

**Guru Nanak Dev University, Amritsar
Advertisement No. 6/2025**

Online applications are invited for the post of Officer on Special Duty in various Constituent/University Colleges of the University on the prescribed application form. **Online registration of application for these posts will start w.e.f. 30.06.2025 and end on 14.07.2025. Last Date for submitting Hard Copy of the Online submitted application is 21.07.2025.**

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

**Amritsar
27.06.2025**

REGISTRAR

**Director,
Public Relation,
Guru Nanak Dev University,
Amritsar.**

Guru Nanak Dev University, Amritsar*(Established by the State Legislature Act No.21 of 1969)***Advertisement No. 6/2025**

Online applications are invited from eligible candidates for the post of Officer on Special Duty in various Constituent/University Colleges of the University on the prescribed application form as per details given below. Candidates are required to deposit the prescribed fees (non refundable) through online mode only using Credit Card/ Debit card/ Net banking. Application fees for Posts will be Rs. 1180/- (including GST) (Rs. 590/- (including GST) for SC/ST & PWD candidates). The SC/ST and PWD candidates who are not domicile of the State of Punjab shall have to pay the application fee of Rs. 1180/- (including GST). The application submitted through online mode ONLY shall be accepted and submission of its Hard Copy is also must. The Candidates desirous to apply against the reserved category Post must also attach their latest Punjab Domicile Certificate/Punjab Residence Certificate issued by the Competent Authority.

Important Dates:

Opening date for on-line Registration of applications	:	30.06.2025
Last date for on-line Registration/submission of application.	:	14.07.2025
Last date for submitting the hard copy/print out of online application and supporting documents to the Registrar, Guru Nanak Dev University, Amritsar-143005 (Pb.)	:	21.07.2025

Detail of Post

S.No.	Name of the Post(s)/ Pay Scale	Department	No. of Post(s)
1.	Officer on Special Duty (#)(##) (Fixed Pay Rs. 50,000/- P.M.)	Guru Nanak Dev University College, Verka	01
		Guru Nanak Dev University College, Pathankot	01
		Guru Nanak Dev University College, Nakodar	01
		Guru Gobind Singh University College, Jandiala (Jalandhar)	01
		Guru Nanak Dev University College, Patti	01
		Bebe Nanaki University College (Girls) Fattu Dyinga (Sultanpur Lodhi)	01
		Sri Guru Teg Bahadur College, Sathiala	01
		Bebe Nanaki University College, Mithra	01
		Amardeep Singh Shergill Memorial College, Mukandpur	01
		Guru Nanak Dev University College, Narote Jaimal Singh	01
		Guru Nanak Dev University College, Chung	01
		Shaheed Ram Singh Pathania Memorial Guru Nanak Dev University College, Niari	01
		Guru Nanak Dev University College, Phillaur	01
		Shaheed Lachman Singh Dharowali University College, Kalanaur (Gurdaspur)	01
		Baba Nam Dev University College, Kishankot	01
		Guru Nanak Dev University College, Sujanpur	01
		Guru Nanak Dev University College, Jalandhar	01

- (#) Their appointment may be initially for the period of two years on contract basis extendable on yearly basis upto the age of 70 years.
- (##) Fixed pay or Last pay drawn minus (-) pension (for Pensioner), whichever is lower.

Officer on Special Duty

Qualification :

- (i) Serving/Retired approved Principals of the affiliated colleges of Punjab State Universities/Serving/Retired Professor of Universities.

Note: -

1. Candidates are required to apply in the online mode only through Guru Nanak Dev University, Amritsar website www.gndu.ac.in. No other means / mode of application (through post, email, fax, deposit of CV etc.) will be accepted.
Applicants are required to take TWO printouts of the Online Application Form. Affix the same passport size photograph (which was uploaded with the online form) on it and **SEND a COPY to 'THE REGISTRAR, GURU NANAK DEV UNIVERSITY, AMRITSAR-143005', PUNJAB along with self-attested copies of all the certificates of Educational/ Professional QUALIFICATIONS (DEGREES AND DMC'S WITH CONVERSION FORMULA OF CGPA/OGPA), 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) etc. keep the 2nd copy with him/her.
2. **In the case of the Candidate(s) who passed their qualifying examination through Distance Education mode/Correspondence mode must attach the following documents along with their hard copy of the application form for the post applied for :**
 - (i) **Self attested copies of Certificate(s)/Degree(s) & all the DMC's of the examinations passed.**
 - (ii) **Territorial Jurisdiction/UGC-DEB approval certificate of particular session in which he/she has completed the course (as per attached proforma). This certificate must have been issued by the concerned University/Board.**
3. Copy of circular containing detailed instructions, qualifications, etc. for the post (s), is available only at <http://www.gndu.ac.in>.
4. A Candidate needs to register only once by filling Registration Form, even if he/she wishes to apply for more than one post/ department/campuses.
5. Candidates must have a valid Email-ID of his own, 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. GNDU 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.gndu.ac.in. Issuance of notifications in the newspaper is not obligatory on the part of the university
6. Candidates should take utmost care to furnish the correct details while filling in the online application. Any mistake committed by the candidates shall be his/her sole responsibility.
7. The candidates should ensure the completion of all the steps of the registration process and depositing of application fee by the stipulated date and time given in the advertisement.
8. Please scan your Photograph and Signatures individually and save them in the JPEG format. The size of any of these individual images should not exceed 100 kb (photograph) and 100 kb (signature) for online uploading.
9. Please keep the following details ready with you before clicking on the registration button for starting your online application:-
 - a. Personal details including Date of Birth and Nationality
 - b. Mobile Number
 - c. Valid Email ID
 - d. Reservation Category Details

- e. Percentage of your Educational Qualification starting from Matriculation examinations to onwards.
(Please calculate percentage from CGPA/OGPA in advance).
- f. Soft Copies of scanned Photograph and Signatures.
10. Application fee once paid shall neither be refunded under any circumstances nor it shall be held reserve for any other recruitment or selection process in future.
11. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
12. **Persons already in service must apply online and send the hard copy of application through their employer. All those candidates working in organizations/institutions including affiliated colleges of the university may be allowed to appear in interview without “No Objection Certificate” with the condition that in case the candidate is selected, no extension in joining time will be allowed. Such candidates are required to give an undertaking on the format available on university website: www.gndu.ac.in. All such candidates will be given standard joining time i.e. one month from the issuance of appointment letter.**
13. The candidates are required to apply separately for each post earmarked for each Deptt./College.
14. **Incomplete applications not duly substantiated with supporting documents in any respect or hard copy of application received after the due date will not be entertained.**
15. University reserves the right to fill or not to fill up the posts and to call only suitable number of candidates for interview/counseling.
16. The number of posts can be increased or decreased.
17. Bio-Data of any candidate can be placed before the Selection Committee.
18. Mere applying and satisfying the essential/ minimum qualification required for a post does not entitle the candidate any right of appointment.
19. The University shall verify the antecedents/documents submitted by the candidates at the time of appointment or any time during the tenure of the service. In case, it is detected that the documents submitted are fake or the candidate has a clandestine background and has suppressed the said information, his/her services shall be terminated forthwith.
20. The candidature of the candidate for reserve category will be considered only for the category he/she has applied online/offline. Under No Circumstances, reserve category of the candidate will be changed. No request in this regard will be entertained.
21. A relaxation of 5% is admissible at the Graduate and Master’s level for Scheduled Castes/Scheduled Tribes candidates.
22. The screening criteria and template to be used by the selection Committee for academic record and research performance etc. are also available on the University Website.
23. Candidates within India may not be considered in absentia.
24. Reservation Policy for direct recruitment will be followed as per instructions issued by the Govt. of Punjab and adopted by this university. The benefits of reservation policy will be given to the residents of Punjab State only. The SC/ST/OBC/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 latest Punjab Domicile Certificate/Punjab Residence Certificate issued by the Competent Authority.
25. Candidates claiming Backward Class Category will have to submit the photocopy of their latest valid BC certificate / latest income certificate issued by the competent authority.
26. Good academic record means atleast 2nd class with 50% marks in graduation level.
27. Canvassing in any form will lead to cancellation of candidature.
28. Any dispute with regard to the selection/recruitment process will be subject to the courts/tribunals having Jurisdiction of Amritsar.
29. **The candidates who have already applied for the posts of Officer on Special Duty being advertised vide this advertisement, in response to Advt. No. 03/2025 need not apply again. If they want to add some additional information, then they are required to apply afresh.**
30. For any enquiry regarding online application form, please contact Phone No.0183-2258802-09 (3182) (For Technical Enquiry regarding filling online application form) and 3099 (For General Enquiry regarding advertisement) Timing: 9.00 A.M. to 5.00 P.M. in working days.