



**THE MAHARAJA BHUPINDER SINGH PUNJAB SPORTS UNIVERSITY,
(MBSPSU), PATIALA**

Mohindra Kothi, The Mall Road, Near Fountain Chowk, Patiala-147001

ADVERTISEMENT NO. 02/2024

1. Online applications are invited for the **Direct Recruitment** of the following Group-C posts in, The Maharaja Bhupinder Singh Punjab Sports University, Patiala and its Constituent Colleges:-

| Sr. no. | Institution | Name of the Posts | Category | No. of Posts |
|---------|---|-------------------------------|---------------------------------|--------------|
| a) | The Maharaja Bhupinder Singh Punjab Sports University, Patiala | Clerk-cum-Data Entry Operator | SC(W)-01 GEN(W)-01 GEN-02 | 04 |
| b) | Prof. Gursewak Singh Govt. College of Physical Education, Patiala | Library Restorer | GEN-01 | 01 |

2. Online registration of application for these posts will start w.e.f 12.09.2024 and end on 27.09.2024. Last date for submitting the hard copy of online application along with self-attested copies of all the certificates is 30.09.2024. No documents will be accepted after last date of submission. In case of failure to do so, the application form will not be considered for screening.

3. For further details visit University Website <http://www.mbpsu.ac.in>.

Important Dates

| | |
|--|------------|
| Notification Date: | 11.09.2024 |
| Starting Date to Apply Online | 12.09.2024 |
| Last Date to Apply Online and for Fee Payment | 27.09.2024 |
| Last date for submitting the 4 (four) set of hard copy/printout of online application along with self-attested copies of all the certificates(by courier or hand) to the Registrar, The Maharaja Bhupinder Singh Punjab Sports University, Patiala . Print out of hard copies will not be accepted after the last date. | 30.09.2024 |

PATIALA

11.09.2024


REGISTRAR

DETAIL OF POSTS

| Sr. No. | Name and No. of Posts | Pay Scale as per 7th CPC/Pay Matrix (Minimum Pay Admissible) per month issued vide Letters of Govt. of Punjab, Deptt. of Finance | Essential Qualifications |
|--|--|--|---|
| THE MAHARAJA BHUPINDER SINGH PUNJAB SPORTS UNIVERSITY, PATIALA | | | |
| 1. | Clerk-cum-Data Entry Operator-04 SC(W)-01 Gen(W)-01 Gen-02 | As per Govt. notification (Deptt. of Finance) | 1) Should possess Bachelor's Degree from a recognized University or Institution and, 2) Should possess 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. Or 3) Should possess a Computer Information Technology Course equivalent to "O" level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Govt. of India. 4) Should have passed Matriculation Examination with Punjabi as one of the subject. |
| PROF. GURSEWAK SINGH GOVT. COLLEGE OF PHYSICAL EDUCATION, PATIALA | | | |
| 2. | Library Restorer (GEN-01) (Direct Recruitment) | As per Govt. notification (Deptt. of Finance) | 1) 10+2 in any stream from a recognized Board. 2) B.Lib from a recognized University/ Institution 3) Minimum experience of 02 (Two) years of working in a library in a University/ any institution of higher education. 4) Should have passed Matriculation Examination with Punjabi as one of the subject. |

PAY SCALE OF DIRECT RECRUITMENT EMPLOYEES

- 1) Appointed candidates will be paid salary as per Punjab Govt. Notifications as amended from time to time.

AGE LIMIT

- 1) Candidates should not be below 18 years and above 37 years of age as on 01.01.2024.
- 2) The Upper age limit is relaxed up to 42 years for Scheduled Castes and Backward Classes of Punjab.

Provided further that the upper age limit may be relaxed up to forty-five years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India.

KNOWLEDGE OF PUNJABI LANGUAGE

- 1) As specified under clause 17 of Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 as amended from time to time.

SELECTION PROCEDURE (FOR THE POST OF GROUP- 'C': CLERK AND CLERK-CUM-DATA ENTRY OPERATOR)

- 1) As per Notification No. G.S.R. 72/Const./Art.309/Amd.(22)/2022 dated 28.10.2022 containing amendment issued by the Govt. of Punjab Personnel Deptt. titled as The Punjab Civil Services (General & Common Conditions of Service) (First amendment) Rules, 2022, *"Provided that no person shall be appointed to any post in Group-C service unless he has passed a qualifying test of Punjabi Language equivalent to Matriculation standard with at least fifty per cent marks, to be conducted by respective recruitment agencies in addition to competitive examination. The test of Punjabi Language shall be a mandatory qualifying test and failure to secure a minimum of fifty per cent marks in Punjabi Language will disqualify the candidate for being considered in the final merit list of candidates to be selected irrespective of their scores or marks in other papers of the respective exam."*
- 2) The syllabus for Punjabi Language Qualifying Paper will be as follows:-
 - a) ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ
 - b) ਪੰਜਾਬ ਦੇ ਇਤਿਹਾਸ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ
 - c) ਪੰਜਾਬ ਦੇ ਸੱਭਿਆਚਾਰ ਨਾਲ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ
 - d) ਪੰਜਾਬੀ ਵਿਆਕਰਨ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ
 - e) ਜੀਵਨੀ ਅਤੇ ਰਚਨਾਵਾਂ ਨਾਲ ਸਬੰਧਿਤ ਪ੍ਰਸ਼ਨ
- 3) The Candidate who will qualify the Punjabi Language Qualifying Test with minimum 50% marks shall be called for the typing test. The Candidate is required to qualify the typing test (both Punjabi (In Unicode Font Raavi) and English) at a speed of 30 wpm (300 words in 10 minutes) to be considered for the final Skill Test (Computer Proficiency Test)
- 4) Candidates who will qualify the Punjabi Language Qualifying Test (who score minimum 50% marks) and Typing Test (both Punjabi & English) shall be called for a Skill Test (Computer Proficiency Test). The Skill Test will be conducted in the following aspects as decided by the Selection Committee.:-
 - a) MS-Office: (MS -Word, MS-Excel, MS-PowerPoint, MS-Access, MS-Publisher and MS-Teams etc.)
 - b) ਪੰਜਾਬੀ ਜਾਂ ਅੰਗਰੇਜ਼ੀ ਵਿੱਚ ਪ੍ਰਸਤਾਵ ਤਿਆਰ ਕਰਨਾ (ਨੋਟਿੰਗ)।
 - c) ਪੰਜਾਬੀ ਜਾਂ ਅੰਗਰੇਜ਼ੀ ਵਿੱਚ ਪੱਤਰ ਲਿਖਣਾ।
- 5) **Skill Test (Computer Proficiency Test).** Candidates will be selected based on performance in the Skill Test and final merit list shall be prepared on the basis of Skill Test (Computer Proficiency Test)

SELECTION PROCEDURE (FOR THE POST OF GROUP- 'C': LIBRARY RESTORER

Candidates applying for the post of Library Restorer should pass a qualifying test of Punjabi Language equivalent to Matriculation standard with at least fifty percent marks, to be conducted by the MBSPSU. The test of Punjabi Language shall be a mandatory qualifying test and failure to secure a minimum of fifty percent marks in Punjabi Language will disqualify the candidate for being considered in the subsequent selection process.

- 1) The syllabus for Punjabi Language Qualifying Paper will be as follows:-
 - a) ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ
 - b) ਪੰਜਾਬ ਦੇ ਇਤਿਹਾਸ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ
 - c) ਪੰਜਾਬ ਦੇ ਸੱਭਿਆਚਾਰ ਨਾਲ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ
 - d) ਪੰਜਾਬੀ ਵਿਆਕਰਨ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ
 - e) ਜੀਵਨੀ ਅਤੇ ਰਚਨਾਵਾਂ ਨਾਲ ਸਬੰਧਿਤ ਪ੍ਰਸ਼ਨ

- 2) Only those Candidates who will Qualify the Punjabi Language Qualifying Test conducted by MBSPSU will be called for the Domain Knowledge and Skill Test related to functioning of Library, on the basis of which final merit shall be prepared.

APPLICATION FEES

APPLICATION FEES:-

| Application Fee for Group-C Posts (Clerk-Cum-Data Entry Operator and Library Restorer) | |
|--|---------------------------|
| For General Category | Rs.1000/- (Including GST) |
| For SC | Rs. 500/- (Including GST) |
| i) The SC/ST/BC/EWS/ESM/PWD candidates who are not domicile of the State of Punjab shall have to pay the application fee as applicable to General Category and they will not be considered for reserved category. ii) The SC/ST/BC/EWS/ESM/PWD who are domicile of Punjab and desirous to apply for the reserved category posts must also attach their reserve category certificate along with Punjab Domicile Certificate issued by the Competent Authority. Punjab Domicile Certificate should not be more than 5 years old. iii) Candidate is required to submit the application fee pertaining to the category for which he/she has applied for irrespective of his/her category. In case, the candidate fails to do so, he/she will be declared ineligible. | |

MODE OF PAYMENT:

- 1) 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.mbpspu.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 4 (FOUR) printouts of the Online Application Form and Self-attested copies of the all certificates & testimonials. Affix the same passport size photograph (which was uploaded with the online form) on it and send (by Courier/by registered post/by hand) 4 sets* of 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 of Educational/ Professional Qualifications (Degrees and DMC'S and with conversion formula of CGPA/OGPA), Reserve Category Certificate (Reservation certificate issued by the competent authority as a proof for applying under the reserve category as made in the online application form).

ONLINE APPLICATION PROCEDURE: -

There shall be a Common Application Form for the above mentioned recruitment: -

- 1) Application must only be submitted in the online mode on <http://www.mbpspu.ac.in>. No other means/mode of application (through post, email, fax, deposit of CV etc.) will be accepted.
- 2) 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.

- 3) On successful registration of online application, candidates are advised not to attempt for re-registration for the same post since multiple registration number and passwords may create problem for candidates in future. In case of multiple application for the same post, the candidates application is liable for cancellation/rejection without any notice/intimation to the candidates.
- 4) 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 out rightly and no correspondence shall be entertained in this regard.
- 5) The applicants are advised to fill in all the details, including their correct and active email address and mobile number, in the online application.
- 6) 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.
- 7) 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)
(Please calculate percentage from CGPA/OGPA in advance).
- 8) Application fee once paid shall neither be refunded under any circumstances nor shall it be held reserved for any other recruitment or selection process in future.
- 9) Candidates should fill in all the 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 shall be entertained, after the submission of online application form.
- 10) Reservation Policy for direct recruitment will be followed as per instructions issued by the Govt. of Punjab from time to time and adopted by this university. The benefits of reservation policy will be given to the domicile of Punjab State only. The SC/ST/BC/ESM/PWD, etc candidates are required to attach the relevant certificate issued by the competent authority as a proof of claiming the reserved category as made in the online application form along with Punjab Domicile Certificate/Punjab Residence Certificate issued by the Competent Authority. This certificate should not be more than five years old.
- 11) The candidates are advised to retain printed/ hardcopies of their online Application Form and produce the same as and when required.
- 12) The scrutiny of Application Forms shall be done. The candidature of applicants, who are found not meeting the eligibility criteria, will be rejected during or after the scrutiny process.
- 13) Mere applying and satisfying the essential/minimum qualification required for a post does not entitle the candidate any right of appointment.

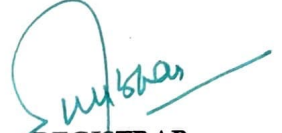
- 14) Any attempt on the part of a candidate to obtain support for his candidature by any unfair means will render him/her liable for disqualification and legal action.
- 15) Candidates already employed with the government or any other institution applying for this recruitment, will be required to get a No Objection Certificate (NOC) from the employer at the time of document checking, failing which their application/candidature may not be considered. The applicants 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 application/candidature may not be considered.
- 16) 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.
- 17) 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 to the candidates for not being able to submit their applications till the last date of submission of application form on account of the aforesaid reasons or for any other reason beyond the control of the University.
- 18) In case a candidate submits more than one application, only the latest application submitted by the candidate shall be considered.
- 19) No TA/DA will be paid for the journeys performed for the online test/documents checking/counselling/interview etc.
- 20) Candidates shall be called for interview after due scrutiny and short listing of the applications. Being eligible shall not confer any right to be called for interview.
- 21) Candidates are required to be eligible before the last date of submission of online application form. Candidates will be declared ineligible if he/ she does not fulfil the eligibility criteria before the last date of submission of online application form.
- 22) Candidate is required to specify the category for which he/she has applied for. No change of category will be allowed later on.
- 23) Candidate (under his/her signature) must specify the number of documents attached by him/her along with the application form, in the form of hard copy. Candidate will not be allowed to submit any document after the submission of hardcopy by him/her.
- 24) The information pertaining to qualification, eligibility, experience etc. as mentioned in the application form must be supplemented with hard copy. In case of failure to do so, the application will not be considered for screening.
- 25) The Selected candidates will be governed by MBSPSU Act, Statutes and Ordinances as amended from time to time.
- 26) The University reserves the right to cancel/withdraw/withhold the post at any stage before appointment.
- 27) Further, conditions as mentioned below are applicable:-
 - a) The appointment shall be subject to verification of antecedents.
 - b) The initial appointment shall be on probation as per Punjab Govt. instructions as amended from time to time.
 - c) Selection of 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.
- 28) Candidates must have a valid Email- ID, which should be active throughout the recruitment process. Candidates should keep checking the Inbox or even the Spam box of his/her Email ID regularly during the recruitment process as the University

may send any important intimations on the University Website and/or through Email. Candidates should also check the University website regarding any updates during the recruitment process. Candidates should check their Email account for updates. The Maharaja Bhupinder Singh Punjab Sports University, Patiala will not be responsible for any loss of Email sent due to invalid/wrong Email Id provided by the candidates or for delay/non-receipt of information if a candidate fails to access his/her email/website in time. Candidates are requested in their own interest to remain in touch with the University website www.mbpsu.ac.in.

- 29) For any enquiry including technical assistance regarding online application form, please contact through E-mail at helpdesk@mbpsu.ac.in.

PATIALA

11.09.2024



REGISTRAR
MBSPSU, PATIALA

DECLARATION

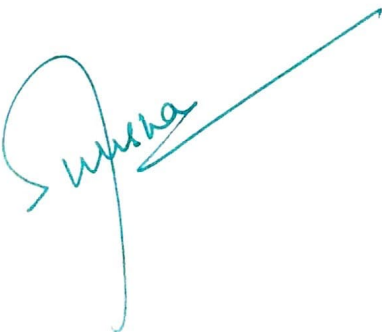
1. I, _____ Son/Daughter of _____ do hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge, belief and understanding. In the event of any information being found false or incorrect or ineligibility being detected before or after the Selection, the University authorities or other competent authority may cancel my candidature / appointment.

2. I further declare that all the research publications/articles/conference certificates submitted by me as per UGC norms along with my application are genuine and published in the same Journal / Periodicals/Books which are claimed as such. In case any of the publications / articles / certificates so submitted by me is found to be false, I shall be responsible for the same and I understand my selection will stand cancelled and I shall be bound to refund all the monetary benefit drawn by me as a consequences of such a selection along with the expenses incurred by the University for my selection.

SIGNATURE OF THE APPLICANT

PLACE:

DATE:



ENDORSEMENT BY THE PRESENT EMPLOYER (IF APPLICABLE)

(The endorsement below is to be signed by the Head of the Department / Employer of the Organization / Institution in the case of an in-service candidate, whether in permanent / contractual or temporary capacity)

1. The applicant Dr./Mr./Mrs./Ms. _____, who has submitted this application for the post of _____ at The Maharaja Bhupinder Singh Punjab Sports University Punjab, is working in this organization namely _____ at the post of _____ in a temporary / contract / permanent capacity with effect from _____ in the Scale of Pay of Rs. _____. He / She is drawing a basic pay of Rs. _____. His / Her next increment is due on _____.

2. It is further certified that no disciplinary / vigilance case has ever been initiated or is pending against the said applicant. We have no objection for his / her application being considered for appointment by the Maharaja Bhupinder Singh Punjab Sports University, Patiala Punjab.

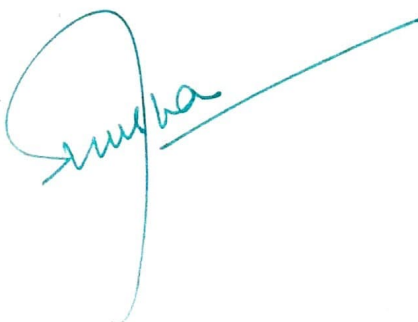
(SIGNATURE OF THE COMPETENT OFFICER WITH SEAL)

PLACE: _____

NAME: _____

DATE: _____

DESIGNATION: _____



DECLARATION

I, _____ Son/Daughter of _____ have
applied for the post of _____ at _____. I
am enclosing/attaching documents numbering _____ to _____ along with
the application form with listing of documents on a separate sheet.

SIGNATURE OF THE APPLICANT

PLACE:

DATE:

