



**THE MAHARAJA BHUPINDER SINGH PUNJAB SPORTS UNIVERSITY,  
(MBSPSU), PATIALA  
(Established under Punjab Act 11 of 2019)**

**Advertisement No. 02/2021**

Online applications are invited for the posts of Clerks in the “**The Maharaja Bhupinder Singh Punjab Sports University, Patiala**” as per details given below. The application will be submitted through online mode **ONLY**.

<b>Important Dates</b>	
Notification Date:	30 July, 2021
Starting Date to Apply Online	31 July, 2021
Last Date to Apply Online	<b>16 August 2021</b>
Last date for submitting the hard copy/print out of online application and supporting documents to the <b>Registrar, The Maharaja Bhupinder Singh Punjab Sports University, Patiala.</b>	20 August 2021

## 1. Details of Administrative Posts:-

Sr. No.	Name and No. of Posts	Pay Scale as per 7th CPC/Pay Matrix (Minimum Pay Admissible) Govt. of Punjab, Finance Deptt.	Qualification and Eligibility Criteria
1)	Clerk (8) Gen-4 SC-2 BC-1 Ex-Servicemen - 1	19,900	<p>1) Possesses Bachelor's Degree from a recognized University or Institution and,</p> <p>2) Possesses at least one hundred and twenty hours course with hand on experiences in the use of personal computer or information technology in Office Productivity applications or Desktop Publishing applications from a Govt. recognized institution or a reputed institution, which is ISO 9001, certified.</p> <p style="text-align: center;">Or</p> <p>3) Possesses a Computer Information Technology Course equivalent to "O" level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Govt. of India.</p> <p>4) Has passed Matriculation Examination with Punjabi as one of the subject.</p> <p><b><u>Age.</u></b></p> <p>1) Candidates should not be below 18 years and above 37 years of age as on 01.01.2021</p> <p>2) The Upper age limit is relaxed up to 42 years for Scheduled Castes and Backward Classes of Punjab.</p> <p>3) Ex-servicemen of Punjab Domicile shall be allowed to deduct the period of his service in the Armed Forces of Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the Service Rules concerned by more than three years, he shall be deemed to satisfy the condition regarding age limit.</p> <p><b><u>Selection Procedure.</u></b></p> <p>1) The person so appointed as Clerk in terms of sub-rule (1) shall have to <b>qualify a test in English and Punjabi typewriting</b> to be conducted by the University at the speed of 30 words per minute.</p> <p>2) <b>Computer Proficiency Test.</b> Qualify in the test decided by the Selection Committee.</p>

### Method of Recruitment:

- 1) **Clerk:** Direct Recruitment-Regular.

### Pay Scale as per 7th CPC/Pay Matrix (Minimum Pay Admissible):-

The pay for the post of Administrative Posts has been fixed as per 7th CPC/Pay Matrix (Minimum Pay Admissible) by the Govt. of Punjab, Deptt. of Finance letters issued from time to time, subject to the following conditions: -

- 1) Instructions issued by the Department of Finance, Government of Punjab vide Notification No. 7/204/2015-4FP1/60 dated 15.01.2015 and No. 7/204/2015-4FP1/853793 dated 04.10.2016, will be applicable.
- 2) The decision regarding allowances will be as per Punjab Govt. instructions issued from time to time.
- 3) This pay matrix will be applicable for prospective direct recruits only.
- 4) On receipt of the Report of 6th Pay Commission, there will be no revision in this pay matrix.

### Application Fees:-

<b>General Category</b>	Rs.1000/- ( Including GST)
<b>For SC/ BC/ST/OBC/EWS</b>	Rs.500/- ( Including GST)
<b>Ex-Servicemen</b>	Rs.450/- ( Including GST)
<b>Note: -</b> The SC/ST/OBC/ EWS candidates who are not domicile of the State of Punjab shall have to pay the application fee as applicable to General Category. The Candidates desirous to apply against the reserved category posts must also attach their Punjab Domicile Certificate issued by the Competent Authority.	

### Mode of payment:-

Candidates are required to make online payment of the requisite fee. No other fee payment mode shall be considered. Fee once paid shall not be refunded. In case the candidates fail to deposit the requisite fee, his/her application shall stand automatically cancelled/rejected and shall not be considered for further processing.

### Note:-

1. Candidates are required to apply in the online mode only through The Maharaja Bhupinder Singh Punjab Sports University, Patiala website [www.mbspsu.ac.in](http://www.mbspsu.ac.in). No other means / mode of application (through post, email, fax, deposit of CV etc.) will be accepted.
2. Applicants are required to take 6 (SIX) printouts of the Online Application Form. Affix the same passport size photograph (which was uploaded with the online form) on it and sent 6 Copies to **‘THE REGISTRAR, THE MAHARAJA BHUPINDER SINGH PUNJAB SPORTS UNIVERSITY, MOHINDRA KOTHI, NEAR FOUNTAIN CHOWK, PATIALA-147001, PUNJAB** along with self-attested copies of all the certificates and testimonials Experience Certificate, Reserve

Category Certificate (Reservation certificate issued by the competent authority as a proof of claiming the reserve category as made in the online application form).

#### **ONLINE APPLICATION PROCEDURE: -**

There shall be a Common Application Form for recruitment to the posts of Administrative Posts:-

- 1) Applications must only be submitted in the online mode on <http://www.mbpsu.ac.in> Candidates would be first required to fill a Registration Form in Portal followed by the Application Form, which in turn would be linked to the fee payment gateway
- 2) Any additional qualification and experience acquired after the closing date will not be taken into account at the time of selection.
- 3) Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his candidature.
- 4) Acceptance of documents / certificates / claims etc. submitted by an applicant will be subject to their verification by the competent authorities / sources. If, any claim / certificate / document is found to be false / fake/ incorrect / *malafide* at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his candidature which shall lead to cancellation of his appointment, if already appointed.
- 5) If at any stage of the recruitment process or employment, it is detected that there is a wilful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents / or misleading statement / information in the application or tampering of documents or providing such information relating to the caste, educational qualifications, experience or domicile etc. the candidature shall be cancelled and services shall be terminated forthwith, if already appointed.
- 6) The Application Forms of candidates will be scrutinised after the last submission. The applicants, who are found not meeting the eligibility criteria, will be rejected after the scrutiny process.
- 7) The short-listed candidates shall be called for English and Punjabi Typing Test. After clearing the Typing test, they shall be eligible to appear for Computer Proficiency Test.
- 8) Candidates should bring all original certificates relating to his / her age, qualification, experience and caste etc. at the time of Test. In case the candidate fails to submit the original documents for verification of the certified / Xerox copies of the enclosures to his / her application, and his candidature shall be treated as cancelled without any further communication in this regard.
- 9) On successful registration of online application, candidates are advised not to attempt for re-registration for the same post since multiple registration number and password may create problem for candidates in future. In case of multiple apply

for the same post, the candidates is liable for cancellation/rejection without any notice/intimation to the candidates.

- 10) Applicants are advised to read the instructions, as given in the Recruitment Portal, carefully, before filling-up the application form. Incomplete application shall be rejected outright and no correspondence shall be entertained in this regard.
- 11) The applicants are advised to fill all details, including their correct and active email address and mobile number, in the online application. The University reserves the right to reject any application without assigning any reason thereof.
- 12) The University shall not be responsible for any postal delay. The candidate shall be required to submit the list of enclosures and also write his / her complete information with regard to his / her correspondence and permanent address with pin code, telephone numbers, cell-phone numbers, e-mail ID, if any, in the application which will facilitate communication at any point of time.
- 13) Applicants must ensure that they have access to good internet facility with reasonable speed and facility to ensure proper completion of application process including online payment of fee.
- 14) Before starting to fill-up, the online application form, candidates must keep the following information/documents ready (including scanned copies of documents to be uploaded) as the candidates would be required to upload the requisite documents, as applicable, in the online Application Form:
  - a) Personal details
  - b) Valid and active E-mail ID
  - c) Valid and active mobile number for receiving SMSs
  - d) ID proofs (Passport/Voter I-Card /PAN Card/Aadhaar Card)
  - e) Matriculation certificate for proof of age
  - f) Details/certificates pertaining to requisite educational qualifications including that for Punjabi language
  - g) Certificates issued by the Competent Authority for claiming benefit of reservation, if applicable.
  - h) Online payment Facility such as internet banking, debit/credit card etc.
  - i) Scanned recent (not older than 3 months) passport size photo against white background (maximum 50-200 KB size in JPEG format).
  - j) Scanned signatures (maximum 50-200 KB in JPEG format)
- 15) Candidates should fill all details, including the category, correctly in online application form and submit the same only after ensuring that all the particulars/details are correctly reflected in it. No request for any change in the online Application Form, after it is submitted, shall be entertained.
- 16) Candidate is required to declare her/his home district while filling up the Application Form.
- 17) The candidates are advised to retain printed/ hardcopies of their online Application Form and produce the same as and when required.
- 18) Any attempt on the part of a candidate to obtain support for his candidature by any unfair means will render him/her liable for disqualification and legal action.
- 19) Candidates already employed with the government applying for this recruitment, will be required to get a No Objection Certificate (NOC) from the employer at the

- time of document checking, failing which their candidates may not be considered. Those applicants who are already in service are required to send their application form complete in all respects through proper channel. The application form must accompany a "no objection certificate" from the employer at the time of document checking, failing which their candidates may not be considered.
- 20) The applicant may send an advance copy if he / she is in service and has applied through proper channel. The advance copy of the application form must reach before the notified date.
  - 21) Candidates are advised, in their own interest, to submit online applications well before the closing date and not to wait till the last date to avoid any rush/server load on the website on the last days. The University will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason.
  - 22) In case a candidate submits more than one application, only the latest application submitted by the candidate shall be considered.
  - 23) No TA / DA will be paid for the journeys performed for the online test/documents checking/counselling/Test etc.
  - 24) The University shall decide the number of candidates to be called for Test.
  - 25) The Selected candidates will be governed by MBSPSU Act, Statutes and Ordinances amended from time to time.
  - 26) The University reserves the right to withhold the post at any stage before appointment.
    - a) The appointment shall be subject to verification of antecedents.
    - b) The initial appointment of Administrative Posts shall be on probation as per Punjab Govt. instructions and amended from time to time.
    - c) Selection Appointments and Service Conditions shall be as per the MBSPSU Act / Statutes / Regulation as applicable from time to time.
    - d) Canvassing in any form by or on behalf of the candidate would result in cancellation of the candidature.
    - e) The decision of the University authorities during the different stages of the selection process will be final and binding.
  - 27) For any enquiry including technical assistance regarding online application form, please contact through E-mail at [helpdesk@mbpsu.ac.in](mailto:helpdesk@mbpsu.ac.in).

**Patiala**

**Date: 30.07.2021**



Registrar

**MBSPSU, Patiala**