕਾਰ ਦੀਆਂ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਅਤੇ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ: 7/204/2012-4 ਵਿਧਿ 1/60, ਮਿਤੀ 15-1-2015 ਨੂੰ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀ ਵੈੱਬ-ਸਾਈਟ ਤੇ ਤੁਰੰਤ ਪਾਉਣ ਦੀ ਬੇਹਤ ਕੀਤੀ ਜਾਵੇ।

(ਸਕੱਤਰ ਵਿੱਤ)
ਉਪ ਸਕੱਤਰ ਵਿੱਤ

ਪਿੱਠ ਅੰਕਣ ਨੰ: 7/204/2012-4 ਅੰਕ. ਪੀ. 1/72 ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ, 15-1-2015

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਡਾਇਰੈਕਟਰ, ਪਬਲਿਕ ਇੰਟਰਪ੍ਰਾਈਜ਼ਿਜ਼ ਅਤੇ ਇੰਜੀਨੀਅਰਿੰਗ ਨੂੰ ਭੇਜ ਕੇ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਦੇ ਪੈਰਾ-3 ਵਿੱਚ ਆਉਂਦੇ ਆਦਾਰਿਆਂ ਵਿੱਚ ਇਹ ਫੈਸਲੇ ਲਾਗੂ ਕੀਤੇ ਜਾਣ ਲਈ ਲਿਖੀਆਂ ਮਿਸ਼ਟਰਿਜ਼ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।

(ਸਕੱਤਰ ਵਿੱਤ)
ਉਪ ਸਕੱਤਰ ਵਿੱਤ

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL-1 BRANCH)

The 15th January, 2015

NOTIFICATION

No.7/204/2012-4FP1/60 :-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services Rules, Volume-1, Part-1, namely:-

RULES

1. (1) These rules may be called the Punjab Civil Services (2nd Amendment) Rules, Volume-1, Part-1, 2015.
- (2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab Civil Services Rules, Volume-1, Part-1 (hereinafter referred to as the said rules), after rule 2.20, the following rule, shall be inserted, namely:-

"2.20-A. 'Fixed Monthly Emoluments' means the emoluments, drawn by a Government employee but the said emoluments shall not include any Grade Pay, annual increment or any other allowance, except the travelling allowance as per entitlement of the post held by such employee."

3. In the said rules,-

- (i) in rule 4.1, for sub-rule (1), the following sub-rule shall be substituted, namely:-

"(1) Subject to the rules contained in this Chapter, a competent authority may fix the pay of a Government employee, but his pay shall not be so increased as to exceed the pay sanctioned for his post without the sanction of the authority competent to create a post in the same cadre on a rate of pay equal to his pay when increased:

Provided that the Government employee [except a member of service of the Punjab Civil Services (Judicial Branch) and the employees covered under clause (a) of rule 4.4], shall be entitled to receive the emoluments, as specified in rule 2.20-A, during the period of his probation:

Provided further that if a Government employee falling under clause (a) of rule 4.4, is appointed to a post, his pay during the period of his probation, shall not exceed the pay, which he was drawing on the post on which he holds lien:

Provided further that when the services of a Government employee, are regularized, in that case the period spent on probation by him, shall not be treated to be the time, spent on such post."

- (ii) in rule 4.4, in clause (b), for the words "the time scale provided", the words "the time scale, on appointment in Government service in the case of a member of service of the Punjab Civil Service (Judicial Branch), and on completion of probation in other cases, provided,"; and

- (iii) in rule 4.9, in clause (a), in Note 4, for the words "probationer is confirmed", the words "probationer, other than a probationer receiving fixed monthly emoluments, is confirmed" shall be substituted.

VINI MAHAJAN,
Principal Secretary to Government of Punjab,
Department of Finance.

Endorsement No. 7/204/2012-4FP1/61 Dated, Chandigarh, the 15th January, 2015

A copy is forwarded to the followings for information and necessary action:-

1. All the Heads of Departments;
2. Registrar, Punjab & Haryana High Court;
3. Commissioners of Divisions;
4. District and Sessions Judges, Punjab;
5. All Deputy Commissioners in the State of Punjab;
6. Chairman, Punjab State Language (Legislative) Commission.
7. District Treasury Officers in the State.

Kamlesh Arora
(Kamlesh Arora)
Deputy Secretary Finance

Endorsement No. 7/204/2012-4FP1/62. Dated, Chandigarh, the 15th January, 2015

A copy is forwarded to :-

1. The Principal Accountant General (A&E), Punjab, Chandigarh; and
2. The Principal Accountant General (Audit), Punjab, Chandigarh for information and necessary action.

Kamlesh Arora
Superintendent

Endorsement No. 7/204/2012-4FP1/63 Dated, Chandigarh, the 15th January, 2015

A copy along with two attested copies to the Controller, Printing and Stationary Punjab, Chandigarh with the request to supply 500 printed copies after publication this notification in the ordinary gazette of the Govt. of Punjab.

Kamlesh Arora
Superintendent

Endorsement No. 7/204/2012-4FP1/64 Dated, Chandigarh, the 15th January, 2015

A copy of the above is forwarded to the Chief Secretary to Government of Punjab, all the Financial Commissioners and Principal Secretaries/Administrative Secretaries to Government of Punjab for information and necessary action.

Kamlesh Arora
Superintendent

To

1. The Chief Secretary to Government of Punjab;
2. All the Financial Commissioners to Government of Punjab;
3. All the Principal Secretaries, to Government of Punjab; and
4. All the Administrative Secretaries to Government of Punjab.

Endorsement No. 7/204/2012-4FP1/65 Dated, Chandigarh, the 15th January, 2015

A copy is forwarded to: Director, Public Enterprises and Disinvestment, Finance Department, Punjab for information and necessary action.

Kamlesh Arora
Superintendent

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No.7/42/2020-5FP1/741-746
Government of Punjab
Department of Finance
(Finance Personnel-1 Branch)

Dated, Chandigarh : 17-07-2020

To

- i) All Special Chief Secretaries, Additional Chief Secretaries, Financial Commissioner, Principal Secretaries & Administrative Secretaries to Government of Punjab;
- ii) All Heads of the Departments of the State;
- iii) All Commissioners of Divisions;
- iv) The Registrar, Punjab and Haryana High Court, Chandigarh;
- v) All Deputy Commissioners & District & Session Judges and;
- vi) Secretary, Punjab Vidhan Sabha.

Subject: New Pay Scales for the fresh recruitment/appointment in the service of Government of Punjab or its entities thereof- regarding.

Sir/Madam,

These instructions are issued in continuation of the instructions issued by the Department of Finance in respect of the temporary posts; recruitment against vacant posts and revival of posts vide its letter No.5/41/2009-5FPPC/1297 dated 06.06.2019 and its subsequent clarification with regard to creation of posts and restructuring of the Administrative Department issued vide letter No.5/41/2009-5FPPC/287 dated 14.02.2020.

2. The Government of Punjab, after careful consideration, has now decided that the Pay scales admissible to all prospective recruitments/appointments- Direct recruitments/compassionate appointment in any cadre of any Administrative Department of the Government of Punjab or the entities there under shall not be higher than the Pay scale admissible to the said cadre in Government of India as notified as per the recommendations of the 7th Central Pay Commission.

3. The Administrative Departments shall, accordingly, with the prior concurrence of the Department of Finance, notify the pay scales for the prospective recruitment to the cadres under it and amend the relevant rules, wherever necessary.

4. The Administrative Departments shall also ensure a similar exercise of notifying the applicable Pay Scales to new recruitment, in consultation with the Department of Finance, to the entities under their administrative control, i.e., all the Public Sector Undertakings, Boards, Corporations, agencies including Cooperative institutions/ Panchayati Raj

ਸਿਵਲ ਸਕੱਤਰ
ਸਰਕਾਰੀ ਸੇਵਾ ਵਿਭਾਗ
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ-160001

ਮਿਤੀ: 2002 20/7/2020
EJP

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Institutions/ Urban Local Bodies etc. Similarly, the Administrative Department shall also ensure the amendment in relevant rules, wherever necessary.

5. It is clarified that wherever the recruitment/appointment process has been initiated, the same may be kept on hold till the Administrative Department or its entity, as the case may be, notifies its Pay scale for the fresh recruitment/appointment of the cadres as per the instructions contained in this letter and the process shall begin afresh with the issuance of necessary corrigendum, if required, in this behalf.

6. It is also clarified that the Administrative Department is the competent authority to issue the requisite notification of Pay Scales/ amendment in rules, with the prior concurrence of Department of Finance, without taking the proposal to the Council of Ministers for its approval.

7. The instructions issued by the Finance Department vide notification No.7/204/2012-4FP1/66 dated 15.1.2015 and letters issued in continuation thereof, regarding grant of basic pay (minimum of the pay band) and allowances during the probation period shall also be applicable to the fresh recruitments.

8. Meticulous compliance of these instructions may please be ensured.

9. Any deviation from these policy guidelines will be viewed seriously and the concerned appointing authority and the Drawing and Disbursing Officer will be held personally responsible for drawl of salary in respect of any post (s) which have either not been approved or whose pay scale has not been notified as per the instructions contained in this letter.

10. Receipt of this communication may please be acknowledged at e-office.

Yours faithfully,

Sangita

(Sangita)

Deputy Secretary Finance

Endst.No.7/42/2020-5FP1/ 747-748

Dated, Chandigarh, the 17.01.2020

A copy is forwarded to:-

1. The Principal Accountant General (Audit), Punjab, Chandigarh
2. The Principal Accountant General (Accounts & Entitlements), Punjab.

Sangita

(Sangita)

Deputy Secretary Finance

From

The Registrar
Guru Angad Dev Veterinary & Animal Sciences University
Ludhiana

To

All Deans/Directors/Officers/Heads of Departments/
In-charge, Regional Research and Training Centres and
Associate/Deputy Directors at KVKs (through controlling officers)
Guru Angad Dev Veterinary & Animal Sciences University
Ludhiana.

Memo No. REG/E-I/2025/ 12150 - 12203
Dated: 18/12/25

Subject: Rules regarding execution of bond on fresh appointment in the University and forwarding of applications for posts outside the University.

The Vice-Chancellor, Guru Angad Dev Veterinary & Animal Sciences University has approved various amendments in Chapter XLIV of PAU Calendar 2003 as followed by the University. As such, the following rules regarding the forwarding of applications for posts outside the University will supersede all previous communications issued in this matter:

1. The candidate selected for any Group A, B and C post (except the tenure posts) in the University shall execute a bond to serve the University for a minimum period of three years* and shall not resign from the service of the University during this period. In the event of breach of this bond, he/she shall be liable to pay a penalty as specified below:

Group of posts on which appointed	Amount
Group A (non-teaching) and Assistant Professor & equivalent	Rs.5,00,000/-
Group B posts	Rs.3,00,000/-
Group C posts	Rs.1,00,000/-

* The period spent on extra-ordinary leave/without pay leave for any purpose shall not be considered towards the period of bond to serve the University.

2. (a) (i) No application of an employee/ faculty member shall be forwarded unless he/she has completed 3 years' service in the University and has completed the period of probation on first entry post satisfactorily.
- (ii) The applications of the employee/faculty member, who has completed his/her period of probation on the first entry post in the University service, may be forwarded on the undertaking that in case of his/her selection outside the GADVASU, he/she may be allowed to join his/her new assignment only after resigning from the University service and no lien on the post will be maintained.
- (iii) Employees/faculty members who have successfully completed their probation period on first entry post and apply for posts within the University, and are appointed thereto, are not required to execute a bond. However, all other applicable conditions shall remain binding on them.

Note: The period of extra-ordinary leave granted to official for any reason shall not be counted for the purpose of calculating the eligibility period under these rules.

- (b) The Head of Department/Dean/ Director/ Officer/ Incharge concerned certifies that he/she can make internal alternative arrangements till the post is filled in regular arrangements and that the arrangements will be without any detriment to the work.
- (c) The Head of Department/Dean/ Director/Officer/Incharge concerned obtains the concurrence of the Vice-Chancellor for forwarding the applications.
- 3. A teacher who meets the requirements mentioned at Sr. No. 2 above and Sr. No. 4 below can be allowed to submit upto two applications in the course of a year.
- 4. No teacher who is under any bond to serve the University for a certain period shall be permitted to apply unless the bond period has expired or the bond obligation is met otherwise.
- 5. The rules at Sr. No. 1 to 4 shall not apply to employees appointed in leave vacancies. Their applications shall be forwarded but on the understanding that they would be relieved only when they complete their full period of appointment with the University or deposit one months' salary.
- 6. No application of the Associate Professor/ Professor level faculty shall be forwarded in cases where the post applied outside/within the University is equivalent to the present post held by him/her in the University.

In the interest of the career development, Associate Professor/Professor may be allowed by the competent authority to apply in relaxation of the rules. This relaxation, however, should be exercised sparingly and for highly meritorious justified cases.

- 7. These instructions shall also apply to all employees applying for posts under direct recruitment either from the University campus to outstations or from outstations to the University campus.

Note : The above instructions (Sr. No. 1 to 7) shall not apply to Group-D employees and the employees/faculty members applying for tenure posts or posts on deputation.

You are requested to bring the above rules to the notice of all employees working under your control.


Registrar

Guru Angad Dev Veterinary and
Animal Sciences University

CC: PS to Vice-Chancellor.