

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Advertisement No. 01/2011

Applications are invited on the prescribed form (except for the post of Clerk-cum-Junior Data Entry Operator for which candidates are required to apply online) 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. For the posts of Clerk-cum-Junior Data Entry Operator, applications are required to be filled/sent online on the prescribed format.

Budgeted posts

Sr. No.	Name of post	No. of post	Pay scale
1.	Senior Accounts Officer	1 (UR)	9300-34800+5400 G.P.
2.	Campus School: i) Trained Graduate Teacher (Work Experience) ii) Assistant Teacher	1 (UR) 2(UR) (one in English, and one in Mathematics and Science)	9300-34800+4600 G.P. 9300-34800+4200 G.P.
3.	Clerk-cum-Jr. Data Entry Operator (to apply online in the prescribed format available on website Online Application Submission)	50 (Gen-11, SC-9, BC-A-3, BC-B-4), ESM-20 (Gen-10, SC-3, BC-A-3, BC-B-4), Sportsman-2(SC-1, BCA-1), PH-1	5200-20200+1900+40 SP
4.	Steno-typist (English)	13 (SC-2, PH-1, ESM-10 (Gen-5, SC-1, BCA-2, BCB-2)	5200-20200+1900+100 SP
5.	Lab Attendant	13 (Physics Dept.-4 (UR); Chem. Dept.-5 (UR-3, SC-1, BC-A-1); CentreforBio Tech.-2 (UR), Psychology Dept.-2 (UR))	5200-20200+1900 G.P.
6.	Deptt. of Music: Tabla Player	2 (UR)	5200-20200+1800 G.P.

Under Self-Financing Scheme

7.	Cashier (UIET)	1 (UR) "Temporary but likely to continue"	5200-20200+1900 G.P.
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Age limit: 18 to 50 years on the date of receipt of application, relaxable on congenit grounds in special cases by the competent authority.

Only those possessing prescribed qualifications as given in the enclosed annexure, may apply along with attested copies of testimonials of each examination/class of the required/concerned course (s) (from Matric onwards) and demand draft of Rs. 500/- (Rs. 125/- for SC/BC) at Sr. No. 1 & 2 and Rs. 300/- (Rs. 75/- for SC/BC) at Sr. No. 3 to 7 (Rs. 100/- extra for the form downloaded from the website, if any), in favour of Finance Officer, M.D. University, Rohtak to the undersigned latest by 30.9.2011. Qualifications and Merit/Selection Criteria have been given at Annexure – I.

Teaching posts for the Campus School as mentioned at Sr. No. 2 will be filled up only and only when Nursery Classes have taken off on sustainable basis and/or there is otherwise full justification based on teaching workload as a detailed exercise in the matter may bring out.

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, those received without the prescribed fee, and those received late shall be summarily rejected.

Candidates who have applied for the post of Cashier against Advt. No. 4/2010 need not apply afresh. They may, however, update their biodata by sending the same along with a formal request by the last date for receipt of applications.

The posts of Clerk-cum Junior Data Entry Operator and Steno-typists are being re-advertised. In case no candidate is found suitable for appointment, the vacancies reserved for ESM of a particular category will be filled up from amongst the same category candidates. For example, if suitable candidates' belonging to Schedule Casts of ESM category is not available, then the post will be filled up from amongst the candidates of Schedule Casts. The same position shall be followed in other categories.

Post shown as "Temporary but Likely to Continue" is under SFS Programme and is awaiting approval of the State Govt. This post will be filled up as co-terminus with the Course/Programme on payment of monthly consolidated salary equal to the total amount that becomes payable at the initial stage in the prescribed pay-scale of the post.

Candidate selected and appointed on this post will be placed in the relevant running pay-scale as and when the approval of the Govt. is received and shall hereafter become eligible for all benefits under the Scheme. All appointments so made will be subject to such terms and conditions as are approved by the Executive Council from time to time.

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 at the time of interview.

Candidates for the post of Clerk-cum-Junior Data Entry Operator are required to apply online on University website www.mdurohtak.ac.in. They are not expected to send copies of testimonials while applying online. Original documents along with attested copies of testimonials of each examination/class of the required/concerned course(s) (from Matric onwards) and No Objection Certificate from the present employer if already in service will be required to be submitted at the time of interview.

Final eligibility of each candidate will be checked at the time of interview.

Please click on [Guidelines](#) for online submission of application for the post of Clerk-cum-Junior Data Entry Operator online.

REGISTRAR

ANNEXURE – I

QUALIFICATIONS & SELECTION CRITERIA OF VARIOUS NON-TEACHING POSTS

SENIOR ACCOUNTS OFFICER

Qualification:-

C.A. with not less than 7 years experience in a sizeable organization, preferably in the University.

OR

M.Com/M.A. (Economics) or (Maths) with at least 8 years experience of dealing with the accounts in some organization of repute, preferably in the Govt. including PWD Accounts, Budgeting and Audit procedures etc.

Candidates with SAS qualifications will be preferred.

Selection Criteria:-

Total Marks : 50

1. Academic Record: Basic qualifications upto 59% Marks 60% to 69% 70% and Above	Nil 05 Marks 10 Marks	Maximum 10
2. SAS Qualification	05 Marks	Maximum 05
3. Additional Relevant Qualifications:	05 Marks per Exam.	Maximum 10
4. Experience: Per year above the Required experience	02 Marks	Maximum 10
5. Gold Medal	02 Marks/Gold Medal	Maximum 05
7. Interview: i) Knowledge of Accounts and Budgeting ii) Communication skill iii) Overall Personality	04 Marks 03 Marks 03 Marks	Maximum 10
		Total = 50

T.G.T (Work Experience)

Qualification:-

Any of the following :-

- i) B.Sc. (Tech.) Ed. From Regional College of Education NCERT.
- ii) Degree in Electrical or Electronics Engineering from a recognized University.
- iii) Three years diploma after Higher Secondary/Senior Secondary in Electrical/ Electronics/Engineering from an institution recognized by Govt.

Selection Criteria:-

1. <u>Academic Record:</u> Basic Qualification upto 59% Marks 60% to 69% 70% and above Graduation with Hon's	NIL 03 Marks 05 Marks 05 Marks	Maximum 10
2. <u>Additional Higher Qualification:</u> MA/M.Sc./M.Com M.Phil/Ph.D. or Good Academic Record: i.e. the candidates with consistent good academic record i.e. throughout 1 st Division in all examinations i.e. 10 th , 10+2, Graduation.	05 Marks 10 Marks	Maximum 10
3. <u>Experience:</u> Per year in a recognized school with Counter Signatures of Concerned DEO (above requirement)	02 Marks	Maximum 10
4. <u>Co-curricular Activities:</u> i) Uni./Youth festival (Zonal/ Inter Zonal position) Recommended (1 st position)/ Commended (Second position) ii) Debates iii) Blood Donation	01 Marks 01 Marks 02 Marks (at least twice in the	Maximum 06

iv) NCC a) C b) B v) NSS	proceeding two years) 04 Marks 02 Marks 01 Marks	
5. <u>Sports Gradation Certificate issued by Haryana Sports Department:</u> A-1 A-2 B-1 B-2 C-1 C-2	3.0 Marks 2.5 Marks 2.0 Marks 1.5 Marks 1.0 Marks 0.5 Marks	Maximum 03
6. <u>Gold Medal</u>	01 Mark/ per Gold Medal	Maximum 03 over and above marks meant for academic records.
7. <u>Interview:</u> i) Subject Knowledge ii) Communication Skills iii) Overall Personality	03 Marks 03 Marks 02 Marks	Maximum 08
		Total = 50

ASSISTANT TEACHER

Qualification:-

B.A. / B.Sc. with B.Ed. or equivalent degree in Education. One year teaching experience of a recognized English Medium School with NCERT/CBSE Syllabus. Experience relaxable in the case of candidates with good public school education background and higher qualifications.

Selection Criteria:-

8. <u>Academic Record:</u> Basic Qualification upto 59% Marks 60% to 69% 70% and above Graduation with Hon's	NIL 03 Marks 05 Marks 05 Marks	Maximum 10
1. <u>Additional Higher Qualification:</u> MA/M.Sc./M.Com M.Phil/Ph.D. or Good Academic Record:	05 Marks 10 Marks	Maximum 10

i.e. the candidates with consistent good academic record i.e. throughout 1 st Division in all examinations i.e. 10 th , 10+2, Graduation.		
2. <u>Experience:</u> Per year in a recognized school with Counter Signatures of Concerned DEO (above requirement)	02 Marks	Maximum 10
3. <u>Co-curricular Activities:</u> i) Uni./Youth festival (Zonal/ Inter Zonal position) Recommended (1 st position)/ Commended (Second position) ii) Debates iii) Blood Donation iv) NCC a) C b) B v) NSS	01 Marks 01 Marks 02 Marks (at least twice in the proceeding two years) 04 Marks 02 Marks 01 Marks	Maximum 06
4. <u>Sports Gradation Certificate issued by Haryana Sports Department:</u> A-1 A-2 B-1 B-2 C-1 C-2	3.0 Marks 2.5 Marks 2.0 Marks 1.5 Marks 1.0 Marks 0.5 Marks	Maximum 03
5. <u>Gold Medal</u>	01 Mark/ per Gold Medal	Maximum 03 over and above marks meant for academic records.
6. <u>Interview:</u> i) Subject Knowledge ii) Communication Skills iii) Overall Personality	03 Marks 03 Marks 02 Marks	Maximum 08
		Total = 50

CLERK-cum-Jr. DATA ENTRY OPERATOR (Direct Recruitment)

Qualification:-

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.

Selection Criteria:-

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|--|-------------------|
| a) General Aptitude Test | = 30 Marks |
| b) Computer Typing/Data Entry Test | = 35 Marks |
| c) Academic Qualifications | = 20 Marks |
| i) Minimum essential Qualification
(10+2 with Ist Division OR Graduate)
having less than 50% marks | = 00 Marks |
| ii) B.A./B.Sc. with 51-60 % Marks | = 04 Marks |
| iii) B.A./B.Sc.with more than 60% | = 06 Marks |
| iv) B.Com/BCA/B.Sc(Comp.Sc.) with
51-60% Marks | = 06 Marks |
| v) B.Com/BCA/B.Sc(Comp.Sc.) with
more than 60%. | = 08 Marks |
| vi) M.A./M.Sc/M.Com/MBA/equivalent
with 50-60% Marks. | = 12 Marks |
| vii) M.A./M.Sc/M.Com/MBA/equivalent
with more than 60% | = 15 Marks |
| viii) B.Tech. with 50-60% marks | = 10 Marks |
| ix) B.Tech. with more than 60% | = 13 marks |
| x) M.Tech/MCA with 50-60% Marks | = 18 Marks |
| xi) M.Tech/MCA with more than 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.
 3. Marks with 0.5 or above shall be next rounded off.

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|---------------------|-------------------|
| d) Interview | = 15 Marks |
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The syllabi for General Aptitude (Test 'A') and Computer Typing (Practical) (Test 'B') are annexed.

Syllabus and other instruction for General Aptitude Test – A

General Instructions

- I. Max. Marks : 100 Marks
- II. Time : 90 Minutes
- III. Marks for questions are indicated against each. There will be $\frac{1}{4}$ negative marks for each wrong answer.
- IV. Maximum 100 marks will be reduced proportionally to 30.
- V. Medium : English as well as Hindi
- VI. Question paper will be Objective Type (Multiple Four alternatives)
- VII. There will be six Sections of the Question paper. Each Section will carry 15 marks, however Section – F shall be of 25 marks.

Syllabus

Section- A (General Knowledge)

General; knowledge about all aspects of India (History & Civilization, Economy, Science & Technology, Geography, Society, 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 Software (Operating Systems, Compilers and Interpreters, Application Software), 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 (Para based objective items), Common Errors, Tenses, Synonymous, Antonyms, Word meanings, Spellings and Fill in the Blanks.

Section-D (Hindi)

Section-E (Arithmetic's and Reasoning)

Arithmetic :- Syllabus upto 10th standard as approved by Haryana Board School Education, Reasoning : Verbal and Non Verbal.

Section – F (M.S. Office)

MS-Word

Introduction to word, Editing Text, Formatting Text and paragraph, finding and Replacing Text, Mail Merge, Enhancing a Document, Working with Tables, Exploring Printing Features, Headers and Footers, Templates, Miscellaneous Features of Word. **(9 Marks)**

MS-Excel

Introduction to Excel and worksheet, Editing Cells, Formulas and Functions, Moving copying, Inserting and Deleting Rows and Columns, Formatting a Worksheet, Sorting and Filtering Data, Exploring Print Options, Generating and Formatting Charts, Miscellaneous Command, Functions Features of Excel. **(8 Marks)**

MS-Power Point

Introduction to Power Point, Creating and viewing the Presentation, Editing Text and Organizing the Presentation, Working with Outline View, Customizing and Delivering the Presentation, Miscellaneous and Additional Features of Power Point. **(8 Marks)**

Cut off for Computer Typing (Practical) test will be within group i.e. 90th percentile and upward in General Aptitude Test.

Syllabus and other Details for Computer Typing (Practical) Test-B.

Total Marks = 35

Time : 10 Minutes

1. Text for computer typing to be copied shall be presented on the Monitor only (no hard copy) of 350 words.

Note : Correct words copied with penalties of 1/10th for every missing, wrong and left words shall be scored.

2. The Test of Computer Typing shall be in English Language only (may be alpha-numeric with all punctuations etc.).
3. Three times the number of positions within each category shall be called for interview on the basis of their scoring in Computer Typing (Practical) Test – B.

STENO-TYPIST (ENGLISH)

Qualification:-

Matric 1st Division OR Higher Secondary 2nd Division; OR 10+2 second Division OR 10+2 Vocational 2nd Division Or Intermediate 2nd Division; Or Graduate of a recognized University; OR its equivalent. For Ex-serviceman, Matric only.

Knowledge of Hindi/Sanskrit upto Matric Standard.

Qualifies a test in Stenography in English at the speed of 80 W.P.M. and transcription thereof on Computer at the speed of 15 W.P.M. (8% mistakes are allowed).

Selection Criteria:-

	Criteria For Selection to The Post Of Steno-Typist.	Maximum Marks
a.	Who qualify, test on computer in stenography in English without any mistake. One and half marks for each mistake will be deducted from total marks.	48 marks
b.	Academic Record	25 marks
i)	II nd Division in B.A./B.Sc./B.com/or equivalent examination.	7 marks
ii)	II nd Division in B.C.A. or equivalent`	8 marks
iii)	M.C.A./P.G.D.C.A./M.Sc. Computer Science or equivalent or any higher examination	10 marks
c.	Experience as Steno-Typist in a recognized School/reputed Institute/ University/Govt. offices/reputed Private Sector duly substantiated by proper certificate from the competent authority (1 mark for each one years' experience)	12 marks
d.	Interview	15 marks

LAB ATTENDANT

Qualification:-

10+2 with Science with 50% marks

Selection Criteria:-

	Marks	Max. Marks
Basic Qualification (10+2 with science) 50-59% 60-69% 70% - above	Nil +5 +10	10
Higher Qualifications B.Sc./ B.Tech/ B.E/M.Sc.	+10	10
Diploma in computer	+5	5
Experience from a Govt./Aided college or Govt. Science Laboratory in regular pay scale or having experience in technical trades of the Indian Armed Forces	+3 marks per year subject to maximum of 15 marks	15
Interview	+10	10

If the number of applications against a particular post exceeds five times than the number of vacant post, the University will conduct a screening test for each such post. The Syllabus of the test will be of the standard of basic qualifications laid down for the post. The test will be of MCQ type of 100 marks. The breakup of marks will be as follows:

General English	20 Marks
Mathematics	20 Marks
Science Subject	60 Marks

The qualifying marks of the test will be 50%. However, the candidates three times to the number of a post will be called for interview from the merit list of the test.

TABLA PLAYER

Qualification:-

10 + 2 with Sangeet Visharad (5 year) in Tabla
OR
10 + 2 with Sangeet Prabhakar (6 year) in Tabla

Selection Criteria:-

1. <u>Academic Record:</u> Basic Qualification upto 49% Marks 50% to 59% 60% and above	NIL 05 Marks 10 Marks	Maximum 10
2. <u>Additional Higher Qualification:</u> Graduation Post Graduation	05 Marks 10 Marks	Maximum 10
3. <u>Experience:</u> Per year in a recognized institution, certificate be duly signed by the DEO/Registrar/Competent Authority.	02 Marks	Maximum 10
4. <u>Co-curricular Activities:</u> i) 1 st position in Tabla at District Level. ii) 1 st position in Tabla at State Level. iii) 1 st position in Tabla at National Level.	03 Marks 05 Marks 10 Marks	Maximum 10
5. <u>Interview/Behavior of content delivery/ Skill knowledge/ Display of talent before the selection committee</u>	10 Marks	Maximum 10
		Total = 50

CASHIER

Qualification:-

1. B. Com with at least 55% marks from a recognized University; and
2. Sufficient knowledge of Computer, including accounting packages

Selection Criteria:-

a) General Aptitude Test		Maximum 30 Marks
b) Computer Typing Test		Maximum 35
c) Acad emic Qualifications and experience. i) Basic =Upto 55% above 55% to 60% 61% to 70% 71%and above ii) M.Com =50% & above iii) Experience 3 marks for each year subject to maximum of 10 marks .	Nil 04 Ma rks 06 Ma rks 08 Ma rks 10 Ma rks	Maximum 20 Marks
d) Interview		Maximum 15 Marks
Total	-	Maximum=100

The syllabus for general aptitude and Computer typing (practical) test for the post of Cashier is at A & B as prescribed for Clerk-cum Junior Data Entry Operator.