



MAHARSHI DAYANAND UNIVERSITY ROHTAK
(A State University established under Haryana Act No. 25 of 1975)
NAAC Accredited 'A' Grade

Advt. No. 32 of 2014

Applications on prescribed form are invited from eligible candidates for the following posts latest by **31.07.2014**.

Non-teaching posts :

Budgeted: Assistant Librarian-5 (UR-4, SC-1); Chief Security Officer (Ex-Servicemen)-1(UR); Junior Engineer (Civil)-1(UR); Hostel Supervisor-3(UR); DTP Operator-3(PWD-1, UR-2); Steno-typist (English)-18 [(UR-8, ESM Gen-2, ESM BCA-1 ESM BCB-1, SPT BCA-1, SBC-2, EBP in Gen. category-2, and SC-1].

Self Financing Scheme(SFS): **University Institute of Engineering Technology:** Assistant Registrar-1 (UR); Steno-typist (English)-1 (UR), Lab. Attendant-4 (UR- Chemistry Lab, Bio Technology Lab, Mechanical Engg. Lab. and Workshop one each); **Hotel and Tourism Management:** Lab Attendant-3 (1 PWD, 2 (UR); **Mathematics Deptt.:** Lab Attendant-1 (UR)

For qualifications, pay-scales, procedure for applying, selection criteria and other relevant conditions/ details etc. visit University website www.mdurohtak.ac.in.

REGISTRAR



MAHARSHI DAYANAND UNIVERSITY ROHTAK
(A State University established under Haryana Act No. 25 of 1975)
NAAC Accredited 'A' Grade

Advt. No. ³²----of 2014

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/SBC/EBP of Haryana State only) and Rs. 130/- by Regd. Post (Rs. 55/- for SC/BC/SBC/EBP) by sending demand draft in favour of Finance Officer, Maharshi Dayanand University, Rohtak OR on downloaded application form from the University website www.mdurohtak.ac.in. required fee for the following posts so as to reach the same to the undersigned on or before **31.07.2014**.

Budgeted Posts (non-teaching)

Sr. No.	Name of post	No. of post	Pay scale
1.	<u>University Library</u> Assistant Librarian	5 (4 UR +1 SC)	15600-39100+6000 GP (UGC)
2.	Chief Security Officer (Ex-Servicemen)	1 (UR)	9300-34800+5400 GP
3.	Junior Engineer (Civil)	1 (UR)	9300-34800+3600 GP
4.	Hostel Supervisor	3(UR) (Temporarily but likely to continue subject to approval of the State Govt. regarding conversion of posts)	9300-34800+3200 GP
5.	DTP Operator	3 (PWD-1, UR-2)	5200-20200+2400 GP
6.	Steno-typist (English)	Steno-typist-18 [(UR-8, ESM Gen-2, ESM BCA-1 ESM BCB-1, SPT BCA-1, SBC-2, EBP in Gen. category-2, SC-1]	5200-20200+1900 GP + 100 S.P

Self Financing Scheme posts

7.	<u>University Institute of Engineering & Technology</u> Assistant Registrar	1 (UR)	15600-39100+5400 G.P.
8.	Steno-typist (English)	1 (UR)	5200-20200+1900 GP+ 100 SP
9.	Lab. Attendant	4 (UR) Chemistry Lab, Bio Technology Lab, Mechanical Engg.Lab and Workshop one each.	5200-20200+1900 GP
10.	Hotel and Tourism <u>Management</u> Lab. Attendant	3 (1 PWD, 2 UR)	5200-20200+1900 GP
11.	<u>Mathematics Deptt</u> Lab. Attendant	1 (UR)	5200-20200+1900 GP

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

Only those possessing prescribed qualifications and the Selection Criteria as given in the enclosed Annexures-B may apply alongwith attested copies of testimonials of each examination/class of the

required/concerned course (s) (from Matric onwards) with application fee of Rs.500/- (Rs.125/- for SC/BC/SBC/EBP of Haryana State only) for Sr.No. 1, 2, & 7 and Rs.300/-(Rs.75 for SC/BC/SBC/EBP of Haryana State only) for Sr. No.3 to 6 and 8 to 11. However 50 % concession in fee is also applicable to the women candidates. The application fee be enclosed with the application form in the shape of University cash receipt in original OR Demand Draft drawn in favour of Finance Officer, M.D. University, Rohtak. Separate application be submitted for each post alongwith required fee.

The ESM and PWD candidates of Haryana State only are exempted from application fee. Only such persons would be eligible for reservation in services/posts who suffer from not less than 40% of relevant disability.

The number of posts may vary depending on requirement and availability. Any of the posts 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/or received late on any account including postal delay shall be summarily rejected.

The University reserves the right to shortlist candidates on the basis of an objective criteria, including holding a screening test which will be uploaded on the University website. Only such candidates who are found eligible by the Screening Committee and/or short listed on the basis of objective criteria, including holding a screening test will be called for interview. Those declared ineligible will not be informed of their status being as such. Candidates are thus advised to make sure before applying that they are indeed eligible for a given post in terms of the minimum eligibility conditions.

The benefit of reservation will be available to the candidates of Haryana State only.

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.

The posts under Self Financing Scheme will be filled up initially for two years on contract basis. On satisfactory completion of two years, contract may be extended for the period which will be co-terminus with the duration of the respective course/programme or till superannuation, whichever is earlier. The candidates will specifically mention in the application form the name of the department under Self Financing Scheme for which they are applying.

The approval for converting the posts of Micro Analyst, Mechanic and Technical Assistant (Excavation) to that of Hostel supervisor is awaited from the State Govt. Appointment to the post of Hostel Supervisor will be made subject to the approval of the State Govt.

The candidates who have already applied for the post of Assistant Librarian against Advt. No.3/2012 need not apply again. However, they may update their bio-data by submitting the same on plain paper upto the last date of receipt of Applications. The candidates applying for the post of Lab Attendant are required to submit separate application form department wise.

Final eligibility of each candidate will be checked in the case of Steno-typist at the time of interview.

Qualifications and experience acquired as on the last date of receipt of applications will be entertained. Experience, if any, will be counted from the date of eligibility.

Abbreviations: U.R: Unreserved, S.C.: Scheduled Caste, B.C.: Backward Class, ESM: Ex-Serviceman, SBC: Special Backward Class, EBP: Economically Backward Persons, SPT: Sports Person, PWD: Person with Disabilities, SFS: Self Financing Scheme.

REGISTRAR

Qualifications and Selection Criteria for the post of Assistant Librarian

- i) A master's Degree in Library Science/Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or and equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iii) However, candidates, who are, have been awarded Ph.D degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D degree), Regulation 2009, shall be exempted from the requirement of minimum eligibility condition of NET/SLET/SET for recruitment and appointment as University Assistant Librarian/College Librarian.

CRITERIA/WEIGHTAGE FOR AWARD OF SCORES DRAWN IN THE LIGHT OF THE CRITERIA PROPOSED BY THE UGC FOR DIRECT RECRUITMENT OF TEACHERS (AS SUGGESTED ALONGWITH THE NEW PAY SCALES AND OTHER GUIDELINES) FOR THE POST OF 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,10+2, B.Lib., and M.Lib. Science)	=12 marks
(c)	1 st Division in M.Lib. Science and 1 st Division in any two of the lower examinations	= 09 marks
(d)	1 st Division in M.Lib. Science Level and 1 st Division in any one of the lower examinations	= 06 marks
(e)	M.Lib. Science: Above 60% but below 70%	= 05 marks

OR

(f) M.Lib. Science: 70% and above = 08 marks

(g) M.Phil = 03 marks

OR

(h) Ph.D. (if not considered towards eligibility) = 05 marks

(2) 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/Experience =30 marks
(25+5)

Domain knowledge =25 marks

With respect to:

- i) Conceptual clarity
- ii) Overall subject knowledge
- iii) Latest developments in the subject

Teaching Experience/Skills- =5 marks

01(one) mark 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

**Qualifications and Selection Criteria for the post of Chief Security Officer
(Ex-Servicemen only)**

Pay Scale : 9300-34800+5400/-G.P

Qualifications:

- i) Commissioned Officer not below the rank of Captain of Indian Armed Forces or its equivalent in other Defence Forces.
- ii) Good Physique and Medically Fit.

Selection Criteria

Total Marks: 50

Sr. No	Qualification	Marks	Maximum Marks
1.	Academic Qualification: i) Graduate above 60% ii) (a) Post Graduation upto 50% (b) Post Graduation above 50 percent marks.	03 02 ½ marks in each %age of marks above 50 percent (Maximum=7)	10
2.	Additional Qualifications: i) Course related to any Disaster/ Rescue & Civil Defence/First Aid Organized/ Recognized by State/ Central Govt. Body ii) Computer Knowledge: Certificate/ Diploma Course in Computer Operations from Govt. recognized Institution/ University	05 05	10
3.	Experience: After retirement from the Defence services, serving in University/ Board/ Corporation/ DGR empanelled institution.	02 Marks per year	10
4.	Sports Activities: i) Medal at International Level ii) Medal at National Level	Gold :08 Silver :06 Bronze :04 Participate :02 Gold :05 Silver :03 Bronze :02 Participate :01	08
5.	Any gallantry/service award from the Government	02	02
6.	Interview	10	10
Total = 50			

Selection criteria for the post of Junior Engineer (Civil)/Public Health

Total marks 50

Qualifications :

He must have 3 years National Certificate Course in Civil Engineering from recognized Polytechnic /Institution/Mechanical Engineering .

Pay scale 9300-34800+3600 G.P.

Particulars	Marks	Minimum Marks
1.Academic Record :- Basic Qualification upto 60% marks 1% to70% 71% and above	Nil 05 10	10
2. Additional Higher Qualifications:- B.Tech Civil Engg. M.Tech.Civil Engg.	07 10	10
3. Experience:- Field Experience of Execution of Building and Roads, Preparation of Rough Cost estimates, detailed estimates, DNIT and bill on the pattern of Haryana Schedule of Rates and Delhi Schedule of Rates/CPWD in Univ./Govt./Board/Corporation.	02 marks per year	10
4.Co-curricular Activities:- 1)Univ./Youth festival (Zonal/Inter Zonal position) Recommended (1st position)/Commended (Second position) ii) Debates iii)Blood Donation iv) NCC a) C b) B v) NSS	01 01 02 (at least twice with authentic proof) 04 02 01	06
5.Sports Gradation Certificate issued by Haryana Sports Department A-1 A-2 B-1 B-2 C-1 C-2	 3.0 2.5 2.0 1.5 1.0 0.5	03
6.Computer Knowledge :- One year Certificate in Computer from any Univ./Govt.	01	01
7. Interview	10	10
		Total = 50

Qualifications and Selection Criteria for the Post of Hostel Supervisor

Qualifications

Atleast Graduate: relaxable in the case of Ex-Serviceman.

Selection Criteria

Selection will be based on performance in interview and sufficient work experience on a supervisory post.

**Qualifications and Selection Criteria for the post of DTP Operator (3 Post)
(PWD-1, Gen.-2)**

Pay Scale:- Rs.5200-20200-2400GP

Qualification:

Essential:

1. Graduate from recognized University with 50% marks and Certificate/ Diploma Course in Desk Top Publishing and three years experience in a reputed Publishing House, preferably in book making.
2. Proficiency in Computer Softwares, M.S. Office, Page Maker, Coral Draw, Photoshop, Math Type 5.2 alongwith English typing speed 30 w.p.m., Hindi typing speed 20 w.p.m. and Sanskrit typing on Computer.

Selection Criteria:-

1.	General Aptitude Test	20 Marks
2.	DTP Practical Test	50 Marks
3.	Academic qualifications and Experience i) Graduation with 50% Marks ii) Graduation with more than 50%	10 Marks (Maximum) 00 Marks 0.5 Mark for every 1% additional mark above 50% (Less than 0.5 % no credit, 0.5 % and above full credit)
4.	Experience in publishing house, Book Making and designing: i) upto three years ii) more than three years	5 Marks (Maximum) 00 Marks 1 Mark for every completed year on full time basis
5.	Interview	15 Marks

Note:

1. The Syllabi for General Aptitude Test and DTP Operator Practical Test are at Annexure 'A' and 'B'.
2. 10 times the numbers of posts within each category shall be called for DTP Practical test on the basis of their scoring in General Aptitude Test.
3. 3 times of the posts advertised will finally be called for interview on the basis of their scoring and DTP Operator Practical Test.

General Aptitude Test

	Marks	
1. Printing (Page Setting, orientation, Setting, Knowledge about Machinery & equipment)	07	Type
2. Computer (Basic Hardware, MS Word, MS Excel, Corel Draw, Page Maker, Photoshop, Internet)	06	
3. English (common errors, Tenses, Synonyms, Antonyms, word meaning, Spelling, prepositions)	04	
4. Hindi (त्रुटि, शब्द अर्थ, विलोम शब्द, समानार्थी शब्द, वर्तनी, वर्ण नियोजन)	03	

Practical Skill Test Details for DTP Operator

Time: 90 Minutes	Marks
1. MS Office (Word) Setting, Formatting, Excel (Graphs)	05
2. Page Maker-Import/Export, Page Setting, Picture, Line spacing, word Spacing, multiple Columns, Header, Footer and Footnotes	15
3. Corel Draw/Photoshop-Text Designing and Figure Creation, Image Manipulation, Filters & Borders.	15
4. Typing Text (10 minutes)	15
(1) English (200 Words)	05
(2) Hindi (100 Words)	05
Sanskrit (50 Words)	
(3) Math (2 Equations)	05

Qualifications and Selection Criteria for Budgetary and SFS posts.

STENO-TYPIST (ENGLISH)

Qualifications:-

Graduation with at least 50% marks of a recognized University or its equivalent.

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:-

Total - 85 Marks

	Criteria for Selection to the post of Steno-typist(English).	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	10 marks
i)	Graduation with less than 60% marks	00 marks
ii)	Graduation with 60% and above	04 marks
iii)	Any two or three years degree course in Computer Science/I.T./Computer Engineering after graduation	03 marks
iv)	One year regular Diploma Course (Accountancy, Data Entry/Computer, Stenography, Secretarial Training etc.) from recognized University/Board (Govt./Semi Govt.) (In case a Diploma has been cumulated for a Degree Programme its weightage shall not be counted for these 3 marks)	03 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

Qualifications and Selection criteria for the post of Assistant Registrar(UIET) under Self Financing Scheme

Qualifications

Good Academic record plus Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.

(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).

Selection Criteria

Total Marks: 50

1.	Academic Qualification: Basic qualifications upto 55% marks at PG level 56% and above (Fraction of marks below and above 0.5% will be rounded off to the next lower and above number respectively)	Nil 01 marks for every 1%	Maximum 15
2.	Computer knowledge: Certificate/Diploma Course in Computer Operations from Govt. recognized Institution/University	05 Marks	Maximum 05
3.	Gold Medal	02 Marks for each Gold Medal	Maximum 05
4.	Work Experience (Govt./Semi-Govt./Govt. Aided)	01 Mark for each completed year of experience at Supervisory level	Maximum 15
5.	Interview performance	-	Maximum 10
			Total=50

Qualifications and Selection Criteria for the post of Lab Attendant

Qualifications : 10+2 with Science with 50% marks and B.Sc./B.E./B.Tech.
Pay Scale : 5200-20200+1900 GP

Selection Criteria	Marks	Maximum 50 Marks
Basic qualification (10+2 with Science with 50% marks and B.Sc./B.E./B.Tech	NIL	
B.Sc./B.E./B.Tech. (2 nd Division)	05 Marks	
B.Sc./B.E./B.Tech. (1 st Division)	10 Marks	10 Marks
Screening Test	15% of the Marks obtained	15 Marks
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	03 Marks per year subject to maximum of 15 marks	15 Marks
Interview	10 Marks	10 Marks

A Screening test will be held. 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 follow :-

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.