

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Corrigendum

The last date of submission of online application for the post of Clerk-cum-Jr. Data Entry Operator advertised vide No. 2/2012 has been extended upto 30.07.2012 and for submission of hard copy thereof upto 03.08.2012 (5.00 P.M.).

Please refer to University website www.mdurohtak.ac.in for detailed information.

REGISTRAR



Important Information and Procedure for Online Submission of Application

The applicants should read the instructions and the guidelines given in the Advertisement and important information given hereunder carefully before filling each column of the application form. He/she should supply all the required details while filling up the online form. Mandatory fields are marked with * (asterisk) sign. The online registration contains two parts - Part I and Part II.

A. Important Information

1. Last date for submission of applications for the post of Clerk-cum- Junior Data Entry Operators through online panel advertised vide Advt. No. 2/2012 has been extended to 30.07.2012 (5.00 P.M.). The online panel will be closed on the last date i.e. 30.07.2012. As such, applicants are advised to obtain hardcopy of the application before the last date.
2. Application fee will be accepted either in the form of Bank Draft drawn in favour of the Finance Officer, M.D. University, Rohtak, payable at Rohtak or University Cash Receipt (UCR) (receipt issued by the Cash Counter of the University).
3. Keep the Bank Draft or UCR ready when you start filling the application through online panel.
4. The Applicants must have a Bank Draft made from the bank or have University Cash Receipt (UCR) issued on or before 30.07.2012. Bank Draft or UCR issued after last date i.e. 30.07.2012 will not be accepted, and application accompanied by such draft/UCR will be outrightly rejected without any notice to the applicant.
5. Hardcopy of the application accompanied by Bank Draft/UCR in original must reach the Supdt. Incharge Establishment (Non-Teaching), M.D. University, Rohtak- 124001 on or before 03.08.2012 (5.00 P.M.). Applications, even if complete in all respects, received after the last date will be outrightly rejected without any notice to the applicant. The University shall not be responsible for any postal delay and will not entertain any claim thereof.
6. Submission of application through online panel is essential. Submission of hardcopy only of the online application is essential. Application submitted in any other form will be rejected outrightly without any notice to the applicant. However, submission of hardcopy of application already submitted through online panel on or before 20.06.2012 is not required.
7. Those candidates who had Registered upto 04.07.2012 and did not deposit original University Cash Receipt(UCR) OR original Demand Draft and printout of application, they are also required to submit the same as per above schedule, failing which their application will not be entertained.
8. Request for change/correction in the Application Form shall not be entertained after final submission under any circumstances.
9. Applications incomplete in any manner will be rejected outrightly.
10. Those who have already submitted their applications alongwith fee through online panel or have submitted hardcopy accompanied by application fee in the form of Bank Draft/UCR in original are not required to re-submit their applications (online/hardcopy).
11. Please bring original and a set of attested copies of all testimonials at the time of interview.

12. Admit Card for Written Test will be displayed on University website www.mdurohtak.ac.in.
13. Please call at Phone Nos. 01262-308335-344 for assistance, if required.

B Procedure for Online Submission of Application

1. In Part I, the applicant will have to fill basic information. On submission of details, he/she will be prompted to check the details and make correction, if any, in the application.
2. In Part II, the applicant will have to fill other required information with the uploading of his photograph and signature. On submission of details, he/she will be prompted to check the details and make correction, if any, in the application.
3. Upload a recently taken scanned photograph in JPG format or through Web Cam. The digital size of the photo should preferably be less than 12 KB and resolution 100 pixels width by 120 pixels height (100X120).
4. Upload your scanned signature in JPG format or through Web Cam. The digital size of the file should be less than 12 KB and resolution 140 pixels width by 60 pixels height (140X 60)
5. The applicant should press "I agree" button after declaration only after he/she finds that the information filled by him/her is in order and no correction is required. The system shall not allow any correction/modification after pressing the "I agree" button.
6. After pressing of "I agree" button, a page with Registration No. will be generated. Please note down the registration number or take a print out of the page.
7. Candidate can now proceed for the next step which is online fee payment through his login details i.e. his Registration Number and Password.
8. To pay fee in cash, candidate should select the cash option in his/her login and enter the UCR details.
9. To pay fee through Demand Draft, candidate should select the DD option in his/her login and enter the DD details.
10. Proof in the form of photocopy of University Cash Receipt/Bank Draft and Registration No. should be retained by applicant.

The Maharshi Dayanand University will not be responsible for any consequences arising out of furnishing of incorrect and incomplete information or omission committed in the application by the applicant.

 