

MAHARSHI DAYANAND UNIVERSITY ROHTAK
Advertisement No. 4/2010

Applications on prescribed form are invited from eligible candidates for the following Teaching and Non-Teaching posts latest by 27.01.2011:-

Budgeted Teaching Posts: Professor in Bio-Technology-1(UR), Reader/Associate Professor in Bioinformatics -1 (SC), Microbiology-1 (UR), Biochemistry-1(UR); Assistant Professors/Lecturers in Centre for Biotechnology-2 (1 UR & 1 SC), Commerce-3 (UR), Computer Science & Applications-3(UR-2, SC-1);

Teaching Posts under Self Financing Scheme: Professors in UIET-2 UR ECE, 2 UR CSE & 2 UR ME; Assistant Professors in UIET-4 (3 UR, 1SC) ECE, 4 (3UR, 1SC) CSE & 4(3UR, 1SC) ME; Lecturers in UIET-2UR Math & 2UR Physics; Training-cum-Placement Officer in UIET-1UR; Lecturer in Tourism Management -1UR;

Budgeted Non-Teaching Posts: Clerk-cum Jr. Data Entry Operators-50 (Gen-12, BCA-3, BCB-4, SC-8, ESM-20 (Gen-10, BCA-3, BCB-4, SC-3) Sportsmen-2 (BCA-1, SC-1), PH-1); Vehicle Cleaner-1UR;

Non-Teaching Posts under Self Financing Scheme: Lab. Technicians- 3 UR, Lab. Attendants -10 (Gen-4, SC-2, BCA-2, BCB-1, ESM (Gen)-1; Jr. Store Keeper-1UR; Cashier-1UR.

For qualifications, pay scale, procedure for obtaining application form, selection criteria, and other relevant details/information, please visit University Website www.mdurohtak.com.

REGISTRAR

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Advertisement No.4/2010

Applications are invited on the prescribed form obtainable from the University Publication Cell on cash payment of Rs.100/- at sale counter (Rs.25/- for SC/BC of Haryana State only) and Rs.130/- by Regd. Post (Rs.55/- for SC/BC) by sending demand draft in favour of Finance Officer, M.D.U, Rohtak for the following posts:-

Normal Budgeted posts

Sr. No.	Name of Dept./ Post	No. of post	Pay scale
1.	Centre for Biotechnology		
	i) Professor in Biotechnology	1 (UR)	37400-67000+10000 G.P
	ii) Reader/Associate Professor in Bioinformatics	1 (SC) (Specialization- System Biology/Stem Cell Biology)	15600-39100+8000 G.P.
	iii) Assistant Professor/ Lecturer	2 (UR-1, SC-1)	15600-39100+6000 G.P.
	a) Bioinformatics	(Specialization- System Biology/ Human Genetics)	
	b) Medical Biotechnology	Stem Cell Biology/ Human Genomics)	
2.	Dept. of Microbiology		
	Reader/ Associate Professor in Microbiology	1 (UR) (Specialization- Fermentation Technology)	15600-39100+8000 G.P.
3.	Dept. of Biochemistry		
	Reader/Associate Professor in Biochemistry	1 (UR) (Specialization may be seen at annexure-I)	15600-39100+8000 G.P.
4.	Dept. of Commerce		
	Lecturers in Commerce	3 (UR) (Specialization- Computer Applications in Business, Quantitative Techniques and Operations Research, Accounting and Finance)	15600-39100+6000 G.P.
5.	Dept. of Computer Sc. & Applications		
	Lecturer/Assistant Professor in Computer Science & Applications	3 (UR-2, SC-1)	15600-39100+6000 G.P.

6.	Non-teaching posts		
	i) Clerk-cum-Jr. Data Entry Operators	50 (Gen-12, BCA-3, BCB-4, SC-8, ESM-20 (Gen-10, BCA-3, BCB-4, SC-3) Sportsman-2 (BCA-1,SC-1) PH-1	5200-20200+1900+40/-SP
	ii) * Vehicle Cleaner (*The nomenclature of the existing post of 'Truck Cleaner' is being changed to 'Vehicle Cleaner')	1 UR	4440-7440+1300

Posts Under Self-Financing Scheme

7.	University Institute of Engineering & Technology		
	i) Professors	2 (UR) ECE, 2(UR) CSE, and 2 UR (ME)	37400-67000+10000 G.P
	ii) Assistant Professors	3UR, & 1SC in each ECE, CSE, and ME	15600-39100+8000 G.P
	iii) Lecturers (Maths.)	2 UR	15600-39100+6000 G.P
	iv) Lecturers (Physics)	2 UR	15600-39100+6000 G.P
	v) Training-cum- Placement Officer	1 UR	12000-18300 (Unrevised)
	vi) Lab. Technicians	3 UR (CSE-1, ECE-1, & ME-1)	9300-34800+3600 G.P
	vii) Lab. Attendants	10 (Gen-4, SC-2 BCA-2, BCB-1, and ESM (Gen)-1) (CSE-2, ECE-1, Electrical-1, ME-3, BioTech-1, Physics-1, and Chemistry-1)	5200-20200+1900 G.P
	viii) Jr. Store Keeper	1(UR)	5200-20200+1900 G.P.
	ix) Cashier	1(UR)	5200-20200+1900 G.P.
8.	Institute of Hotel & Tourism Management		
	Lecturer in Tourism Management	01 UR (Specialisation- Financial Management)	15600-39100+6000 G.P

Age limit: 18 to 50 years on the date of receipt of application, relaxable in special cases by the competent authority.

Qualifications specializations for teaching posts and selection criteria for the post of Lecturer are placed at Annexure-I.

Qualifications and Selection Criteria (posts at Sr. No. 6(i), 7(vi to ix) for non-teaching posts are placed at Annexure-II.

Posts shown at Sr. No.7 & 8 above are temporary but likely to continue as these are awaiting approval of the State Govt.. These posts will be filled up as co-terminus with the course/scheme on payment of monthly consolidated salary equal to the total amount at the initial stage (including D.A. etc.) in the prescribed pay-scale of the post. Candidates selected and appointed on these posts will be placed in the running pay-scale as and when the approval of the State Govt. is received and shall be eligible for all benefits as provided under the scheme.

All appointments under Self- Financing Scheme will be made on such terms and conditions as are approved by the Executive Council from time to time.

Interested candidates possessing prescribed qualifications (and the specialization(s) wherever indicated) may apply alongwith attested copies of testimonials (Matric onwards) and a fee of Rs.500/- (Rs.125 for SC/BC) for the posts at Sr. No.1 to 5, 7(i to v) & 8, Rs.300/- (Rs.75/- for SC/BC) for the posts at Sr. No. 6(i), 7(vi to ix) and Rs.200/-(Rs.50/- for SC/BC) for the post at Sr. No. 6(ii) in the shape of demand draft in favour of Finance Officer, M.D.U, Rohtak or enclosing cash receipt of the desired amount as application fee, should reach the undersigned latest by 27.01.2011. Ex-serviceman are exempted from payment of this fee. Reservation where indicated is applicable only to the residents of Haryana.

Candidates applying for the above teaching posts must clearly specify their field of specialization in the relevant columns of the applications form and also give evidence in support of the claimed specialization failing which their candidature shall not be considered. The applicant should clearly mention which specialization he/she is applying for.

A relaxation of 5% marks at Master's level to SC/ST and Physically / Visually handicapped candidates is admissible for the posts of Lecturers where required to possess UGC/ State Govt. approved qualifications.

Lecturers working in higher pay scales can also be considered for appointment in the same pay scale.

In the case of interdisciplinary subjects, clear preference at the level of Lecturer will be given to those having Post-Graduate Degree in the subject concerned.

Candidates applying for the post of Professor and Reader/ Associate Professor/Asstt. Professor (UIET) are required to submit duly - bound sets of reprints of their five and three major publications, respectively, alongwith their applications. In the case of Professor, two out of five such publications could be books or research reports.

Candidates for the post of Professor can be considered in absentia on the basis of their bio-data, provided a written request is received to the effect. Meritorious candidates may be invited to join professorial (or equivalent) positions with the approval of the competent authority.

Where specializations are mentioned against any post, candidates to be called for interview will be decided by the Screening Committee whose recommendations for one being called (or not called) for interview shall be final. Only those possessing the required specialization(s) and fulfilling the minimum eligibility conditions thus need apply. One's claim for a given specialization must be backed by credible evidence, viz., possessing research degree/ publications, and/or teaching experience in the relevant field for atleast two years .

The University reserves the right to short list candidates on the basis of objective set of criteria to be uniformly applicable across the board.

That only such candidates who have qualified NET conducted by the UGC or its equivalent (excluding ICAR) will be considered eligible for the post of Lecturer in Computer Science & Applications.

The number of posts may vary, depending on requirement and availability. Any post here advertised may be withdrawn from being filled up at any time without assigning any reason. Incomplete applications and those received late shall be summarily rejected.

The candidates, who are in employment in Govt./Semi Govt./Public undertakings should send their applications through proper channel, or submit No Objection Certificate from their employer.

Abbreviations: UR: Unreserved; SC: Scheduled Caste; BC: Backward Class; ESM: Ex Serviceman; PH: Physically Handicapped; ECE: Electronics & Communication Engineering; CSE: Computer Science Engineering; and ME: Mechanical Engineering.

REGISTRAR

Annexure-1

MINIMUM QUALIFICATIONS PRESCRIBED BY THE U.G.C. FOR APPOINTMENT ON THE POST OF PROFESSOR AND READER IN THE SUBJECTS OTHER THAN PHARMACEUTICAL SCIENCES, EXCLUDING READER IN JOURNALISM & MASS COMMUNICATION.

PROFESSOR

An eminent scholar with published work of high quality actively engaged in research with 10 years of experience in Post Graduate teaching, and/or experience in research at the University/ National Level institutions, including experience of guiding research at doctoral level.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

READER

Good Academic Record with a Doctoral degree or equivalent published work. In addition to these, candidates who join from outside the University system, shall also possess at least 55% of the marks or its equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E & F. Five years of experience of teaching, and/or research excluding the period spent for obtaining the research degree and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

In addition to above, the following essential qualifications are also required for the Department of Biochemistry as recommended by HOD and approved by the Vice-Chancellor:

1. M.Sc. in Biochemistry/ M.Sc. MLT in Biochemistry
2. Ph.D. in Life Sciences in the area/ specialization of Clinical Biochemistry/ Medical Instrumentation/ Clinical Pathology/ Clinical Pathology/ Clinical Immunology.
3. Minimum five years Post-Graduate teaching experience in regular scale and/or five years independent research experience after Ph.D. as supported by research publications.

Annexure-1

Qualifications prescribed by the UGC for Lecturers in the faculties of Humanities, Social Sciences, Sciences, Commerce, Education, Physical Education, Foreign Languages, Law & Management, Lecturers Maths & Physics, (UIET).

Good academic record with at least 55% marks or an equivalent grade at Master's degree in the Computer Science or an equivalent degree from an Indian/ foreign University.

OR

Good Academic Record with at least 55% marks in Master's degree in Mathematics / Mathematical Statistics / Operations Research / Physics and Post Graduate Diploma in Computer Science or any recognized University or its equivalent (relaxable if the research work of a candidate in Computer Sciences as evident either from his thesis or from his published work is of very high standard).

The following subjects/ specializations are covered under the phrase "Relevant Subject" mentioned in the qualifications for the posts of Lecturers in the Faculty of Life Sciences:-

"Zoology / Botany/ Bio-Sciences/ Plant Sciences/ Animal Sciences with Ph.D./ Research work in concerned applied area like Biotechnology/ Biochemistry/Genetics/ Environmental Sciences etc.

NOTE:

- i) A relaxation of 5% may be provided from 55% to 50% of marks at the Master's level for the SC/ST categories and Physically & Visually handicapped persons.
- ii) B in the 7 point scale with latter grade O, A, B, C, D, E & F shall be regarded as equivalent of 55% wherever the grading system is followed.
- iii) "NET/SLET shall remain the minimum eligibility condition for recruitment and appointment of Lecturers in Universities/ Colleges/ Institutions.

Provided, however, that candidates who are or have been awarded Ph.D. degree in compliance of the University Grants Commission (minimum standards and procedures for award of Ph.D. degree), Regulation 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET for recruitment and appointment as Assistant Professor or equivalent positions in Universities/ Colleges/ Institutions.

Provided further that the candidates, who have acquired Ph.D. upto 31st May, 2009 shall also be exempted from the requirement of the minimum eligibility condition of NET/SLET for recruitment and appointment to the posts of Lecturers or equivalent positions in Universities/ Colleges/ Institutions.

Provided further that those candidates who have been enrolled for Ph.D. upto 31st May 2009 shall become eligible for exemption from the requirement of the minimum eligibility condition of NET/SLET for recruitment an appointment to the posts of lecturers or equivalent positions in Universities/ College/ Institutions only on acquisition of Ph.D. degree.

NET shall not be required for such Master's programmes in disciplines for which there is no NET".

Annexure-1

Additional Qualification for the post of Lecturer for the Department of Commerce, M.D. University, Rohtak.

Specialization	Qualification
Computer Applications in Business	M.Com. with P.G. Diploma in Computer Application from a Recognized Institute. OR M.Com. with 'O' level certificate from DOFACC OR An Equivalent Qualification
Quantities Techniques and Operations Research	M.Com. with P.G. Diploma or Degree in Quantitative Techniques and Operations Research or any Equivalent Qualification
Accounting and Finance	M.Com with at least four papers pf Accounting and Finance at P.G. level

Criteria for determining good academic record.

For determining good academic record, a candidate should either have average of 55% marks in two of the three examinations (not below Matric or equivalent) prior to Master's Degree or 50% marks in each of these two examinations separately.

Provided that relaxation of 5% marks may be given at the graduation level to the candidates of S.C./S.T. and physically and visually handicapped category candidates.

Provided further that for appointment of teachers in the Departments of Law, Education, Journalism, Library Science/ Library etc. if the applicant has passed two Bachelor Degrees having higher marks may be taken into consideration along with Matric and +2 examinations for determining good academic record in their cases.

The following relaxation will however operate:-

i) Candidate having 55% or above marks in M.A./M.Sc. in relevant subject and possessing Ph.D. degree.	The criteria of good academic record will not apply at all.
ii) Candidate having 55% or	Should have 50% marks in one of

<p>above marks in M.A./M.Sc. in relevant subject and possessing M.Phil degree.</p> <p style="text-align: center;">OR</p> <p>Candidates obtaining first Class First in the University in the relevant subject in M.A./M.Sc.</p>	<p>the lower examinations i.e. B.A. Final/ Prep/Plus 2/ Matric.</p> <p>Provided that relaxation of 5% marks may be given at the graduation level to the S.C./S.T. and physically and visually handicapped category candidates.</p> <p>Should have 50% marks in one of the lower examinations i.e. B.A. Final/ Prep/Plus 2/ Matric.</p> <p>Provided that relaxation of 5% marks may be given at the graduation level to the S.C./S.T. and physically and visually handicapped category candidates.</p>
--	---

The qualifications as prescribed by the U.G.C./ A.I.C.T.E. / State Govt. from time to time shall be applicable.

Annexure-1

**QUALIFICATIONS PRESCRIBED BY THE STATE GOVT. FOR LECTURER IN
COMPUTER SCIENCE AND APPLICATIONS.**

Good academic record with at least 55% marks or an equivalent grade at Master's degree in the Computer Science or an equivalent degree from an Indian/ foreign University.

OR

Good Academic Record with at least 55% marks in Master's degree in Mathematics / Mathematical Statistics / Operations Research / Physics and Post Graduate Diploma in Computer Science or any recognized University or its equivalent (relaxable if the research work of a candidate in Computer Sciences as evident either from his thesis or from his published work is of very high standard).

NOTE:

- i) A relaxation of 5% may be provided from 55% to 50% of marks at the Master's level for the SC/ST categories and Physically & Visually handicapped persons.
- ii) B in the 7 point scale with latter grade O, A, B, C, D, E & F shall be regarded as equivalent of 55% wherever the grading system is followed.
- iii) "NET/SLET shall remain the minimum eligibility condition for recruitment and appointment of Lecturers in Universities/ Colleges/ Institutions.

Provided, however, that candidates who are or have been awarded Ph.D. degree in compliance of the University Grants Commission (minimum standards and procedures for award of Ph.D. degree), Regulation 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET for recruitment and appointment as Assistant Professor or equivalent positions in Universities/ Colleges/ Institutions.

Provided further that the candidates, who have acquired Ph.D. upto 31st May, 2009 shall also be exempted from the requirement of the minimum eligibility condition of NET/SLET for recruitment and appointment to the posts of Lecturers or equivalent positions in Universities/ Colleges/ Institutions.

Provided further that those candidates who have been enrolled for Ph.D. upto 31st May 2009 shall become eligible for exemption from the requirement of the minimum eligibility condition of NET/SLET for recruitment an appointment to the posts of lecturers or equivalent positions in Universities/ College/ Institutions only on acquisition of Ph.D. degree.

NET shall not be required for such Master's programmes in disciplines for which there is no NET".

Annexure-1

Criteria for determining good academic record.

For determining good academic record, a candidate should either have average of 55% marks in two of the three examinations (not below Matric or equivalent) prior to Master's Degree or 50% marks in each of these two examinations separately.

Provided that relaxation of 5% marks may be given at the graduation level to the candidates of S.C./S.T. and physically and visually handicapped category candidates.

Provided further that for appointment of teachers in the Departments of Law, Education, Journalism, Library Science/ Library etc. if the applicant has passed two Bachelor Degrees having higher marks may be taken into consideration along with Matric and +2 examinations for determining good academic record in their cases.

The following relaxation will however operate:-

i) Candidate having 55% or above marks in M.A./M.Sc. in relevant subject and possessing Ph.D. degree.	The criteria of good academic record will not apply at all.
ii) Candidate having 55% or above marks in M.A./M.Sc. in relevant subject and possessing M.Phil degree. OR Candidates obtaining first Class First in the University in the relevant subject in M.A./M.Sc.	Should have 50% marks in one of the lower examinations i.e. B.A. Final/ Prep/Plus 2/ Matric. Provided that relaxation of 5% marks may be given at the graduation level to the S.C./S.T. and physically and visually handicapped category candidates. Should have 50% marks in one of the lower examinations i.e. B.A. Final/ Prep/Plus 2/ Matric. Provided that relaxation of 5% marks may be given at the graduation level to the S.C./S.T. and physically and visually handicapped category candidates.

The qualifications as prescribed by the U.G.C./ A.I.C.T.E. / State Govt. from time to time shall be applicable.

Annexure-I

MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED FOR TEACHING POST IN DEGREE LEVEL TECHNICAL INSTITUTIONS

ENGINEERING AND TECHNOLOGY(EXCEPT BIOTECHNOLOGY)

SL. No.	CADRE	RECOMMENDATION BY THE EXECUTIVE COMMITTEE OF AICTE
1.	ASSISTANT PROFESSOR QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING	Ph.D. degree with the first class at Bachelor's or Master's level in the appropriate branch of Engineering/Technology with 2 years experience in Teaching / Industry / Research at the level of Lecturer or equivalent. OR First Class at Master's level in the appropriate branch of Engineering / Technology with 5 years experience in teaching / Industry / Research at the level of lecturer or equivalent. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Assistant Professor. In the case of Universities/ Universities Departments and those institutes offering PG Programmes / Research, Ph.D. is a must. For candidates from Industry/ Professional experience in R & D and patents would be desirable requirements failing which the increments will be stopped until Ph.D. is earned.
	QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION	Candidates from Industry/ Profession with First Class Bachelor's degree in the appropriate branch of Engineering / Technology or First Class Master's Degree in the appropriate branch of Engineering/ Technology. AND Professional work, which is significant and can be recognized as equivalent to Ph.D.* degree and with 2 years experience at a position equivalent to lecturer level would also be eligible.

2.	<p>PROFESSOR</p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING</p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATE FROM INDUSTRY & PROFESSION</p>	<p>Ph.D. degree with first class degree at Bachelor's or master's level in the appropriate branch of Engineering / Technology with 10 years experience in Teaching / Industry / Research out of which 5 years must be at level of Assistant Professor and / or equivalent.</p> <p>Candidate from industry / profession with Master's degree in Engineering / Technology and with professional work which is significant and can be recognized as equivalent to Ph.D* degree and with 10 years experience of which at least 5 years should be at a senior Level comparable to that of an Assistant Professor would also be eligible.</p>
----	---	---

- Unanimously declared equivalent to Ph.D by a 3-member expert committee duly appointed by affiliating University in case of affiliated Institutes, university for others.

NOTE:

1. If a class/division is not awarded at B.E or M.E/Equivalent Degree a minimum of 60% marks in aggregate or equivalent CGPA shall be considered equivalent to first class/division.
2. If the discipline of Computer Science Engineering/Technology, in lieu of the "First Class degree at Bachelor's and/ or Master level in the appropriate branch, "a first class Master's Degree in Computer Science Engineering/ Technology together with a First Class Bachelor's Degree in any area of Engineering Technology will be acceptable.

Table B-9

**PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR TEN POINTS
SCALE**

GRADE POINT	PERCENTAGE OF MARKS
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

QUALIFICATIONS FOR THE POST OF TRAINING AND PLACEMENT OFFICER FOR UNIVERSITY INSTITUTE OF ENGINEERING & TECHNOLOGY.

- i) 1st Class B. Tech degree or equivalent in any branch preferably Mechanical, Computer, or Electronics Engineering:
and
- ii) MBA, Preferably in HR.
- iii) Preference will be given to the candidates having industry experience.

Age: Maximum 50 years. The Vice-Chancellor may relax this upper age limit in specially deserving cases.

QUALIFICATION FOR THE POST OF LECTURER IN TOURISM MANAGEMENT

“First class Master’s Degree in Tourism Management OR any other allied area from a recognized University/Institution.

Annexure-1

Proforma for consensus scores/weightage to be awarded by the selection committee for the post of Lecturer/Assistant Professor

Sr.No/ App. No.	Name & Father's Name	Academic Record and Research Performance (50%)	Assessment of Domain Knowledge and Teaching Skill (30%)	Interview Performance (20%)	Total Score (3+4+5)	Remarks, if any
1	2	3	4	5	6	7

Annexure-1

CRITERIA/WEIGHTAGE FOR AWARD OF SCORES DRAWN IN THE LIGHT OF THE CRITERIA PROPOSED BY THE U.G.C FOR DIRECT RECRUITMENT OF TEACHERS (AS SUGESTTED ALONGWITH THE NEW PAY SCALES AND OTHER GUIDELINES) FOR THE POST OF LECTURER/ASSISTANT PROFESSOR.

Total Marks-100

A) Academic Record and Research Performance	50 marks
(i) Academic Record	25 marks
(a) Minimum Academic Qualifications	00 marks
(b) Throughout First Class (3 marks for each 1 st Division in Matric, +2, B.A/B.Sc., and M.A./M.Sc.)	12 marks
(c) 1 st Division in M.A./M.Sc and 1 st Division in any two of the lower examinations	09 marks
(d) 1 st Division at (M.A./M.Sc level and 1 st Division In any one of the lower examination	06 marks
(e) M.A/M.Sc: Above 60% but below 70%	05 marks
OR	
(f) M.A./M.Sc: 70% and above	08 marks
(g) M.Phil.	03 marks
OR	
(h) Ph.D. (if not considered towards eligibility)	05 marks
(ii) Research Performance/Publications	25 marks
With respect to:	
(a) Number and Quality	20 marks
(b) Quality to be assessed in terms of	05 marks
(i) Single/Co-authorship	
(ii) National/International Journals	
(iii) Impact Factor	

B) Domain knowledge and Teaching Skills

30 marks
(25+5)

Domain Knowledge - 25 marks

With respect to:

- (i) Conceptual clarity
- (ii) Over all subject knowledge
- (iii) Latest developments in the subject

Teaching Experience/Skills- 5 marks

1 marks for each year of teaching experience, subject to a maximum of 5 years experience

(c) **Interview**

20 marks

With respect to;

- i) Communication Skill
- ii) Confidence level
- iii) Quality of response
- iv) Overall personality

Annexure-II

Qualifications and Selection Criteria of various Non-Teaching posts

Post	Qualifications/ experience	Criteria for Selection Qualifications Marks	Marks	Max.
1. Lab. Technician	Diploma in relevant subject with 3 years experience or ITI with 5 years experience or B.Tech. Degree holder.	Basic 40%- 49%	Nil	15
		50%- 59%	+5	
		60%- 69%	+10	
		70% & above	+15	
		i) M.Tech./M.Sc(CS)/MCA		10
		ii) Experience+3 marks for each year subject to maximum 15 marks.		15
		iii) Interview		10
2. Lab. Attendant	Diploma in ITI with two years experience. For Science subjects – Matric with Science 3 years experience on lower post.	Basic 10+2	Nil	10
		Graduation	+5	
			+10	
		i) Certificate/diploma in Computer literacy		10
		ii) Experience- (each additional year) +4 marks for each year subject to maximum 20 marks.		20
		iii) Interview		10
3. Jr. Store Keeper	Inter/10+2 with concerned subject as one of the paper at the Inter/10+2 level	Basic= 40%-49%	Nil	15
		50%-59%	+05	
		60%-69%	+10	
		70% and above	+15	
		i) B.A./B.Com or Equivalent		
ii) M.A/M.Com or Equivalent		05		
iii) Experience-3 marks for each year subject to maximum 15 marks		15		
iv) Interview		10		
4. Cashier	Atleast B.Com. from recognized University	Basic= 40%-49%	Nil	15
		50%-59%	+05	
		60%-69%	+10	
		70% and above	+15	

		i) M.Com 50% and above or Equivalent	10
		ii) Experience-3 marks for each year subject to maximum 15 marks	15
		iii) Interview	10

5. Clerk-cum- Junior Data Entry Operator (Direct Recruitment)

1. Senior Secondary Examination i.e. 10+2 or equivalent thereof from any University/State or Central Education Board with atleast 60% marks or Graduate from a recognized University.

2. The following may be the weightages for direct recruitment:

- a) General Aptitude Test = 15 Marks
- b) Computer Typing/Data Entry Test = 50 Marks
- c) Academic Qualifications = 20 Marks
- i) Minimum essential Qualification = 00 Marks
(10+2 with 1st Division OR Graduate)
- ii) B.A./B.Sc. with 50-60 % Marks = 04 Marks
- iii) B.A./B.Sc. with 60% and above = 06 Marks
- iv) B.Com/BCA/B.Sc(Comp.Sc.) with 50-60% Marks = 06 Marks
- v) B.Com/BCA/B.Sc(Comp.Sc.) with 60% and above. = 08 Marks
- vi) M.A./M.Sc/M.Com/MBA/equivalent = 12 Marks
with 50-60% Marks.
- vii) M.A./M.Sc/M.Com/MBA/equivalent = 15 Marks
with 60% and above
- viii) B.Tech. with 50-60% marks = 10 Marks
- ix) B.Tech. with 60% and above = 13 marks
- x) M.Tech/MCA with 50-60% Marks = 18 Marks
- xi) M.Tech/MCA with 60% Marks = 20 Marks

Note: 1. If the %age of marks in any degree is less than 50 the candidate will be considered to have been placed in the next lower category.
2. 1 extra mark for PGDCA/equivalent Diploma.

- d) Interview = 15 Marks

The syllabi for General Aptitude and Computer Typing/Data Entry Test are at Annexure- A& B.

6. Vehicle Cleaner

Literate

Syllabus and other Details for Computer Typing/ Data Entry Test

Test Based on Typing and Use of Other Commands in MS Word.

Max. Marks: 25

Time: 10 minutes

Each candidate will be given text of length of 350 words, and will be evaluated on the basis of typing efficiency (speed and accuracy). Scale of evaluation shall be as under:

Scale of evaluation is given hereunder:

Marking Scale =1 mark for every 14 correct words.

Minimum Pass Marks =12.5

Test Based on Typing and Use of Other Commands in MS Power Point

Max. Marks: 13

Time: 15 minutes

Each candidate will be required to prepare 13 slides each of 26 words using various commands (open, create, format, making word bold, italics, underlining words, bullets and numbering items, making paragraph alignment, color schemes, save, applying themes, presentation styles, time rehearsal etc.)

Scale of evaluation is given hereunder:

Marking Scale =1 mark for each correct slide

Pass marks: 6.5

Test Based on typing and Use of Other commands in MS Excel

Max. Marks: 12

Time: 15 minutes

Each candidate will be required to enter data of 12 records each of 12 fields using various commands (open, create, format and save a worksheet); use of various shortcut keys; graph plotting; charting techniques; Use of various formulae (Mathematical, financial, Statistical). Scale of evaluation is given as under:

Marking scale = ½ mark for creation of each correct blank field with heading & ½ mark for each correctly filled field & no mark for partially filled field.

Minimum Pass Marks = 6

Syllabus and other Instructions for General Aptitude Test

A. General Instructions

- i) Max. Marks : 75
- ii) Time : 75 minutes
- iii) Marks for questions are indicated against each. There will be ½ negative mark for each wrong answer.
- iv) Maximum 75 marks will be reduced proportionately to 15.
- v) Minimum Pass Marks : 7.5 out of 15 marks
- vi) Medium English as well as Hindi
- vii) Question paper will be of Objective Type except paragraph and Letter Writing in English & Hindi Sections.
- viii) There will be five Sections of the Question Paper. Each Section will carry 15 marks.

B. Syllabus

Section- A (General Knowledge)

General; knowledge about all aspects of India (History & Civilization, Economy, Science & Technology, Geography, Society, Anthropology, Politics & Government, Defence etc.) and some common aspects about other countries (Capitals, Prime Ministers, Presidents, Geographic location etc.)

Section- B (Computer Knowledge)

Historical Development of Computers, Generations of Computers, Types of Computers, Components, Types of Memories, Input Devices (Keyboard, Mouse etc.), Output devices (all type of Printers, Media- Floppy Diskettes, Pen Drives, CD-ROMs, etc.), Types of Softwares (Operating Systems, Compilers and Interpreters, Application Softwares), Types of Computer Languages, Data Representation, Components of Network, Types of Network (LAN/MAN/WAN), Data Transmission Modes, Data Transmission Media, Historical Development of Internet, Internet Browsers, Search Engines, WWW, Website, Home Page, E-Mail Concepts.

Section-C (English)

Comprehension, Paragraph Writing, Common Errors, Tenses, Synonymous, Antonyms, Word meanings, Spellings, Fill in the Blanks and Letter Writing.

Section-D (Hindi)

Same in Section C

Section-E (Maths. and Reasoning)

Maths. Syllabus upto 10th standard as approved by Haryana Board School Education