

## MAHARSHI DAYANAND UNIVERSITY ROHTAK

Advertisement No.3/2009

Applications for the following posts are invited on the prescribed form obtainable from the University Publication Cell on cash payment of Rs.60/- at sale counter and Rs.90/- by Regd. Post by sending Demand Draft in favour of Finance Officer, M.D.University,Rohtak:-

1.	Controller of Examinations Pay Scale Qualifications	1(UR) Rs.37400-67000+10000 AGP (UGC) (i) A Master's degree with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale. (ii) Atleast 15 years of experience as Lecturer (Sr. Scale/Lecturer with eight years in Reader's grade alongwith experience in educational administration). OR Comparable experience in research establishment and/or other institutions of higher education. OR 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.  Preference will be given to those having experience of various functions of conduct of examinations, including evaluation, compilation of result, and declaration thereof, at large organizational level.
2.	Finance Officer Pay Scale Qualifications	1(UR) Rs.15600-39100+6000 Grade Pay i) CA with minimum 7 years experience ii) Candidate should be well-versed in PWD Accounts, Budgeting, Planning, Audit Procedure, etc, and iii) Knowledge of Hindi upto Matric.
3.	Information Scientist (Central Library)	1(UR) Rs.8000-13500 (under revision)

	Pay Scale Qualifications	The candidate should possess Master's degree in Computer Applications and also Master's degree in Library and Information Science with 55% marks in each and 5 years working experience in data/information related field in Universities/Educational Institutions.
4.	Supervisor Youth Welfare (DSW Office) Pay Scale Qualifications	1 (UR) Rs.9300-34800 +3200 GP i) Post Graduate in any discipline. ii) Diploma in translation iii) knowledge of Computer, preferably with some formal hands on training in Computer.  <b><u>Desirable</u></b> Diversified experience of atleast five years with various social organizations.

NOTE: If considered desirable and necessary, the University may for reasons to be recorded, take a suitable person on deputation on the post of Controller of Examinations and/or Finance Officer.

Age : Maximum 50 years relaxable in special cases by the competent authority.

Application form alongwith testimonials and application fee of Rs.500/- for the posts mentioned at Sr. No.1 to 3 and Rs.300/- for the post at Sr. No.4 above in the shape of demand draft in favour of Finance Officer, M.D.University, Rohtak OR in the shape of University receipt should reach the Deputy Registrar (Estt.N.T.), M.D.University, Rohtak by 10.12.2009. Incomplete application and application received after closing date, including on account of postal delay will not be entertained in any case.

The candidates who have applied for the post of Information Scientist and Supervisor Youth Welfare against Advt.. No. 2/2009 need not apply again. However, they may up date their bio-data on plain paper

**REGISTRAR**