

**Guru Nanak Dev University, Amritsar
Advertisement No. 4/2026**

Online applications are invited for the various **Non-Teaching** posts in the University. **Online registration of application for these posts will start w.e.f. 07.05.2026 and end on 28.05.2026. Last Date for submitting Hard Copy of the Online submitted application is 04.06.2026.**

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

**Amritsar
06.05.2026**

REGISTRAR

Guru Nanak Dev University, Amritsar

(Established by the State Legislature Act No.21 of 1969)

Advertisement No. 4/2026

Online applications are invited from eligible candidates for various Non-Teaching posts in the Guru Nanak Dev University, Amritsar 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 at Sr. No. **1** will be Rs. **1180/-**(including GST) (Rs. 590/- (including GST) for SC/ST & PWD candidates) and for Post at Sr. No. **2 to 6** will be **Rs. 944/-**(including GST) (Rs. 472/- (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) for posts at Sr. No. **1** and **Rs. 944/-** (including GST) for posts at Sr. No. **2 to 6**. 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 Posts 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	:	07.05.2026
Last date for on-line Registration/submission of application.	:	28.05.2026
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.)	:	04.06.2026

Detail of Posts

S.No.	Name of the Post(s)/ Pay Scale	Department (Specialization)	No. of Post(s)
1.	Consultant (Taxation) (\$) (!!) (Fixed Pay : Rs. 50,000/- PM)	Guru Nanak Dev University	01
2.	Estimator (*) Rs. 29200/- (Level 5)	Construction Department	01
3.	Physiotherapist (*) Rs. 29200/- (Level 5) (Funded by University Budget)	MYAS-GNDU Deptt. of Sports Science & Medicine	SC (F) -01
4.	Watch & Ward Supervisor (*) Rs. 21700/- (Level 3)	Guru Nanak Dev University	Total- 02 : Gen-01 and SC-01 (Balmiki/Mazbi Sikh)
5.	Clerk-cum-Junior Data Entry Operator (*) Rs. 19900/- (Level 2)	Guru Nanak Dev University	Total-25 : Gen-05, Gen (F)-03, Gen (EWS-F)-01, Gen (EWS)-02, Gen (ESM)-01, Gen (ESM-F)-02, SC-03 (02 Balmiki /Mazbi Sikh & 01 others), SC (F)-02 (01 Balmiki /Mazbi Sikh & 01 others), SC (ESM)-01, BC-02, BC (F)-01, PWD (Blind/ Partially Blind)-01, Sportsperson (F) - 01
6.	Security Guard (*) Rs. 18000/- (Level-1)	Guru Nanak Dev University	Total 11 : Gen-03, Gen (F)-02, SC-02 (01-Balmiki/Mazbi Sikh & 01-other), SC (F)-01, BC (F)-01, Sports-01, EWS (F)-01

(*) **Appointed candidates will be paid the salary as per Notifications No.7/204/2012-4FP 1/66, dated 15.1.2015 of Govt. of Punjab Department of Finance(Finance Personnel-I Branch) Chandigarh and as amended from time to time.** (Copy of notification available at University Website: <http://www.digital.gndu.ac.in>)

(\$) The upper age limit of the Post shall be 65 years.

(!!) The post will be purely on temporary basis on fixed emoluments of Rs. 50,000/- per month initially for a period of one year.

Consultant (Taxation)

Job Profile :

- Assist the Prof. Incharge, {Finance & Development} in all matters relating to the taxation (Income Tax, GST etc.) applicable to University.
- Be responsible for the applicability & implementation of Income Tax and GST Act to the University.
- Implement the agreed rules and regulations and generally accepted the law of land in respect to direct and indirect tax applicable to the university.
- Responsible for timely deposit of various applicable direct & indirect taxes into Govt. account.
- Filing of quarterly & annually statutory TDS, GST returns with departments within stipulated time.
- Responsible for timely audit (quarterly & yearly) of GST and Income tax accounts be got done and take remedial action on its reports.
- Responsible for filing financial return of University with Income Tax department with in stipulated time.
- Preparing Internal Control Matters and variance Analysis report in respect to taxation at the end of each quarter.
- Responsible for getting various exemptions under Income Tax Act such as 12AA / 10(23)C (vi), 80G, Deduction of TDS on lower rate u/s 197 etc. and other legitimate exemptions under Income Tax Act and GST Act which are in favors of University.
- Guide the University of its Statutory Liabilities as per law & guidelines issued from time to time by the Govt.
- Responsible for establishment of appropriate records and practices necessary for the Internal and Statutory Audit or any other purpose.
- Will supply timely management reports as follows :
 - ❖ Checking & verification of all vouchers in respect to taxation.
 - ❖ Reconciliation the tax deposit, tax received and tax due at the end of each month.
 - ❖ Reporting about the outstanding tax not discharged off timely and reason thereof.
- Ensure the preparation, calculation and correctness of deduction of GST & Income tax.
- Be responsible for timely conduct of the Internal and Statutory Audit of the GST & TDS under Income Tax Act.
- Monitor progress and prepare the compliance report on the audit objections raised by the Auditors / departments.
- Ensure that the taxation policies of University are in accordance with the relevant legislations / act pertaining to State / Central Govt. and requirements of any other statutory body and are being complied with.
- Ensure that all statutory liabilities are paid on or before schedule time and all necessary returns are filled by the due date.
- Maintain close liaison with Income Tax / GST and local statutory authorities with a view to ensure smooth functioning of the University.
- Supervise the work of all the staff in the department and be accountable for their actions.
- Perform any other duty assigned by the authorities from time to time.
- Be responsible to the Prof. Incharge (Finance & Development) for all the duties.

Qualifications, Knowledge and skills required :

1. Chartered Accountant with five years of experience.
2. The applicant should:
 - Be a member of Institute of Chartered Accountants of India (ICAI).
 - Have a rich background and experience of five years in the field of Taxation & its management, especially in the context of Educational Institutions.
 - Have sound knowledge of the Govt. Financial Rules & desirable experience of having worked in the Finance/Accounts Division of the Central/State Government.
 - Have knowledge of maintenance of records & timely submission of statutory returns with the departments.
 - Be capable of independently working in a multi-disciplinary environment.
 - Have excellent interpersonal and management skills with ability to work in a deadline driven environment.
 - Be well versed in MS-Office/Excel & ERP software.

Estimator

Qualification :

1. Two Years Civil Draftsman Course from recognized ITI.
Or

Three Years Diploma in Civil or Architectural Assistantship or Higher Education in the same Discipline as mentioned above i.e. Civil/Architecture.

2. Punjabi Upto Matric Standard is essential.

Note : There will be a written and Practical Test. Download the instruction/guidelines for the test available at University website www.digital.gndu.ac.in.

Physiotherapist (Funded by University Budget)

Qualifications:-

1. Master Degree in Physiotherapy atleast 50% marks.
OR

Bachelor degree in physiotherapy from a recognized Institute/ University with 55% marks.

2. Punjabi upto Matric standard is essential.

Note : There will be a written and Practical Test. Download the instruction/guidelines for the test available at University website www.digital.gndu.ac.in.

Watch & Ward Supervisor

Qualifications:-

1. Ex- Junior Commissioned Officer, not below the rank of a Subedar-Major or a retired Police Officer not below the rank of an Inspector. These qualifications may be relaxed to the rank of a Subedar for inservice candidates with atleast two years experience in the University.
2. Punjabi upto Matric standard is essential.

Note : There will be a written and Practical Test. Download the instruction/guidelines for the test available at University website www.digital.gndu.ac.in.

Clerk-cum-Junior Data Entry Operators

Qualifications:

- i. BCA/B.Sc. (IT)/B.Sc. (Computer Science) from a recognized university/institute with atleast 50% marks or equivalent thereto.

OR

Graduation with computer science as an elective subject from a recognized university/institute with atleast 50% marks or equivalent thereto.

OR

Graduation with atleast 50% marks and PGDCA from a recognized university/institute or equivalent thereto.

OR

B.Tech./BE in any stream with computers science subject(studied atleast in two semesters during the whole duration of the course) from a recognized university/institute with atleast 50% marks or equivalent thereto.

OR

Master's degree in computer science/computer application/IT from a recognized university/institute with atleast 50% marks or equivalent thereto.

- ii. Must have passed Punjabi subject upto Matric Standard.

Note : There will be a written and Practical Test. Download the instruction/guidelines for the test available at University website www.digital.gndu.ac.in.

Security Guard

Qualifications:

1. Ex-Servicemen from Defence Forces/CAPF (Central Armed Police Forces)/ Police only.
2. Matric with Punjabi as one of the subject.
3. Person should have exemplary record of service.
4. Age up to 52 years

Note : There will be a written and Practical Test. Download the instruction/guidelines for the test available at University website www.digital.gndu.ac.in.

Note: -

1. Candidates are required to apply in the online mode only through Guru Nanak Dev University, Amritsar website www.digital.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 posts, is available only at <http://www.digital.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.digital.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.digital.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.
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 issued by the competent authority.
 26. Wards/ Wife of Ex-servicemen can apply under Ex-servicemen category.
 27. Ex-servicemen or Lineal Descendent of Ex-Servicemen (LDESM), who have domicile of Punjab, are eligible for reservation under the Ex-Servicemen category. Both will have to produce a certificate issued by District Defence Services Welfare officer/ District Sainik Welfare officer of their respective district in support of their category.
 28. The lineal descendants of the Ex-Servicemen can apply in the Ex-Servicemen category, provided they satisfy the eligibility conditions of a general category candidate. Their candidature will be considered only if sufficient numbers of Ex-Servicemen candidates' are not available in the Ex-Servicemen category. In case sufficient numbers of Ex- servicemen are available, then LDESM shall be treated as General Category candidates.
 29. Good academic record means atleast 2nd class with 50% marks in graduation level.
 30. Canvassing in any form will lead to cancellation of candidature.
 31. Any dispute with regard to the selection/recruitment process will be subject to the courts/tribunals having Jurisdiction of Amritsar.
 32. 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.

AMRITSAR
06.05.2026

REGISTRAR

**INSTRUCTIONS/GUIDELINES FOR THEORY AND PRACTICAL TEST FOR THE POST OF
CLERK-CUM-JUNIOR 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. **Qualifying test of Punjabi language equivalent to matriculation standard, in addition to competitive examination (Theory and Practical) shall be conducted. Qualifying in this exam would be mandatory. The qualifying marks would be 50% of the total marks. This is only qualifying examination as the marks secured in this examination will not be considered for preparation of final merit. Failure to secure a minimum of 50% marks in Punjabi language examination will disqualify the candidate for further test.** Instructions/Guidelines and Syllabus for Punjabi Language Test available at University website: www.gndu.ac.in.
2. Test will be held in three steps :
Ist Step : Punjabi Language Test
2nd Step : Theory Test
3rd Step : Practical Test
3. Theory and Practical Test will be comprising 100 marks as under :-
Theory - 60 marks (Duration : 60 minutes)
Practical - 40 marks (Duration : 40 minutes)
4. The theory paper (2ndStep) will consist of 60 objective type questions with multiple choice having 1 mark each. There shall be no negative marking. **Theory paper of those candidates who fail to qualify the Punjabi language test will not be evaluated.**
5. To qualify in Theory and Practical Test, candidate will have to secure at least 50% marks separately i.e. 30 marks out of 60 marks in Theory and 20 marks out of 40 marks in Practical Test. However, the merit will be prepared out of 100 marks including both Theory and Practical Tests. Only those candidates who qualify in the Theory test will be called for the Practical Test.
6. In order to qualify in Practical Test consisting of four sections of 10 marks each, candidates will have to secure atleast 50% marks in each section separately.
7. The theory paper will be set out of the syllabus prescribed for Post Graduate Diploma in Computer Applications (PGDCA) of Guru Nanak Dev University.
8. The Practical test consisting of the following sections will be conducted by a Board of Examiners:
(i) English typing - Duration 10 minutes - **10 marks**
(ii) Punjabi typing - Duration 10 minutes - **10 marks**
(iii) MS Word Soft Skills - Duration 10 minutes - **10 marks.**
(iv) MS Excel Soft Skills - Duration 10 minutes - **10 marks.**
Typing paragraphs (for (i) and (ii) above) will consist of 200 words each.
MS-Word Soft Skills (for (iii) above) will consist of test of basic operations like formatting, printing etc.
MS-Excel Soft Skills (for (iv) above) will consist of basic spreadsheet operations including functions/formulas etc.
9. **The typing test will be conducted on the customized software and the evaluation will be computerized. The font for the Punjabi typing test is Raavi only.**
10. Use of Personal Keyboard for typing test will not be allowed.
11. Customized software for typing test will automatically pick a test randomly from the set of tests.
12. Customized software for typing test will automatically stop immediately after the given time for test i.e. 10 min.
13. The marks of practical will be computed by deducting one mark for every **four** mistakes (**i.e. 0.25 marks for each mistake**).
14. Each untyped matter of the given paragraph and every unfinished function in MS-Word/Excel will be counted as mistake.
15. Eligibility of the candidates will be checked after the final result of the Test at the time of verification of documents(In Original). Verification of the Certificates of examinations passed by the candidate and other documents submitted along with the hard copy of application form will be done only of the candidates who qualify in the final test before the selection for the post. Eligibility will be subject to fulfilment of the qualifications as prescribed in the advertisement and equivalency of the certificates of the qualifying examinations passed by the Candidate, failing which the candidature of the candidates will stand cancelled and the candidate(s) will have no claim whatsoever against the University.

GURU NANAK DEV UNIVERSITY

INSTRUCTIONS/GUIDELINES FOR THEORY AND PRACTICAL TEST FOR THE
POST OF SECURITY GUARD

1. Qualifying test of Punjabi language equivalent to middle standard. *
2. **Physical Standard (To Qualify)**

Male	Female
(a) 400 Meter Run : Up to 1 Min 50 Sec.	(a) 400 Meter Run : Up to 2 Min 30 Sec. ✓
(b) Long Jump : 2.70 Meter	(b) Long Jump : 2.10 Meter ✓

3. Written Test : 40 Marks (1 hour)

(a) **Syllabus for Written Test**

- (i) Essay (150 Words) – 10 Marks ✓
- (ii) Current Affair & General Knowledge – 30 Marks ✓

Five time candidates on the basis of merit from different categories of post will be called for Drill and Military Bearing test.

4. Drill and Military Bearing Test : 10 Marks ✓
5. Candidate should be medically fit to perform all the duties required for strenuous job of maintaining security.

*As per Notification No. G.S.R. 75/Const./Art.309/Amd.(7)/2022 dated 04.11.2022 containing amendment issued by the Govt. of Punjab Personnel Deptt. titled as The Punjab State (Group-D) Service (First amendment) Rules, 2022, qualifying test of Punjabi language equivalent to middle standard, shall be conducted for both Male and Female candidates in addition to competitive examination. The candidates will be required to secure atleast 50% marks to qualify the Punjabi language test. Qualifying in this exam would be mandatory, however, the marks secured in this examination will not be counted for preparation of final merit. Failure to secure a minimum of 50% marks in Punjabi language examination will disqualify the candidate for further test.
