

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Advertisement No. 05/2012

Applications on prescribed form are invited from eligible candidates for the post of Librarian-1 (UR), Programmer-3 (UR) Data Entry Operator 1(SC) and Computer Operator 1(UR) latest by **1.10.2012**.

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

REGISTRAR

MAHARSHI DAYANAND UNIVERSITY ROHTAK
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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, Maharshi Dayanand University, Rohtak for the following posts:-

Sr. No.	Name of post	No. of post	Pay scale
1.	University Library Librarian	1 (UR)	37400-67000+10000 GP (UGC)
2.	Computer Centre Programmer	3 (UR)	9300-34800+5400 GP
3.	Computer Operator	1(UR)	9300-34800+3200 GP
4.	DDE Data Entry Operator	1(SC)	9300-34800+3200 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 meeting the Selection Criteria as given in the enclosed Annexure-A, B and C 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 of Haryana State only) for the post at Sr. No.1 & 2 and Rs.300 (Rs.75 for SC/BC of Haryana State only) for Sr. No.3 and 4. The application fee be enclosed with the form in the shape of Demand Draft drawn in favour of Finance Officer, M.D. University, Rohtak and sent to the undersigned latest by **1.10.2012**. The ESM candidates are exempted from application fee.

The number of posts may vary depending on requirement and availability. The posts here advertised may be withdrawn from being filled up at any time without assigning any reason.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 those received late (even postal delay), shall be summarily rejected.

Nomenclature of the post of Data Entry Operator and Computer Operator is likely to be changed for administrative reasons/cadre management.

Only such candidates who are found eligible by the Screening Committee 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.

Candidates applying for the post of Librarian as per UGC qualifications are required to send seven copies of filled Performance Based Appraisal System (PBAS) proforma (Annexure-A) as well as to submit five duly bound sets of reprints of their minimum ten publications along their applications. 400 points consolidated API score as based on Performance Based Appraisal System (PBAS) shall be needed which the candidates should calculate and justify on their own enclosing necessary documentary evidence in support of their claim.

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

The University reserves the right to shortlist candidates on the basis of objective criteria, including holding a test.

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.

Abbreviations: U.R: Unreserved, S.C.: Scheduled Caste, B.C.: Backward Class, ESM: Ex-Serviceman.

REGISTRAR

Annexure-A

Qualifications for the post of Librarian:

- i) Master's Degree in Library Science/information Science/Documentation with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record.
- ii) At least 13 years as a Deputy Librarian in a University Library or 18 years experience as a College Librarian. However, experience is relaxable in case of exceptionally competent and qualified candidate.
- iii) Evidence of innovative Library Service and organization of published work.

Desirable: M.Phil/Ph.D degree in Library Science/Information Science/Documentation /archives and manuscript keeping.

Applicable for Librarian

Category. II – CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Brief Explanation : Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities, and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15, a list of items and required scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (35) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

The model table below gives groups of activities and API scores :

Sr. No.	Nature of Activity	Maximum Score
1.	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling) with documentary proofs.	20
2.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15
3.	Professional Development activities (such as participation in seminars, conference, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15
	Minimum API Score Required	

CATEGORY – III – RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between University and Colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

Sr. No.	APIs	Faculties of languages Arts/Humanities/Social Sciences/Library/Physical education/Management	Max. Points for University and college teacher position
III A	Research Papers published in:	Refereed Journals*	15/ publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10/ Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ publication
III B	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books published by international publishers with an established peer review system	50/sole author: 10/chapter in an edited book
		Subject Books by/ National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25/sole author and 5/chapter in edited books
III C		Subject Books by Other local publishers with ISBN/ISSN numbers	15/sole number and 3/chapter in edited books
		Chapters contributed to edited knowledge based volumes published by international Publishers	10/Chapter
		Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5/chapter
III C			
III C (i)	Sponsored Projects carried out/ongoing	Major Projects amount mobilized with grants above 5.00 lakhs	20/ each Project
		Major Projects amount mobilized with minimum of Rs 3.00 lakhs up to 5.00 lakhs	15/ each Project
		Minor Projects (Amount mobilized with grants above Rs.25,000/- up to Rs. 3.00 lakhs)	10/each Project
III C (ii)	Consultancy Projects carried out/ ongoing	Amount mobilized with minimum of Rs. 2.00 lakhs	Rs. 10.0 lakhs and Rs. 2.0 lakhs, respectively
III C (iii)	Completed projects Quality Evaluation	Completed project report (Accepted by funding agency)	20/each major project and 10/each minor project.
III C (iv)	Projects	Major policy document of Govt.	30/ each national

	Outcome / Outputs	Bodies at Central and State Level.	level output or patent/ 50/each for international level.
III (D)			
III D (i)	M. Phil.	Degree awarded only	3/ each candidate
III D (ii)	Ph.D.	Degree awarded	10/each candidate
III (E)			
III E (i)	Refreshers courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	20/ each
		(b) One week duration	10/ each
III E (ii)	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	
		(a)International conference	10/Each
		b) National	7.5/ each
		c) Regional/State Level	5/ each
		(d)Local-University/ College level	3/ each
III E (iv)	Invited lectures of presentations for conferences/ symposia	(a) International	10/each
		(b) National level	5/each

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows : (i) indexed journals – by 5 points (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points ; (iv) papers with impact between 5 and 10 by 25 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a) and not under presentation (III (e)(ii).

Notes:

1. It is incumbent on the Universities to prepare and publicize within six months subject-wise lists of journals periodicals and publishers under categories III (A) and B. till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. The API for joint publications will have to be calculated in the following manner. Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding authors/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

Annexure-B

QUALIFICATION AND SELECTION CRITERIA FOR THE POST OF PROGRAMMER

Qualification:

First Class B.E./B/Tech.(CSE/IT) or MCA/M.Tech.(Comp Sc./Comp Sc. & Engg./Software Engg.) or equivalent

Pay Scale: Rs. 9300-34800 +5400 Grade pay.

Selection criteria	Total Marks-50	
Particular	Marks	Maximum marks
1. <u>Academic Record</u> Basic qualifications upto 60% marks 61% and above <i>(Fraction of marks below and above 0.5% will be rounded off to the next lower and above number respectively)</i>	Nil 01 mark for every 1%	10
2. <u>Experience (After acquiring the minimum qualification):</u> Experience as an Assistant Programmer/Technical Assistant/Software Developer or other relevant programming experience in Uni./Govt./Board/ Corporation/ IT Sector, etc.	02 Marks per year	18
3. <u>Professional Certification</u> Certifications such as MCP/MCSE/Sun Java/Oracle/Red Hat Linux/Linux/.NET Framework or other equivalent certification	04 Marks for each certification	12
4. Interview	10	10

Job Responsibility

The programmer shall be responsible for the following

- *Performing all responsibility as a programmer/assistant-programmer/software developer/software engineer*
- *Upgrading the existing applications/code and/or programming for any new module*
- *Helping in execution of the ongoing e-Governance and Campus-wide Network projects of the university*

- *Module coding and integrating/plugging in the existing software/e-Governance project*
 - *Supervising MDU Call Centre operation and service delivery upto customer satisfaction*
 - *Performing day-to-day jobs of the university as assigned by the Director/SSA*

 - *Developing the software modules for newly emerged requirements of the university and maintaining the existing software solutions/e-Governance/ERP projects*
 - *Directing/Assisting the Technical Assistants (Software/Database/Network support) for any kind of relevant existing/new assignment/task/job/project*
 - *Performing all duties relating to software development, network management, data centre, etc. assigned by the Director/SSA/SA*
 - *Liaisoning with all the concerned stakeholders (such as university branches, teaching departments, colleges/institutions, students, etc.) to help/execute the task*
 - *Conducting necessary training for the University staff (non-teaching/teaching) to help them becoming well conversant with the e-Governance related day-to-day jobs or for future tasks*
- Any other kind of responsibility assigned by the university*

Annexure-C

Qualifications for the post of Data Entry Operator and Computer Operator

- First class BCA or First class 3-year Diploma in CSE/IT/ECE from State Technical Board or equivalent

Experience

- 3 years experience in software support/handling/development for an enterprise (preferably a university or its equivalent size)
- Proficient in software handling/installation and good exposure of software development tools/languages and software maintenance/updation tasks
- Good Exposure of J2EE, Core Java, Swings, Struts 2, MySQL / Oracle, XML, Java script, Java Web servers and Application servers
- Good Knowledge of Programming Languages: HTML/DHTML/PHP/JavaScript or latest tools/technologies
- Knowledge of usability and browser compatibility issues.
- Person(s) with MCSE/Java/Oracle Certification or other relevant certification may be given preference
- Person(s) matching exactly the specific nature of job responsibility may be given preference

Job Responsibility

- Performing all duties assigned by SSA/SA related to software development/website/datacenter or any other job
- Assisting in execution of the ongoing e-Governance and Campus-wide Network projects of the university
- MDU website/portal support services
- Module coding/updation and integrating/plugging in the existing software/e-Governance project
- Performing day-to-day jobs of the university as assigned by the SSA/SA
- Assisting in MDU Call Centre operation and service delivery upto customer satisfaction
- Developing the software modules for newly emerged requirements of the university and maintaining the existing software solutions/e-Governance/ERP projects
- Liaisoning with all the concerned stakeholders (such as university branches, teaching departments, colleges/institutions, students, etc.) to help/execute the task
- Performing all duties relating to software development, network management, data centre, etc. assigned by the SSA/SA

- Assisting in necessary training to the University staff (non-teaching/teaching) to help them becoming well conversant with the e-Governance related day-to-day jobs or for future tasks
- Performing University Network/Database/Web Security related tasks under supervision of SSA/SA and/or as necessary depending upon certain emergency
- Any other kind of responsibility assigned by the University

Selection Criteria for the post of Data Entry Operator and Computer Operator

Sr. No.	Particulars	Marks	Maximum Marks
1.	Academic Record Basic Qualifications upto 60% 61% and above Note: Fraction of marks below and above (or equal to) 0.5 will be rounded off to the immediate lower and above whole number, respectively.	Nil 01 Marks for every 1%	15
2.	Additional Qualifications		10
	Certificate such as MCP, MCSE, Red Hat Linux/Linux Certificate, CCNA, Sun Java Certificate	05	
	B.Tech (CSE/IT/ECE)	06	
	MCA/M.Sc. (Computer Science) or equivalent	07	
	M.Phil	08	
	Ph.D.	10	
3.	Experience		08
	Upto 03 years of experience in relevant field	Nil	
	Marks beyond above experience	02 marks per year	
4.	Gold Medal in the Basic Degree essential for eligibility	02	02
5.	Extra-Curricular/Sports achievements		05
	Debates (First Position at State Level/Inter-University)	01	
	NCC 'C Certificate' or NSS Certificate of Merit	01	
	Sports Gradation Certificate issued by the Haryana Sports Department A1 A2	02 01	
6.	Interview		10