

PUNJAB AGRICULTURAL UNIVERSITY, LUDHIANA
ADVERTISEMENT NO. 02/2026

Applications are invited from the eligible candidates for various teaching/non-teaching posts as mentioned below. The candidates are required to fill the application form for these posts through the link given at PAU official website (www.pau.edu) and deposit the prescribed fee (non-refundable) as mentioned below against each post through electronic mode only, after which, they will be able to download the filled application form. The **last date** for online registration/submission of application fee is **30.07.2026**. The candidate has to take print of the filled application form and submit the same with fee payment receipt, self-attested copies of educational certificates, testimonials, experience certificates, summary of qualifications and all other relevant documents etc. either by post or by hand in the office(s) mentioned against each post by the last date i.e. **07.08.2026 up to 04:00 p.m.** It is **mandatory for all the candidates** to submit the hard copy of application form along with all relevant documents in the concerned offices otherwise their candidature for the post(s) will not be considered.

Important Dates:

Opening date for online registration of applications/submission of application fee	02.07.2026
Last date for online registration of applications/submission of application fee	30.07.2026
Last date for submission of hard copy/printout of online application along with relevant documents to the concerned offices mentioned against each post.	07.08.2026

Sr. No.	Name of the Post	Name of the office for submission of hard copy of application(s) along with relevant documents	Application processing fee including GST (Non-refundable)
1.	Additional Director of Research (Agriculture, Horticulture & Forestry)	Room No. 58, Office of the Registrar, Thapar Hall, PAU, Ludhiana	Rs.1298/-
2.	Additional Director of Extension Education	-do-	Rs.1298/-
3.	Silviculturist	-do-	Rs.1298/-
4.	Assistant Professor (Statistics)	-do-	Rs.1298/-
5.	Assistant Professor (Microbiology)	-do-	Rs.1298/-
6.	Assistant Professor (Punjabi)	-do-	Rs.1298/-
7.	Farm Manager (Plant Tissue Culture)	Directorate of Research	Rs.590/-
8.	Store Keeper	Room No. 58, Office of the Registrar, Thapar Hall, PAU, Ludhiana	Rs.354/-
9.	Beldar (Ludhiana/Outstation)	Directorate of Research	Rs.118/-
10.	Chowkidar	Estate Office	Rs.118/-

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Registrar
Punjab Agricultural University

Important Instructions:

1. Submission of hardcopy of application form along with all relative documents is mandatory for all the candidates otherwise their candidature for the post(s) will not be considered.
2. The complete application form (including copies of the certificates/documentary proof/credentials) should be page numbered and properly tagged and indexed. Each page must be signed by the candidate.
3. Applications, which are incomplete/not on the prescribed form/without prescribed application processing fee/received after last date of submission of hard copy of applications i.e. 07.08.2026 shall not be considered. The University shall not be responsible for any postal delay or loss in transit.
4. The appointment against the above posts shall be co-terminus (wherever applicable) with the schemes in which these are provided.
5. The posts mentioned at Sr. No. 1 & 2 are tenural posts for a term of four years.
6. In-service candidates should apply through proper channel. The advance copy of the application along with all relative documents and proof of fee must reach by the last date of receipt of application(s) i.e. 07.08.2026.
7. The reservation and age relaxation (wherever applicable) will be according to Punjab Govt. policy/ instructions/rules implemented in the University as per decision of the Board of Management.
8. Candidate's age is to be determined as on 1st January of the year in which the post is being advertised.
9. For the posts at Sr. No. 7 to 10, the age for applying must not be less than 18 years and not more than 37 years. The upper age limit will be relaxed up to 45 years in case of persons already in employment of the Govt. of Punjab/ other State Govt. or Govt. of India.
10. As per decision of the Board of Management issued vide notification No. 14353 dated 30.10.2018/24.09.2024 (in terms of notification No. GSR.33/Const./ART/309/94 dated 4.5.1994 issued by the Govt. of Punjab), the relaxation in age will be maximum up to 45 years for the employees who have already been engaged in University on contract basis for applying to the non-teaching posts. The relaxation in age will be equivalent to the period for which the candidate has served PAU/Govt. Organizations/Boards/Corporations on contract basis.
11. The scrutiny of application forms (wherever applicable) shall be done after the conduct of the examination/ prescribed test of those candidates who will clear the examination/ test. During the process of scrutiny, the application forms and other relevant documents, original certificates etc. of the candidates shall be examined to determine their eligibility as on the last date for applying online to the particular post(s) i.e. 30.07.2026.
12. The candidate must fulfill the requisite qualifications of the respective post(s) by the last date for applying online to the particular post(s) i.e. 30.07.2026.
13. All the candidates should attach self-attested photo copies of their educational certificates (Detail Marks Cards), proof of publications/articles etc. (in case of teaching posts), experience certificates and other relevant documents failing which no mark(s) (wherever applicable) will be awarded to them and they can also be declared ineligible for the post in absence of these documents.
14. No communication for supply of lacking documents shall be made by the University. Rejection of candidature due to lacking documents/testimonials i.e. educational qualification certificates, proof of publications/articles, valid experience certificates etc. will be the sole responsibility of the candidates. No request for addition of any document or correction in online filled information whatsoever shall be entertained.
15. **For eligibility to the Assistant Professor level post(s) and scoring, publications from M.Sc., Ph.D research and the project in which engaged as a researcher will be considered. It also includes one review article as first author related to the conducted research.**
16. For Assistant Professor level posts, the candidates who are pursuing Ph.D at the time of submission of application form are required to submit the copy of Ph.D degree in case he/she completes the same before the conduct of interview. While making any correspondence with reference to the above recruitment, the candidate must mention his/her contact number and e-mail Address.
17. All the candidates must paste/attach a passport size photograph (same as uploaded in the online application form) with hard copy of application form and are also advised to retain 3-4 same passport size photographs for future reference.
18. No request regarding conduct of online interview will be entertained in any condition.
19. Only shortlisted candidates will be called upon for the interview.
20. No TA/DA will be paid for attending the interview/examination etc.
21. The candidates while applying for more than one post should submit separate application form along with requisite processing fee for each post.

22. For Group-C posts, 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 competitive examination (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 in the final merit list of candidates to be selected irrespective of their scores or marks in other papers or the respective exam.
23. For Group-D posts, the candidate(s) has to pass a qualifying test of Punjabi language equivalent to Middle standard with at least fifty per cent (50%) marks, in addition to competitive examination (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 in the final merit list of candidates to be selected irrespective of their scores or marks in other papers or the respective exam.
24. If, at any stage, it comes to notice/revealed that the candidate has submitted false certificate/degree/used unfair means, he/she will not only be summarily rejected but proceeded against legally as well.
25. The University can increase/decrease or withdraw any post indicated in the advertisement at any stage without giving any reason. No refund of fee will be made to the candidates in case of withdrawal of any post. The posts are being advertised for preparing panel for future consideration. Due to this, the number of posts and roster points are not given. The posts will be filled as per requirement and availability of funds at the time of recruitment.
26. The corrigendum/addendum, if any, will be issued on our website (www.pau.edu) only.
27. All the updates regarding above posts will be uploaded on University website www.pau.edu or will be intimated to the concerned candidates through their respective e-mail IDs' mentioned in their application form(s). Accordingly, the candidates are advised to keep visiting the website/ check their email IDs regularly. No separate information will be sent through post. Any information uploaded on the above mentioned website/sent to respective e-mail IDs' of the candidates will be deemed to have reached the candidates and responsibility for not visiting the website/e-mail IDs' and responding thereto in time, will be entirely of the candidates.

PAY SCALE AND ALLOWANCES:

Sr. no.	Pay scale/Pay matrix
1.	Rs.1,44,200/- (level-14) + S.A. Rs.800/- (Group-A) for the post(s) mentioned at sr. no. 1 & 2
2.	Rs.57,700/- (level-10) (Group-A) for the post(s) mentioned at sr. no. 3 to 6
3.	Rs.35,400/- (level-06) (Group-B) for the post mentioned at sr. no. 7
4.	Rs.19,900/- (level-02) (Group-C) for the post mentioned at sr. no. 8
5.	Rs.18,000/- (level-01) (Group-D) for the post(s) mentioned at sr. no. 9 & 10

1. The pay scales and other conditions for these posts (wherever applicable) will be as per Punjab Govt. Notification No. 7/ 204/2012-4FP1/ 60, circular No.7/ 204/2012-4FP1/66 dated 15.1.2015 and letter No. 07/204/2012-4FP1/ 853793/1 dated 4.10.2016 issued by Govt. of Punjab, Deptt. of Finance (Finance Personnel-1 branch). Any other instructions issued by the Govt. of Punjab in this regard from time to time will also be applicable.
2. All terms & conditions as contained in Punjab Govt. notification no. 25/11/2009-Agri-4(2)/4962 dated 10.05.2023 conveyed by Comptroller, PAU vide memo no. CAU-B(1)/2023/1345-1445 dated 17.05.2023 will be applicable.

Note: Though every care has been taken, yet any mistake 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.

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Registrar
Punjab Agricultural University

1. Qualifications for the post of Additional Director of Research (Agriculture, Horticulture & Forestry)

Essential:

- i) Bachelor's degree in any discipline of Agriculture/Horticulture/Forestry.
- ii) Master's degree in any discipline of Agriculture/Horticulture/Forestry.
- iii) Ph. D. in any discipline of Agriculture/Horticulture/Forestry.
- iv) At least 60% marks at Bachelor's level and 65% marks or OCPA of 6.50 out of 10.00 at Master's level or equivalent.
- v) Twelve years' experience in teaching/ research/ extension in any discipline of Agricultural/Horticultural Sciences/Forestry in a College/ Institution out of which, at least 5 years must be as Professor & equivalent.
- vi) Substantial contributions to research as evidenced by the quality of papers published in professional journals of repute, adoption of results of research/ innovations.
- vii) Administrative experience, leadership, ability and capacity to organize and supervise the work of others.
- viii) Matric level certificate of Punjabi language from Punjab School Education Board or any other equivalent.

Desirable:

Research experience in the field of Agricultural/Horticultural Sciences/Forestry.

Job Responsibilities:

- i) To assist the Director of Research in planning, monitoring and coordinating scientific research on various aspects across the colleges in PAU campus and outstations.
- ii) To motivate faculties to write new research projects and to review the synopsis of PG students.
- iii) To compile material for the research reports.
- iv) To perform such other duties as entrusted by the Director of Research from time to time.

2. Qualifications for the post of Additional Director of Extension Education

- i) B.Sc./ B.Sc.(Agri.)/ B.Sc.(Home Science)/ B.Tech./B.V.Sc/B.V.Sc. & A.H. at least with second division.
- ii) Ph.D. in any discipline of Agriculture with good academic record.
- iii) 12 years' experience in research/ teaching/extension in Agriculture in College/Institution out of which, at least 5 years must be as Professor/equivalent, Administrative experience, leadership, ability and capacity to organize and supervise the work of others.
- iv) Substantial contributions to extension education/ research and scholarship as evidenced by the innovations in extension education/teaching/ quality of papers published in professional journals of repute, adoption of results of research.
- v) Matric level certificate of Punjabi language. (If not, the candidate is required to pass the same within one year of appointment).

Job Responsibilities:

- a) He shall monitor and review the progress of different extension schemes/projects and provide coordination among the extension personnel in his sphere of duty.
- (b) He shall scrutinize new extension projects in his sphere of duty.
- (c) He shall compile materials for the Annual Extension Reports regarding his sphere of duty.
- (d) He shall perform such other duties as entrusted to him by the Director of Extension Education from time to time.

3. Qualifications for the post of Silviculturist

- i) B.Sc.(Agri)/B.Sc.(Hort.)/B.Sc.(Forestry) or B.Sc. Biotechnology in Plant Science or B.Tech Biotechnology in Plant Sciences
- ii) M.Sc Forestry
- iii) At least 60% marks at Bachelor's level and 65% mark or OCPA of 6.50 out of 10.00 at Master's level.
- iv) Must have qualified National Eligibility Test (NET) in the relevant discipline conducted by ASRB/UGC/CSIR along with one publication in NAAS (National Academy of Agricultural Sciences, New Delhi) rated refereed journal and equivalent with more than 6 NAAS rating or with Clarivate Analytics (CA) impact factor or the journals approved by the University for publications
- v) Matric level certificate of Punjabi language from Punjab School Education Board or any other recognized Board (as first or second language).

Note 1: A candidate, who does not possess Master's degree in the relevant subject but possesses Ph.D. degree in the disciplines required at Master level shall be eligible for the post.

Note 2: The candidate shall be exempted from passing NET provided:
The candidate holds Doctorate degree in the relevant subject required at Master's level, with course work as prescribed by the UGC regulations 2009 and has minimum 2 publications in the journals with more than 6 NAAS rating or with Clarivate Analytics (CA) impact factor or the journals approved by the University for publications.

OR

- The candidate has completed Ph.D. without course work from among 300 top ranking foreign Universities of the world as per QS or THE World ranking and has minimum 2 publications in the journals with more than 6 NAAS rating or with Clarivate Analytics (CA) impact factor or the journals approved by the University for publications.

Note 3: In case of non-NAAS rated papers, Clarivate Analytics (CA) impact factor journals will be considered as NAAS rated with rating of 6+CA impact factor.

Note 4: Only the papers published or accepted for publications by the last date of submission of application will be considered

Note 5: The candidate should have cleared 4 years degree programme at Graduation/Bachelor's level.

- The candidates who have completed Bachelor degree in 3 years should have cleared their deficiency courses in relevant subjects of Bachelor's degree during their Master Degree or should have completed one year duration Hons./Bridged/Special Programme etc.
- The candidates who have done B.Sc Biotechnology in Plant Sciences/B.Tech Biotechnology in Plant Sciences should have cleared deficiency courses of Bachelor's degree in relevant subject(s) during their Master's Degree or should have completed one year duration Hons./Bridged/Special Programme etc.

*** The publications will be rated on the basis of NAAS score for the year in which these were published.**

Job Responsibilities:

- i) To undertake Research/Teaching/Extension education activities.
- ii) To take initiative for developing research projects and to obtain funding.
- iii) Any other duty that may be assigned from time to time

4. Qualifications for the post of Assistant Professor (Statistics)

- i) Graduate with Mathematics/Statistics.
- ii) Master's degree in Statistics/Agricultural Statistics.
- iii) At least 60% marks or OCPA of 6.00 out of 10.0 at Bachelor's and Master's level.
- iv) Must have qualified National Eligibility Test (NET) in the relevant discipline conducted by ASRB/UGC/CSIR along with one publication in NAAS (National Academy of Agricultural Sciences, New Delhi) rated refereed journal with more than 6 NAAS rating or with Clarivate Analytics (CA) impact factor or the journals approved by the University for publications.
- v) Must have passed Matric level certificate of Punjabi language from Punjab School Education Board or any other recognized Board (as first or second language).

Note 1: A candidate, who does not possess Master's degree in relevant subject but possesses Ph.D. degree in these disciplines shall be eligible for the post.

Note 2: The candidate shall be exempted from passing NET provided;

The candidate holds Doctorate degree in the relevant subject required at Master's level with course work as prescribed by the UGC Regulations, 2009 and has minimum 2 publications in the journals with more than 6 NAAS rating or with Clarivate Analytics (CA) impact factor or the journals approved by the University for publications

OR

- The candidate has completed Ph.D without course work from among 300 top ranking foreign Universities of the world as per QS or THE World ranking and has minimum 2 publications in the journals with more than 6 NAAS rating or with Clarivate Analytics (CA) impact factor or the journals approved by the University for publications

Note 3: In case of non-NAAS rated papers, Clarivate Analytics (CA) impact factor journals will be considered as NAAS rated with rating of 6+CA impact factor.

Note 4: Only the papers published or accepted for publications by the last date of submission of application will be considered

*** The publications will be rated on the basis of NAAS score for the year in which these were published.**

Job Responsibilities:

- i) To undertake teaching/research /extension education activities.
- ii) To take initiatives for developing research projects and to obtain funding.
- iii) Any other duty that may be assigned from time to time.

5. Qualifications for the post of Assistant Professor (Microbiology)

- i) B.Sc. Medical/B.Sc. (Hons.) with any Biological Science/B.Sc. Microbiology/B.Sc. Agri/B.Sc Agri (Hons.)/B.Sc. Biotech (Hons.)/B.Sc. Food Tech/B.Tech Food Tech/B.Sc. Horti./ B.Sc.(Forestry).
- ii) Master's degree in Microbiology.
- iii) At least 60% marks or OCPA of 6.00 out of 10.0 at Bachelor's and Master's level.
- iv) Must have qualified National Eligibility Test (NET) in the relevant discipline conducted by ASRB/UGC/CSIR along with one publication in NAAS (National Academy of Agricultural Sciences, New Delhi) rated refereed journal and equivalent with more than 6 NAAS rating or with Clarivate Analytics (CA) impact factor or the journals approved by the University for publications.
- v) Matric level certificate of Punjabi language from Punjab School Education Board or any other recognized Board (as first or second language).

Note 1: A candidate, who does not possess Master's degree in the relevant subject but possesses Ph.D. degree in the disciplines required at Master level shall be eligible for the post.

Note 2: The candidate shall be exempted from passing NET provided:

The candidate holds Doctorate degree in the relevant subject required at Master's level, with course work as prescribed by the UGC regulations 2009 and has minimum 2 publications in the journals with more than 6 NAAS rating or with Clarivate Analytics (CA) impact factor or the journals approved by the University for publications.

OR

- The candidate has completed Ph.D. without course work from among 300 top ranking foreign Universities of the world as per QS or THE World ranking and has minimum 2 publications in the journals with more than 6 NAAS rating or with Clarivate Analytics (CA) impact factor or the journals approved by the University for publications.

Note 3: In case of non-NAAS rated papers, Clarivate Analytics (CA) impact factor journals will be considered as NAAS rated with rating of 6+CA impact factor.

Note 4: Only the papers published or accepted for publications by the last date of submission of application will be considered.

*** The publications will be rated on the basis of NAAS score for the year in which these were published.**

Job Responsibilities:

- i) Strengthening undergraduate and post graduate teaching programmes.
- ii) Ensuring effective conduct of practical and laboratory classes.
- iii) Providing quality guidance to postgraduate and doctoral students.
- iv) Supporting ongoing and future research projects
- v) Assisting in departmental administrative and extension Activities.
- vi) Maintaining academic standards and timely completion of assigned university responsibilities.

6. Qualifications for the post of Assistant Professor (Punjabi)

- i) Bachelor's degree with Punjabi Subject
- ii) Master's Degree in Punjabi
- iii) At Least 60% marks or OCPA of 6.00 out of 10.00 at Bachelor's level and 55% marks at Master's level
- iv) Must have qualified National Eligibility Test (NET) in the relevant discipline conducted by UGC along with one publication in refereed /peer reviewed journals with ISSN/ISBN number.
- v) Must have passed Matric level certificate of Punjabi language from Punjab School Education Board or any other recognized Board (as first or second language)

Note 1: A candidate who does not possess Master's degree in the relevant subject but possesses Ph.D. degree in this discipline shall be eligible for the post

Note 2: The Candidate shall be exempted from passing NET provided:

The candidate holds Doctorate degree in the relevant subject required at Master's level with course work as prescribed by the UGC Regulations 2009 and has minimum 2 publications in the journals with more than 6 NAAS rating or with Clarivate Analytics (CA) im3pact factor or the journals approved by the University for publications or peer reviewed journals.

OR

- The candidate has completed Ph.D. without course work from among 300 top ranking foreign Universities of the World as per QS or The World ranking and has minimum 2 publications in the journals with more than 6 NAAS rating or with Clarivate Analytics (CA) impact factor or the journals approved by the University for publications or peer reviewed journals.

Note 3: In case of non-NAAS rated papers, Clarivate Analytics (CA) impact factor journals will be considered as NAAS rated with rating of 6+CA impact factor.

Note 4: Only the papers published or accepted for publications by the last date of submission of application will be considered

*** The publications will be rated on the basis of NAAS score for the year in which these were published.**

Job Responsibilities:

- i) He/She will teach courses in Punjabi.
- ii) Editing Punjabi periodicals/bulletins, newsletters etc. preparing press releases in Punjabi.
- iii) Translation from English to Punjabi & Vice-versa.
- iv) Research and Teaching duties as assigned.
- v) Any other duty that may be assigned from time to time.

7. Qualifications for the post of Farm Manager (Plant Tissue Culture)

Essential:

- i) B.Sc. Biotechnology (Hons.)/B.Tech. Biotechnology (Hons.)/B.Sc. Agriculture (Hons.)/B.Sc. Horticulture (Hons.) with minimum OCPA 6.00/10.00 basis or 60% marks.
- ii) Knowledge of Punjabi up to Matric Standard.
- iii) Age not less than 18 years and not more than 37 years.

Desirable:

1. Preference will be given to higher qualification of M.Sc. Biotechnology/M.Sc. Molecular Biology & Biotechnology/M.Sc. Agricultural Biotechnology/M.Sc. Fruit Science/M.Sc. Vegetable Science with at least 6.50/10.00 OCPA or 65% marks with specialization in Plant Tissue Culture.
2. Experience of working in Commercial Plant Tissue Culture units of Agricultural Institutes/Government/ Cooperative Plant Tissue Culture labs.

Note: The candidate who have cleared four-year degree programme at Graduation/Bachelor's level are eligible to apply.

Note:

1. Reservation shall be applicable as per Punjab Govt. /PAU policy.
2. The post is non-promotional and co-terminus with the scheme.
3. As per decision of the Board of Management issued vide notification No. 14353 dated 30.10.2018/24.09.2024, the relaxation in age will be maximum up to 45 years for the employees who have already been engaged in University on contract basis for applying to the non-teaching posts (as per notification No. GSR.33/Const./ART/309/94 dated 4.5.1994 by the Punjab Govt.). The relaxation in age will be equivalent to the period for which the candidate has served PAU/Govt. Organizations/Boards/Corporations on contract basis.
4. The pay of the incumbent shall be regulated in terms of the Punjab Government circular No.7/204/2012-4F.P.1/66 dated 15-1-2015, No. 7/204/2012-4FP1/853793/1 dated 04.10.2016 and letter no.7/42/2020-5FPI/741-46 dated 17-07-2020No.7/204/2012-4FP.1/66 dated 15.01.2015.+

Note: The Skill test of the candidates will be conducted. The syllabus of the test will be intimated later on

8. Qualifications for the post of Store Keeper

i) M.B.A./M.Com./M.A.Economics/M.Sc Agriculture Economics.
OR
B.A./B.Sc./B.C.A./B.Com./B.B.A. with two years' experience in handling of stores.
Must indicate CPF/GPF/PF and ESI Numbers in the experience certificate.

ii) Matric Level Certificate of Punjabi language

Desirable:

- i. Working experience of computer.
- ii. Experience in handling of Agriculture inputs.

Age: Not less than 18 years and not more than 37 years

Age relaxation and reservation:-

Note 1: The age relaxation and reservation for SC/BC/EWS and PH candidates will be given according to Punjab Government policy/instructions.

Note 2: The candidate has to pass a qualifying test of Punjabi language equivalent to matriculation standard with at least 50% marks and failure to secure a minimum of 50% marks in Punjabi language will disqualify the candidate for being considered in the final merit list of candidate to be selected irrespective of their scores or marks in other papers of the respective exam.

Note 3: The pay of the incumbent shall be regulated in terms of the Punjab Government circular No.7/204/2012-4FP.1/66 dated 15.01.2015 and letter no.7/42/2020-5FPI/741-46 dated 17-07-2020.

Note 4: The procedure for selection to the post of Store Keeper shall be on the basis of the written test. The candidates shall have to qualify a written test with at least 50% marks. The merit list of the candidates to be selected for appointment shall be prepared on the basis of aggregate marks obtained by them in the written test for which 100 marks shall be allotted.

The Syllabus of the written test is available at Annexure-I

Annexure-I

Syllabus of written test for the post of Store Keeper

1. **Commercial Mathematic:-** Sums on Percentage, Profit & Loss, Discount, Interest, Ratio and Proportion, Time, Work, Speed, Distance, Excise Duty.
2. **Import and Foreign Exchange:-** Import Procedure, Import Pricing: CIF, FOB, FOR etc. Letter of Credit, Import Documentation, Basic Concepts of exchange rate, symbols of various currencies such as US Dollar, Australian Dollar, Yen, Pound, Euro etc.
3. **Banking & Insurance:-** Banking System, Types of Banks, Banks Rate, CRR, SLR, Repo Rate etc. Principles of Insurance, Kind of insurance Policies, Insurance and Assurance, reinsurance, Fire Insurance, Transportation Goods and Insurance, Carrying and Forwarding (C & F) agencies etc.
4. **Purchase & Material Management:-** Purchasing, purchase process, Guidelines issued by CVC regarding purchase procedure, Legal aspects of purchasing knowledge of E-Tendering and e-Auction, sources of supply, Price Determination, Concepts of Depreciation and Demurrage, Basics of Storage & Warehousing, Inventory classification, Inventory control Techniques, Codification, Valuation of Inventory. Store Functions:- Receipt, Issue, Material Handling, Stock Taking and Verification, Record keeping and Accounting, Single Entry and Double Entry Accounting System, Condemnation and disposal of Surplus and Scrap, Waste management.
5. **Goods and Services Tax:-** General knowledge of GST, E-way bills, E-invoicing, Tax deduction at source (TDS).
6. **Safety and laws:-** Occupational health and first aid, General safety awareness, material handling safety, fire and electrical safety, Chemical, Insecticides, Pesticides and hazardous material safety, Chemical Accident Rules, safety in stocking and record keeping, safety codes, environmental safety norms, knowledge of safety, rules act & laws.
7. **Computer Proficiency:-** Basics Computer Knowledge, (MS Office), use of Computers in Stores.

9. Qualifications for the post of Beldar

Essential qualifications

- Passed **Matric** with Punjabi from recognized board and have at least **five** years experience of working on contract basis or at least **ten** years experience of working as DPL in Govt. Department /Semi Govt. Department/State Govt. Universities.

Age: 18-37 years (Relaxation in age as per rules of Punjab Govt./ PAU)

Desirable: Experience in Agricultural/ Horticultural and allied operations

Job responsibilities: To perform various work activities in field area as per nature of the job

Note:

1. The experience has to be certified by the competent authority after verification of the record.
2. The experience claimed by the candidate as DPL in PAU, strictly will be got verified from the respective Head of Department/Directorate during scrutinizing of applications.
3. In case, the candidate is not fulfilling the respective eligibility sole as a contractual worker or as a DPL, but has worked in both the capacities, cumulative experience of contractual and DPL will be considered in the ratio of 2:1.
4. Reservation as per Punjab Govt. policy
5. The appointment to the post shall be co-terminus with the scheme, in which it is provided.
6. The candidate has to pass a qualifying test of Punjabi language equivalent to matric level with at least 50% marks. The test of Punjabi language shall be a mandatory qualifying test and failure to secure a minimum of 50% marks in Punjabi language will disqualify the candidate for being considered in the final merit list of the candidates, irrespective of the marks obtained in the score card.

Note: The Practical test of the candidates on work performance in field operations related to Agricultural/Horticultural crop cultivation will be conducted as per details given below:

S No.	Activity
1	Hoeing operation /ਗੁਡਾਈ ਦਾ ਕੰਮ
2	Bund making/spade work/ਵੱਟਾਂ ਬਣਾਉਣਾ/ ਕਹੀ ਦਾ ਕੰਮ
3	Field layout/measurement/ਤਜਰਬਾ ਵਿਉਂਤਬੰਦੀ/ਖੇਤ ਦੀ ਪੈਮਾਇਸ਼
4	Weight lifting/harvesting related /ਭਾਰ ਚੱਕਣਾ /ਫਸਲ ਕਟਾਈਸੰਬੰਧੀ
5	Spraying/fertilizer/irrigation operation ਸਪਰੇਅ /ਖਾਦ/ ਸਿੰਚਾਈ ਦੇ ਕੰਮ

10. Qualifications for the post of Chowkidar

Essential qualifications

- Passed **Matric** with Punjabi from recognized board and have at least **five** years experience of working on contract basis or at least **ten** years experience of working as DPL in Govt. Department /State Govt. Universities.

Age: 18-37 years (Relaxation in age as per rules of Punjab Govt., PAU)

Desirable: Candidate having watch & ward training from recognized organization

Job responsibilities: To perform various work activities as per nature of the job.

Note:

1. DPLs experience in nature of work done (in days) will be considered after certified by the competent authority (after verification of the record).
2. The experience claimed by the candidate as DPL in PAU, will be got verified from the respective Head/Director of the Department/Station during scrutinizing of applications.
3. In case the candidate is not fulfilling the respective eligibility as a sole contractual worker or as a DPL, but has worked in both the capacities, cumulative experience of contractual and DPL will be considered in the ratio of 2:1.
4. Age relaxation and reservation as per Punjab Govt. policy/ PAU policy.
5. The appointment to the post shall be co-terminus with the scheme, in which it is provided
6. The candidate has to pass a qualifying test of Punjabi language equivalent to Middle standard with at least 50% marks. The test of Punjabi language shall be a mandatory qualifying test and failure to secure a minimum of 50% marks in Punjabi language will disqualify the candidate for being considered in the final merit list of the candidates, irrespective of the marks obtained in the score card.

Note: The physical test of the candidates will be conducted as per details given below:

		Male	Female
1	Race	1600 Meters in 8.30 minutes (one chance)	800 Meters in 6.30 minutes (one chance)
2	Long Jump	3.5 meters (3 chances)	2.80 meters (3 chances)
3	High Jump	1.0 meters (3 chances)	0.80 meters (3 chances)

- Note 1: Candidate shall be required to qualify all the events of physical test otherwise will be considered disqualified.
- Note 2: Candidate may note that random testing may be undertaken to rule out the use of performance enhancing drugs. Candidates randomly selected for such test(s) shall have to provide the required biological samples as instructed. Refusal to provide such biological samples shall disqualify candidates and make him/her ineligible for selection.