



# MAHARSHI DAYANAND UNIVERSITY ROHTAK

(A State University established under Haryana Act No. 25 of 1975)

NAAC Accredited 'A' Grade

Advt. No. 48of 2013

Applications on prescribed form are invited from eligible candidates for the following posts latest by **11.11.2013**.

## **Non-teaching posts :**

**Budgeted:** Librarian-1 (UR); Finance Officer-1 (UR); Sr. Medical Officer-1(UR); Programmer-3(UR); Principal, University Campus School-1 (UR); Programme Assistant-1(UR); Public Relations Officer-1(UR); Lab. Attendant-Physics Deptt: 4 (1 PWD, 2 UR and 1 EBP General category); Chemistry Deptt:-7 (1 PWD, 2 UR and 1 EBP in General category 1 SC, 1 BCA and 1 SBC); Centre for Bio-Technology- 3 (1 PWD and 2 UR); Psychology -1 (UR); Botany Deptt.- 1 (UR); Environmental Science-1 (UR); Microbiology Deptt.-1 (UR); Steno-typist (English)-18 [(9 UR, ESM-4 (Gen-2, BCA-1, BCB-1), Sports Person BCA-1, SBC-2 and EBP in Gen. category-2)]; Clerk-cum-Jr.Data Entry Operator-50, [SC-15, BCA-6, BCB-9, PWD-2, SBC-4, EBP-4, ESM-5(SC-2, BCA-1, BCB-2) , Sport Person-5 (Gen.-1, SC-2, BCA-2) ]; and Tabla Player-1(UR).

**Self Financing Scheme(SFS) :** **UILMS, Gurgaon:** Assistant-1(UR); Clerk-cum Jr. Data Entry Operator-2 (UR); **UIET:** Assistant-2 (UR); Steno-typist(English)-1 (UR); Clerk-cum Jr. Data Entry Operator-3 (UR); Lab. Attendant- Mech-2 (UR), CSE - 2 (UR), ECE- 1(UR), EE-1(UR); **Math. Deptt.:** Lab. Attendant-1 (UR), Computer Operator-1 (UR); **IMSAR:** Clerk-cum Jr. Data Entry Operator-1 (UR), Computer Operator-1 (UR).

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

**REGISTRAR**



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(A State University established under Haryana Act No. 25 of 1975)

NAAC Accredited 'A' Grade

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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/SBC/EBP of Haryana State only) and Rs. 130/- by Regd. Post (Rs. 55/- for SC/BC/SBC/EBP) or by sending demand draft in favour of Finance Officer, Maharshi Dayanand University, 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:

Applications on prescribed form are invited from eligible candidates for the following posts latest by 11.11.2013.

## Budgeted Posts (non-teaching)

Sr. No	Name of post	No. of post	Pay scale
1.	<b>University Library</b> Librarian	1 (UR)	37400-67000+10000 GP (UGC)
2.	Finance Officer	1 (UR)	15600-39100+6000 GP
3.	<b>University Health Centre</b> Sr. Medical Officer	1(UR)	15600-39100+6000 GP+ NPA
4.	<b>Computer Centre</b> Programmer	3 (UR) i) (screening test will be held on 24.11.2013 (Sunday) at 11.00. A.M in the Mechanical Engineering Block, UIET, M.D.U, Rohtak). ii) Temporary but likely to continue subject to approval of conversion of posts from State Govt. and outcome of Court case in CWP No. 18208 of 2013.	9300-34800+5400 GP
5.	<b>University Campus School</b> Principal	1 (UR)	9300-34800+5400 GP+ rent free unfurnished accommodation
6.	<b>Deptt. of Computer Science &amp; Applications</b> Programme Assistant	1 (UR)	9300-34800+4200 GP
7.	Public Relations Officer	1(UR)	9300-34800+3300 GP
8.	<b>Lab. Attendant</b> Physics Deptt.	4 (1 PWD, 2 UR and 1 Economically Backward)	5200-20200+1900 GP

	Chemistry Deptt.	persons in the General category) 7 (1 PWD, 2 UR and 1 Economically Backward persons in the General category, 1 SC, 1 BCA and 1 Special Backward Class	
	Centre for Bio-Technology	3 (1 PWD and 2 UR)	
	Psychology Deptt.	1 (UR)	
	Botany Deptt.	1 (UR)	
	Environmental Sc. Deptt.	1 (UR)	
	Microbiology Deptt.	1 (UR)	
9.	Steno-typist (English)	Steno-typist-18 [(9 UR, ESM-4 (Gen-2, BCA-1, BCB-1), Sports Person BCA-1, SBC-2 and EBP in Gen. category-2)]	5200-20200+1900 +100 S.P
10.	Clerk-cum-Jr. Data Entry Operator (to apply online in the prescribed format available on website <a href="http://www.mdurohtak.ac.in">www.mdurohtak.ac.in</a> )	Clerk-cum-Jr.Data Entry Operator-50, [ SC-15, BCA-6, BCB-9, PWD-2, SBC-4, EBP-4, ESM-5(SC-2, BCA-1, BCB-2) , Sport Person-5 (Gen.-1, SC-2, BCA-2) ]	5200-20200+1900+40 S.P.
11.	<b><u>Deptt. of Music</u></b> Tabla Player	1 (UR)	5200-20200+1800 GP

### Self Financing Scheme posts (Non-teaching)

12.	<b>University Institute of Law &amp; Management Studies, Gurgaon</b> Assistant	1(UR)	9300-34800+3600 (Subject to approval of Govt.)
13.	Clerk-cum Jr.Data Entry Operator	2 (UR)	5200-20200+1900+40 SP
14.	<b>University Institute of Engineering &amp; Technology</b> Assistant	2 (UR)	9300-34800+3600 GP (subject to approval of Govt.)
15.	Steno-typist (English)	1 (UR)	5200-20200+1900+100 SP
16.	Clerk-cum Jr.Data Entry Operator	3 (UR)	5200-20200+1900+40 SP
17.	Lab. Attendant	Mech-2 (UR) CSE - 2 (UR)	5200-20200+1900 G.P.

		ECE- 1(UR) EE - 1(UR)	
18.	<b>Mathematics Department</b> Lab. Attendant	1 ( UR)	5200-20200+1900 G.P
19.	Computer Operator	1 (UR)	9300-34800+3200 G.P.
20.	<b>Institute of Management Studies and Research</b> Clerk-cum Jr.Data Entry Operator	1 (UR)	5200-20200+1900+40 SP
21.	Computer Operator	1 (UR)	9300-34800+3200 G.P

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** 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 Sr.No. 1 to 6 and Rs.300/- (Rs.75 for SC/BC of Haryana State only) for Sr. No. 7 to 9, 11, 12, 14, 15, 17 to 19 and 21. The application fee be enclosed with the form in the shape of University cash receipt in original OR Demand Draft drawn in favour of Finance Officer, M.D. University, Rohtak and sent to the undersigned latest by 11.11.2013 . Separate application be submitted for each post alongwith required fee.

.The fee for the post of Clerk-cum-Junior Data Entry Operator at Sr. No. 10, 13, 16, 20, is Rs. 400/- (Rs. 100/- for SC/BC of Haryana State only)), which includes application fee of Rs.100/- (Rs. 25/- for SC/BC of Haryana State only) on account of form downloaded from the website as per guidelines. Qualifications and merit/selection criteria have been given at Annexure.

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 objective criteria, including holding a screening test. 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.

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.

In case no suitable candidate of ESM category is found, the same will be filled up from the dependants of ESM category of the respective category. Therefore, eligible dependants of ESM category may also apply.

Qualifications and experience acquired as on the last date of receipt of the application will be entertained. Knowledge of Computer is also essential.

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 screening test for short listing the candidates for the post of Programmer will be held on 24.11.2013(Sunday) at 11.00. A.M in the Mechanical Engineering Block, UIET, Maharshi Dayanand University, Rohtak. No separate call letter/intimation will be sent to the candidates by the University. Only the candidate qualifying in the screening test will be called for interview. Final eligibility will be checked 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 Grade Pay of the post of Assistant under (SFS) has been mentioned as Rs.3600/- subject to approval of State Govt. If the approval of the State Govt. is not received, then the Grade Pay of Rs.3200/- will be granted instead of Rs.3600/-.

Candidates for the post of Clerk-cum-Junior Data Entry Operator are required to apply online on University website [www.mdurohtak.ac.in](http://www.mdurohtak.ac.in). They are not expected to send copies of testimonials while applying online. Original documents alongwith 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. The vacancies of Clerk-cum-Jr.Data Entry Operator also include the posts which are likely to fall vacant in near future. A panel shall be drawn and as and when a post becomes available, the same shall be filled up from the panel as per roster points. Final eligibility of each candidate will be checked in the case of Clerk-cum-Jr. Data Entry Operator 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.

Abbreviations: U.R: Unreserved, S.C.: Scheduled Caste, B.C.: Backward Class, ESM: Ex-Serviceman, PWD: Persons with disability, SBC: Special Backward Class, EBP: Economically Backward Persons, UILMS: University Institute of Law & Management Studies, UIET: University Institute of Engineering & Technology, IMSAR: Institute of Management Studies and

Research, CSE: Computer Science Engineering, ECE: Electronics and Communication Engineering, EE: Electrical Engineering.

**REGISTRAR**

**Qualifications for the post of Librarian as per UGC Guidelines:**

**University Librarian (One) (UR)**

**Pay Scale : 37400 – 67000 + 10000/- G.P. (UGC)**

- i) Master Degree in Library Science/Information Science/ Documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these regulations.
- ii) At least thirteen years as a Deputy Librarian in a University Library or Eighteen years experience as a College Librarian.  
OR  
Deputy Librarian completing service of three years in the AGP of Rs. 9,000 and otherwise eligible as per conditions prescribed by the UGC and if any by the University, shall also be eligible to be considered for appointment to the post of Librarian through open recruitment.
- iii) Evidence of innovative Library service and organization of published work.
- iv) Desirable: A M.Phil/Ph.D degree in Library Science/Information Science/ Documentation/Achieves and Manuscript keeping.

**Applicable for Librarian**

**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 (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 Outcome / Outputs	Major policy document of Govt. Bodies at Central and State Level.	30/ each national 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.

**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.  <p style="text-align: center;">OR</p> Candidate 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.

### **Qualifications & Selection Criteria for the post of Finance Officer**

- i) C.A. with 2 years experience  
Or  
M.Com preferably (Finance) and SAS with 2 years experience  
Or  
MBA preferably (Finance) and SAS with 2 years experience
- ii) Candidate should be well versed in PWD Accounts, Budgeting Planning, Audit Procedure etc. and
- iii) Knowledge of Hindi upto Matric

#### **Selection Criteria**

**Total Marks: 50**

1.	<b>Academic Qualification:</b>  Basic qualifications upto 59% Marks 60% and above	Nil 05 Marks	Maximum 05
2.	Knowledge of Computer based EPR Accounting System	10 Marks	Maximum 10
3.	<b>Experience:</b>  Per year above the required experience	01 Mark (per year of work experience)	Maximum 10
4.	Gold Medal in any related Academic/Professional Degree	02 Marks/Gold Medal	Maximum 05
5.	Domain Knowledge	10 Marks	Maximum 10
6.	Interview:  I. Knowledge of Accounts and Budgeting II. Communication Skill III. Overall personality	04 Marks  03 Marks 03 Marks	Maximum 10
			Total=50

## **Qualification and Selection Criteria for the post of Sr. Medical Officer**

### **Essential:**

- (i) MBBS**
- (ii) MD Medicine**
- (iii) Five years experiences as Medical Officer in a Public Sector/Private Sector Hospital.**

**Note: Experience after registration with MCI will be counted.**

### **Pre Merit:**

- |    |  |    |
|----|--|----|
| 1. | 50% of the percentage of Marks scored in MBBS 1 <sup>st</sup> attempt<br>(Deduct 2 marks for each extra attempt) | 50 |
| 2. | M.D.Medicine 1 <sup>st</sup> attempt<br>(Deduct 2 marks for each extra attempt)                                  | 10 |
| 3. | 1 mark for each additional year of experience  | 5  |
| 4. | Publications   | 5  |
|    | International 2  |    |
|    | National 1   |    |
|    | State 0.5  |    |
| 5. | Presentations  | 5  |
|    | International 2  |    |
|    | National 1   |    |
|    | State 0.5  |    |
| 6. | Extra Qualification  | 5  |
|    | Any diploma Certified by Diplomat Board of Examination   |    |
|    | Diploma 3  |    |
|    | Certificate 2  |    |
| 7. | Interview  | 20 |
|    | Subject knowledge & Patient Care 10  |    |
|    | Communication and Adm. Skills 5  |    |
|    | Overall Personality 5  |    |

## **QUALIFICATION AND SLELCTION 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  
Essential Experience: 2 Years (Programming)

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

### **Selection criteria:**

Particular	Marks	Maximum Marks
<b>1. <u>Written Test</u></b>	Min 4 (min 40% qualifying criteria)	10
<b>2. <u>Academic Record</u></b> Basic qualifications upto 60% marks 61% and above (Fraction of marks below and above 0.5 % will be rounded off to the next lower and above number respectively)	Nil 0.5 mark for every 1%	10
<b>3. <u>Experience (After acquiring the minimum qualification):</u></b> Experience as an Assistant Programmer / Technical Assistant/Software Developer or other relevant programming experience in Uni./Govt./Board/Corporation/IT Sector, etc. – Salary slip of 3 months along with experience certificate <b>Technology:</b> DotNet and/or Java Technologies (Java Script & advance Java/Struts/JSP/ AJAX), or Microsoft Dynamics <b>Database Server:</b> MS SQL Server 2008/2012. <b>Field:</b> Programming for Pre/Post Examination or Accounts related work at University level (Preferred) <b>Additional Environment:</b> Experience on IBM Blade Servers & FortiGateUTM (preferred)	02 Marks per year (post essential experience)	12
<b>4. <u>Professional Certification</u></b> Certifications such as Microsoft (Developer/ Database), Oracle (Database/ Java)	04 Marks for each certification	8
<b>5. <u>Interview</u></b>	10	10

### **Screening Test**

A Screening test will be of 1 hour 30 minutes and will consist of 100 multiple choice questions. Each question will carry 1 mark. There will be negative marking of 0.25 for each question.

The test will contain questions from following fields :-

- |                     |     |
|---------------------|-----|
| a. Operating system | -15 |
| b. Data Structure   | -15 |
| c. DBMS             | -20 |
| d. Java             | -20 |
| e. Dot Net/C#/Web   | -30 |

Each candidate must secure 40% marks to qualify.

### **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/ask/job/project
- Performing all duties relating to software development, network management, data centre, etc. assigned by the Director/SSA/SA
- Coordination with all the concerned stakeholders (such as university branches, teaching departments, college/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

## **Qualifications for the Post of Principal, University Campus School**

- A.** (i) Masters Degree or Honours Degree of a Foreign University recognized as equivalent to the Master's Degree of an Indian University by the U.P.S.C. or Honours Degree of such Indian Universities as may be recognized equivalent to the Master's Degree by the U.P.S.C.
- (ii) A teaching Degree or a Diploma in Education or its equivalent.
- (iii) Experience as required under anyone of the following clauses :
- (a) At least 3 years experience of administrative charge of a recognized College having Intermediate or higher classes.
- (b) At least 5 years experience of administrative charge of a recognized High School
- (c) At least 5 years experience of teaching in a recognized college or Higher Secondary School or an equivalent teaching experience in a Teachers Training Institute.
- (d) At least 8 years teaching experience in a recognized High School.
- (e) At least 5 years experience including 3 years educational administrative experience and 2 years teaching experience in a recognized High or Higher Secondary School or a Teachers Training Institute.
- Or
- B.** Bachelor of Engineering with 5 years teaching experience in a recognised College or Hr. Sec. School.
- Or
- C.** Trained Graduate Heads of recognized High Schools who have attained the age of 45 years and possess at least 15 years teaching experience of Secondary classes in a recognized High/Higher Secondary School (including at least 5 years administrative experience as Head of a recognized High School).
- Or
- D.** Persons possessing Masters Degree with at least 15 years teaching experience in a recognized Higher Secondary School and/or a recognized college having attained the age of 45 years.
- Or
- E.** Persons possessing Masters Degree in Education and having the requisite experience as provided for in anyone of the forgoing clauses A to D.

**SELECTION CRITERIA FOR THE POST OF PRINCIPAL  
(UNIVERSITY CAMPUS SCHOOL)**

<p><b>1. <u>Academic Record : (10 Marks)</u></b></p> <p>Basic Qualification (Master Degree)</p> <p>50% to 59 % Marks</p> <p>60% and above</p> <p>Higher Qualification</p> <p>M.Phil                                      2 Marks</p> <p>Ph.D.    5 Marks</p>	<p>Nil</p> <p>0.25 Mark for every point of Percentage <b>(Maximum 2.5)</b></p> <p>0.5 Marks for every point of Percentage <b>(Maximum 2.5)</b></p> <p><b>Max. Marks : 5</b></p>
<p><b>2. <u>Experience : (10 Marks)</u></b></p> <p>(One Mark of every year above requirement atleast at Secondary or High School level.)</p>	<p><b>Maximum Marks : 10</b></p>
<p><b>3. <u>Administrative Experience : (10 Marks)</u></b></p> <p>(One mark of every year above the requirement Head/Administrative charge of High School)</p>	<p><b>Maximum Marks : 10</b></p>
<p><b>4. <u>Curricular &amp; Administrative : (10 Marks)</u></b></p> <p>Incharge for at least one session</p> <p>i) Incharge Sports</p> <p>ii) House Exams</p> <p>iii) Cultural activities</p> <p>iv) Time Table</p> <p>v) Summer Campus</p> <p>vi) School Magazine–Editor in chief</p> <p>vii) Quiz contest</p>	<p><b>Maximum Marks : 10</b> (2 Marks for each activity)</p>
<p><b>5. <u>Interview : (10 Marks)</u></b></p>	<p><b>Maximum Marks : 10</b></p>
	<p><b>Total Marks : 50</b></p>



**QUALIFICATION AND SELECTION CRITERIA FOR THE POST OF PROGRAMME ASSISTANT**

**Qualification:**

First class B.E./B.Tech(CSE/IT) or MCA/M.Tech (Computer Science/Computer Science & Engg./Software Engg) or equivalent  
Pay scale : Rs.9300-34800+4200 GP

**Selection criteria:**

**Total Marks:50**

<b>Particular</b>	<b>Marks</b>	<b>Maximum Marks</b>
<b>1. <u>Academic Record</u></b> Basic qualification upto 60% marks 61% 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%	10
<b>2. <u>Experience (After acquiring the minimum qualification):</u></b> Experience as an Assistant Programmer/Technical Assistant/ Software Developer or other relevant programming experience in University/Govt/Board/Corporation/IT Sector	02 marks per year	18
<b>3. <u>Professional Certification</u></b> Certifications such as MCP/MCSE/Sun Java/Oracle/Red Hat Linux/NET Framework or other equivalent certification	04 marks for each certification	12
<b>4. <u>Interview</u></b>	10	10

**NOTE:** Professional certification mentioned in column 3 will be issued by well reputed software agencies like Microsoft, Sun, Oracle.

## **THE QUALIFICATIONS AND CRITERIA FOR THE POST OF PUBLIC RELATIONS OFFICER**

### **ESSENTIAL:**

Post-graduate degree in Journalism or Mass Communication or Public Relations & Advertisement from a recognized University with atleast three year's media experience in a Media Organization (Print/Electronic Media) or Publicity/Public Relations Organization or Public Sector undertaking/ Govt. Organization or University.

### **OR**

Post-graduate degree in English or Hindi with one year PG Diploma in Journalism/ Mass Communication/ Public Relations & Advertising with atleast three year's media experience in a Media Organization (Print/Electronic Media) or Publicity/ Public Relations Organization, Public Sector Undertaking/ Govt. Organization or University.

Note: The required experience should be after attaining the requisite qualification.

### **DESIRABLE:**

1. Experience of Media Writing.
2. Well-versed in Computer & internet.
3. Proficiency in Social Media.
4. Knowledge of Hindi/ Sanskrit upto Matric Standard.
5. Preference will be given to candidates with working experience of Public Relations in Universities.

## Selection Criteria for the post of Public Relations Officer

Basic Qualification (of PG Degree)	Marks	Maximum Marks
Less than 50%	Nil	15
50% to 59%	5	
60% to 70%	10	
More than 70%	15	
Work Experience	1 marks for each year subject to maximum 5 marks	5
Media Proficiency Test	20% of the marks scored/ obtained in Media Proficiency Test	20
Interview		
Subject / Domain knowledge	5	10
Communication Skills	3	
Overall personality	2	

**Note:**

1. Candidate will have to score minimum 50% marks in the Media Proficiency Test to be called for interview.
2. Media Proficiency Test will comprise of two parts as under:-

**Part-I**

Multiple Choice Questions on Public Relations, - 50 marks  
Mass Communication and Journalism.

**Part-II**

Computer Based Descriptive Media Writing Test - 50 marks  
in English and Hindi.

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

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.

**Qualification and Selection Criteria for Budgetary and SFS posts.**

**STENO-TYPIST (ENGLISH)**

**Qualification:-**

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**

	<b>Criteria for Selection to the post of Steno-typist.</b>	<b>Maximum Marks</b>
<b>a.</b>	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.	<b>48 marks</b>
<b>b.</b>	Academic Record	<b>10 marks</b>
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
<b>c.</b>	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)	<b>12 marks</b>
<b>d.</b>	Interview	<b>15 marks</b>

## **Qualifications and Selection Criteria for the post of Clerk-cum-Jr. Data Entry Operator (Direct Recruitment)**

### **Minimum Eligibility/Qualifications**

Graduate with atleast 50% marks from recognized University.

**Selection Criteria for direct recruitment to the post of Clerk-cum-Jr. Data Entry Operator is given as under:**

- |   |          |                 |
|---|----------|-----------------|
| <b>a) General Aptitude Test</b>   | <b>=</b> | <b>30 Marks</b> |
| <b>b) Computer Typing(Practical)Test</b>  | <b>=</b> | <b>45 Marks</b> |
| <b>c) Academic Qualifications</b>   | <b>=</b> | <b>10 Marks</b> |
| 1. Minimum essential qualifications   |          |                 |
| i) Graduation with less than 60% marks  | =        | 00 Marks        |
| ii) Graduation with 60% and above   | =        | 04 Marks        |
| 2. Any two or three years degree course in Computer Science/I.T./Computer Engineering after graduation  | =        | 03 Marks        |
| 3. One year regular Diploma Course (Accountancy, Data Entry/Computer, Stenography, Secretarial Training etc.) from recognized University/Board (Govt./Semi Govt.)<br>(In case a Diploma has been cumulated for a Degree Programme its weightage shall not be counted for these 03 marks.) | =        | 03 Marks        |
| <b>d) Interview</b>   | <b>=</b> | <b>15 Marks</b> |

**NOTE:- The merit of Computer Typing(Practical) Test shall be within Category only and no change in category at this stage will be considered.**

**The syllabi for General Aptitude Test and Computer Typing (Practical) Test are at Test - "A" & "B".**

## Syllabus and other Instructions 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 1/4 negative marks for each wrong answer.
- iv) Maximum 100 marks will be reduced proportionately to 30.
- v) Medium English as well as Hindi
- vii) Question paper will be of Objective Type (Multiple four alternatives).
- viii) 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, Synonyms, Antonyms, Word meanings, Spellings and Fill in the Blanks.

#### **Section-D (Hindi)**

x| vk/kkfjr oLrqxr en ¼O;kid @ lekos“k½] lkekU; =qfV;kaa] dky] lekukFkZd “kCn] foifjrkFkZd “kCn] “kCn & vFkZ] o.kZfu;kZstu ¼LiSfyax½ o fjDrLFkku A

#### **Section-E (Arithmetics and Reasoning)**

Arithmetics :- Syllabus upto 10<sup>th</sup> 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)**

**Ten times of the number of positions within each category shall be screened for Computer Typing (Practical) Test-B on the basis of their scoring in General Aptitude Test -A.**



## **SYLLABUS AND OTHER DETAILS FOR COMPUTER TYPING (PRACTICAL) Test-B.**

**Total Marks = 45**

**Time : 10 Minutes.**

1. Text for computer typing to be copied shall be presented on the Monitor only (no hard copy) of 450 words.

Note: Correct words copied with penalties of 1/10<sup>th</sup> for every missing and wrong word shall be scored. The candidate is required to type the text strictly in the provided sequence, and line/paragraph jumping/skipping is not allowed.

2. The Test of Computer Typing shall be in English Language only (may be alphanumeric with all punctuations etc.).
3. Three times of the number of positions within each category on the basis of their scoring in Computer Typing (Practical) Test-B shall be called for interview. A minimum speed of 20 correct words per minute in M.S. Word shall be required in Computer Typing (Practical) Test to qualify the candidate for interview.

## **TABLA PLAYER**

### **Qualification:-**

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

### **Selection Criteria:-**

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

**Qualifications and Selection Criteria for the post of Assistant**

**Total Marks: 50**

Bachelor Degree with 5 years experience

OR

Matriculate / Higher Secondary with 10 years office experience in the University / Examination body.

**Pay scale: 9300-34800+3600 G.P.**

<b>Particulars</b>	<b>Marks</b>	<b>Maximum Marks</b>
<b><u>1. Academic Record:</u></b> Basic qualifications Graduate 50% to below 60% Graduate with 60% to 70% Graduate with above 70%	  3 6 10	  10
<b><u>2. Experience:</u></b> Office experience above the required one in Univ./Govt./Board/Corporation.	02 Marks per year	16
<b><u>3. Co-curricular Activities:</u></b> i) Uni./Youth festival (Zonal / Inter Zonal position) Recommended (1 <sup>st</sup> position) / Commended (Second position) ii) Debates iii) Blood Donation  iv) NCC (Highest to be counted) a) C b) B v) NSS – Certificate of Merit	 01  01 02 Marks (at least twice with authentic proof)  04 02 02	  06
<b><u>4. Sports Graduation Certificate issued by Haryana Sports Department (Highest to be counted):</u></b> A - 1	3.0	03

A - 2	2.5	
B - 1	2.0	
B - 2	1.5	
C - 1	1.0	
C - 2	0.5	
<b><u>5. Computer knowledge (Over and above the basic qualifying degree:</u></b>		
(i) Minimum one year Certificate in Computer from any Univ. / Govt.	Certificate – 1	05
(ii) Diploma / Degree in Computer from any Univ. / Govt.	Diploma – 2 Degree (UG) – 3 Degree (PG) – 5	
<b><u>6. Interview:</u></b>	10	10
	<b>Total</b>	<b>50</b>

## **Qualification for the post of Computer Operator**

**Pay Scale: Rs.9300-34800+3200 G.P.**

- 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 Computer Operator

Sr. No.	Particulars	Marks	Maximum Marks
1.	Academic Record Basic Qualifications upto 60% 61% and above  <b>Note:</b> Fraction of marks below and above (or equal to) 0.5 will be rounded of 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

