

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996
(Punjab Act No. 1 of 1997)

Ref. No. : IKGPTU/Reg/N/ 706

Dated : 11.10.17

NOTIFICATION

Sub: **Standard operating procedure (SOP) for written test regarding recruitment of Technical Assistants for University Campuses.**

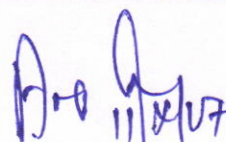
Vice Chancellor approved on 04/10/2017, the following Standard operating procedure (SOP) for written test regarding recruitment of Technical Assistants for I.K. Gujral Punjab Technical University Campuses.

1. Purposes and Scope:

I.K. Gujral Punjab Technical University has established 14 teaching departments under 7 faculties at its main campus in academic session 2016-17 vide notification IKGPTU/REG/N/3524, dated 14/12/2016. Based on the requirements raised by the departments to cater the needs of various laboratories; recruitment of Technical Assistants was assessed & process started vide advertisement no. 506 (**Annexure-A**) and corrigendum (**Annexure-B**). The distribution of posts in various departments of main campus & other constituent campuses with required qualifications and experience is placed at **Annexure-C**. As per Notification IKGPTU/REG/N/4510, dated: 24/11/2016 (**Annexure-D**), the selection procedure is as under:

- i) The selection for technical staff in each subject shall be based on a written test comprising 100 marks:
 - a) Section- A (Theory) - 80 Marks
 - b) Section- B (Practical knowledge) - 20 Marks

The written test will consist of two sections. Section- A will consist of 80 objective type multiple choice questions with one mark each for assessing theoretical knowledge. Section-B will consist of 20 objective type multiple choice questions with one mark each for assessing practical/experiments knowledge in the qualifying examination.



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- ii) To qualify in the theory and practical test, the candidate will have to secure at least 50% marks separately that is 40 marks out of 80 in theory and 10 out of 20 marks in practical knowledge based written test.
- iii) After the conduct of written test, the answer key will be uploaded on the website within 24 hours for inviting objections to answers, if any. The objection to any answer can be filled by the candidate on the prescribed objection form available on the website within 3 days from the conduct of written test. The candidate has to provide the relevant documentary proof in the form of book, relevant article etc. in support of his/her objection, otherwise the objection will not be entertained. Suggestions/objections to be submitted O/o Vice Chancellor by addressing such objections to Vice Chancellor only.
- iv) In case of two or more candidates obtained equal marks in the sections A and B, the merit will be decided in order of following:
 - a) Candidate with higher qualification shall be placed higher in merit.
 - b) If still there is a tie between candidates, elder in age will be placed higher in merit.
 - c) If the tie still persists between candidates, the candidates obtaining higher percentage of marks in qualifying academic qualification shall be placed higher in merit.
- v) The conduct of the written test and preparation of merit list shall be managed through a committee with following constitution:
 - a) Dean to be nominated by Vice Chancellor
 - b) Registrar
 - c) Two Professors/Associate Professors from IKGPTU main campus/other campuses.

The present SOP has been drafted to define the steps & procedure to be followed for conducting written test for recruiting Technical Assistants so that the subject knowledge of applicants may be checked & best of them may be recruited.

2. Conduct of Written Test:

2.1 Syllabus

For engineering streams, the syllabus from Department of Technical Education and Industrial Training shall be downloaded. For sciences, syllabus as per UGC model curriculum shall be applicable. The syllabus shall be vetted by the HOD of concerned stream along with department faculty & if required necessary changes may be done. Final approved syllabus will be sent to Department of ITS of IKGPTU through Recruitment Cell to be uploaded on website.

