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UCC-6594
29/7/16

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Copy of extract of Reso. No. 35 of the Executive Council's meeting
held on 29/7/16

35. Qualifications for the posts of Data Entry Operator/Computer Operator and Technical Assistant and Selection Criteria for selection of Non-Teaching posts in SFS Colleges

Considered the action taken by the Vice-Chancellor, under Section 9-A(5) of the M.D. University Act on 20.12.2015 and 15.03.2016, in approving the recommendations of the Committee constituted to frame the Qualifications for the posts of Data Entry Operator/Computer Operator and Technical Assistant for S.F.S. Colleges and Selection Criteria for selection of Non-Teaching posts in Colleges affiliated to this University (either Aided or S.F.S) and conveyed to the all Colleges affiliated to this University vide this office letter No.CB-8/Misc./2015/36688-37235 dated 24.12.2015 & CB-8/Misc./2016/6664-6707 dated 25.03.2016 (**Annexure A/25 pages 104-114, already circulated**). The letter of State Government dated 12.05.2016 has also been considered by the Vice-Chancellor and the Selection Criteria imposed on Non Govt. Aided Colleges has been withdrawn and conveyed to such Colleges vide this office letter No.CB-8/Misc./2016/11980-12026 dated 06.06.2016 (**Annexure A/25A pages 114A-114B, already circulated**). The Selection Criteria already conveyed to the Colleges will only be applicable on S.F.S. Colleges.

RESOLVED THAT THE ACTION TAKEN BY THE VICE-CHANCELLOR AS ABOVE BE APPROVED.

[ACTION BY DCDC]

COLLEGES BRANCH

Endst.No.CB-8/Criteria-NT/15/ 17115-17362 Dated: 20-7-16

Copy of the above is forwarded to the following for information and necessary action:-

1. Principal/Director of all the S.F.S. Colleges affiliated with M.D. University, Rohtak-with the request to make selections of Non Teaching Staff strictly as per selection criteria circulated vide this office letter No.CB-8/Misc./2015/36688-37235 dated 24.12.2015 and No CB-8/Misc./2015/6664-6707 dated 25.03.2016.
2. The Principal of all Non-Govt. Aided Colleges affiliated with this University.
3. Director, U.C.C., M.D. University, Rohtak- to upload the same at University website.
4. Superintendent I/C, Academic Branch, M.D. University, Rohtak- as follow up action.

G. Sankar
20/7

G.S.
19.7.16

Superintendent (Colleges)
For DCDC

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Qualifications for the following posts in S.F.S. Colleges affiliated to M.D. University, Rohtak

1. Data Entry Operator and Computer Operator

- B.A./B.Sc./B.Com or equivalent with one year diploma in computer from a recognized University/Institute OR
- BCA/B.E./B.Tech. in Computer Science or equivalent.

2. Technical Assistant

- B.E/B. Tech. in CSE/IT/ECE or BCA or 3-year Diploma in CSE/IT/ECE from State Technical Board or equivalent with two years experience in relevant field from a recognized Institute/registered Company.

Desirable: Should be above to handle/maintain and repair the Electronics equipments personally.

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**SELECTION CRITERIA-CUM-MERIT LIST ONLY FOR THE POST OF CLERK-CUM-TYPIST IN S.F.S. COLLEGES AFFILIATED WITH
M.D. UNIVERSITY, ROHTAK**

INTERVIEW HELD AT _____

ON _____

Sr. No.	Candidate's Name	F/H Name S/Sh.	D.O.B	Post applied for	Actual Basic Qualification for the post	Exp. if any in (yrs.)	Academic Qualification (out of 24 marks)	Additional weightage (out of 6 marks)	Exp. Marks (out of 8)	N.S.S./ N.C.C./ Cultural Activities (Out of 3)	Written Test & Typing/ Computer test (out of 25)	Interview (out of 9)	Total Marks	Reco mmen dation
							10 th 12 th U.G P.G PGDCA (2) M. Sc. (4) MCA (6)				15+10= 25 (out of 25)			

According to above criteria, **75** marks shall be awarded as under:-

1. Matriculation (Max. 6 marks)- 50% - upto 60% (2 marks) Above 60% - upto 70% (4 marks) Above 70% (6 marks)
 2. 10+2 (Max. 6 marks)- 50% - upto 60% (2 marks) Above 60% - upto 70% (4 marks) Above 70% (6 marks)
 3. U.G. (Max. 6 marks)- 50% - upto 60% (2 marks) Above 60% - upto 70% (4 marks) Above 70% (6 marks)
 4. P.G. (Max. 6 marks)- 50% - upto 60% (2 marks) Above 60% - upto 70% (4 marks) Above 70% (6 marks)
 5. * **Additional Weightage** on account of Computer Knowledge subject to maximum 6 marks
PGDCA – (2 Marks) M.Sc. (Computer) – (4 Marks) M.C.A. (6 Marks)
 6. 1/2 mark for each year of experience subject to maximum 8 marks. (8 marks)
 7. N.S.S. (1 mark) – University Level/Merit certificate (1 Mark)
 - N.C.C. (1 mark) – ‘C’ Certificate (1 Mark)
 - Cultural Activities (1 mark) – Position at Inter-University/National Level (1 Mark)
 8. There shall be a written test and Typing/ Computer test for the post of **Clerk-cum-Typist** (25 Marks)
 9. Interview (9 Marks)
- * PGDCA/M.Sc. (Computer Sci.)/M.C.A. shall also be given weightage in P.G. Category (cumulative degree holders shall get weightage of the highest level).

SELECTION CRITERIA-CUM-MERIT LIST ONLY FOR THE POST OF ASSISTANT LIBRARIAN/ JUNIOR LIBRARIAN/ LIBRARY ATTENDANT/ RESTORER/ LAB. ATTENDANT/ LAB. ASSISTANT/ LAB. TECHNICIAN/LAB. INSTRUCTOR/ LECTURE ASSISTANT IN S.F.S. COLLEGES AFFILIATED WITH M.D. UNIVERSITY, ROHTAK

Sr. No.	Candidate's Name	F/H Name S/Sh.	D.O.B	Post applied for	Actual Basic Quali- fication for the post	Exp. if any in (yr)	Academic Qualification (out of 24 marks)	Additional weightage (out of 6 marks)	Adl. weighta ge for concern ed stream (3)	Exp. Marks (out of 8)	N.S.S./ N.C.C./ Cultural Activities (Out of 3)	Inter- view (out of 6)	Total Marks	Recomm endation
							10 th 12 th U.G. P.G	PGD CA (2)	M. Sc (4)	MC A (6)				

According to above criteria, **50** marks shall be awarded as under:-

1. Matriculation (Max. 6 marks)- 50% - upto 60% (2 marks) Above 60% - upto 70% (4 marks) Above 70% (6 marks)
2. 10+2 (Max. 6 marks)- 50% - upto 60% (2 marks) Above 60% - upto 70% (4 marks) Above 70% (6 marks)
3. U.G. (Max. 6 marks)- 50% - upto 60% (2 marks) Above 60% - upto 70% (4 marks) Above 70% (6 marks)
4. P.G. (Max. 6 marks)- 50% - upto 60% (2 marks) Above 60% - upto 70% (4 marks) Above 70% (6 marks)
5. *Additional Weightage on account of Computer Knowledge subject to maximum 6 marks
PGDCA – (2 Marks) M.Sc. (Computer) – (4 Marks) M.C.A. (6 Marks)
6. **Additional Weightage for concerned stream subject to maximum 3 marks (3 Marks)
7. 1/2 mark for each year of experience subject to maximum 8 marks. (8 marks)
8. N.S.S. (1 mark) – (1 Mark)
N.C.C. (1 mark) – (1 Mark)
Cultural Activities (1 mark)- Position at Inter-University/National Level (1 Mark)
Interview (6 Marks)
9. (6 Marks)

* PGDCA/M.Sc. (Computer Sci.)/M.C.A. shall also be given weightage in P.G. Category (cumulative degree holders shall get weightage of the highest level).

** The additional weightage of 3 marks shall be given to those candidates who have acquired degree in science stream/technology at graduation level in case of Laboratory related positions, whereas similarly to B.Lib./M.Lib. in case of library related positions.

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**SELECTION CRITERIA-CUM-MERIT LIST ONLY FOR THE POST OF SUPERINTENDENT/ HEAD CLERK/ ASSISTANT/STORE KEEPER
IN S.F.S. COLLEGES AFFILIATED WITH M.D. UNIVERSITY, ROHTAK**

Sr. No.	Candidate's Name	F/H Name S/Sh.	D.O.B	Post applied for	Actual Basic Quali- fication for the post	Exp .if any in (ytr)	Academic Qualification (out of 24 marks)	Additional weightage (out of 6 marks)	Exp. Marks (out of 11)	N.S.S./ N.C.C./ Cultural Activities (Out of 3)	Inter- view (out of 6)	Total Marks	Recomm- endation
							10 th 12 th U.G P.G PGDCA (2)	M.Sc (4)	MCA (6)				

According to above criteria, **50** marks shall be awarded as under:-

- 1) Matriculation (Max. 6 marks)- 50% - upto 60% (2 marks) Above 60% - upto 70% (4 marks) Above 70% (6 marks)
- 2) 10-2 (Max. 6 marks)- 50% - upto 60% (2 marks) Above 60% - upto 70% (4 marks) Above 70% (6 marks)
- 3) U.G. (Max. 6 marks)- 50% - upto 60% (2 marks) Above 60% - upto 70% (4 marks) Above 70% (6 marks)
- 4) P.G. (Max. 6 marks)- 50% - upto 60% (2 marks) Above 60% - upto 70% (4 marks) Above 70% (6 marks)
- 5) * **Additional Weightage** on account of Computer Knowledge subject to maximum 6 marks
PGDCA – (2 Marks) M.Sc. (Computer) – (4 Marks) M.C.A. (6 Marks)
- 6) 1/2 mark for each year of experience subject to maximum 11 marks. (11 marks)
- 7) N.S.S. (1 mark) – (1 Mark)
N.C.C. (1 mark) – (1 Mark)
Cultural Activities (1 mark)- (1 Mark)
Position at Inter-University/National Level (6 Marks)
- 8) Interview (6 Marks)

* PGDCA/M.Sc. (Computer Sci.)/M.C.A. shall also be given weightage in P.G. Category (cumulative degree holders shall get weightage of the highest level).

SELECTION CRITERIA-CUM-MERIT LIST ONLY FOR THE POST OF STENO-TYPIST/ STENOGRAPHER IN S.F.S. COLLEGES AFFILIATED WITH M.D. UNIVERSITY, ROHTAK

Sr. No.	Candidate's Name	F/H Name S/Sh.	D.O.B	Post applied for	Actual Basic Quali- fication for the post	Exp. if any in (yrs.)	Academic Qualification (out of 24 marks)	Additional weightage (out of 6 marks)	Exp. Marks (out of 8)	N.S.S./ N.C.C./ Cultural Activite s (Out of 3)	Short Hand/ Computer test (out of 25)	Inter- view (out of 9)	Total Marks	Reco mmen dation
							10 th 12 th U.G P.G PGDCA (2)	M. Sc. (4)	M.C.A (6)					

According to above criteria, **75** marks shall be awarded as under:-

1. Matriculation (Max. 6 marks)- 50% - upto 60% **(2 marks)** Above 60% - upto 70% **(4 marks)** Above 70% **(6 marks)**
 2. 10-2 (Max. 6 marks)- 50% - upto 60% **(2 marks)** Above 60% - upto 70% **(4 marks)** Above 70% **(6 marks)**
 3. U.G. (Max. 6 marks)- 50% - upto 60% **(2 marks)** Above 60% - upto 70% **(4 marks)** Above 70% **(6 marks)**
 4. P.G. (Max. 6 marks)- 50% - upto 60% **(2 marks)** Above 60% - upto 70% **(4 marks)** Above 70% **(6 marks)**
 5. ***Additional Weightage** on account of Computer Knowledge subject to maximum 6 marks
PGDCA – (2 Marks) M.Sc. (Computer) – (4 Marks) M.C.A. (6 Marks)
 6. 1/2 mark for each year of experience subject to maximum **8** marks. **(8 marks)**
 7. N.S.S. (1 mark) – **(1 Mark)**
University Level/Merit certificate
N.C.C. (1 mark) – **(1 Mark)**
* C Certificate
Position at Inter-University/National Level
 8. There shall be a shorthand test and Computer test for the post of **Steno-Typist/Stenographer** **(25 Marks)**
 9. Interview **(9 Marks)**
- * **PGDCA/M.Sc. (Computer Sci.)/M.C.A. shall also be given weightage in P.G. Category (cumulative degree holders shall get weightage of the highest level).**

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**SELECTION CRITERIA-CUM-MERIT LIST ONLY FOR THE POST OF PEON/ SWEEPER/ CHOWKIDAR/ MALI IN S.F.S. COLLEGES
AFFILIATED WITH M.D. UNIVERSITY, ROHTAK**

Sr. No.	Candidate's Name	F/H Name S/Sh.	D.O.B	Post applied for	Actual Basic Qualification for the post	Exp. if any in (yrs.)	Academic Qualification (out of 15 marks) 10 th 12 th U.G.	Exp. Marks (out of 7)	Interview (out of 3)	Total Marks	Recommendat ion

According to above criteria, **25** marks shall be awarded as under:-

1. Matriculation (Max. 5 marks)- 50% - upto 60% **(2 marks)** Above 60% - upto 70% **(4 marks)** Above 70% **(5 marks)**
2. 10-2 (Max. 5 marks)- 50% - upto 60% **(2 marks)** Above 60% - upto 70% **(4 marks)** Above 70% **(5 marks)**
3. U.G. (Max. 5 marks)- 50% - upto 60% **(2 marks)** Above 60% - upto 70% **(4 marks)** Above 70% **(5 marks)**
4. 1/2 mark for each year of experience subject to maximum 7 marks. **(7 marks)**
5. Interview **(3 Marks)**

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SELECTION CRITERIA-CUM-MERIT LIST ONLY FOR THE POST OF DATA ENTRY OPERATOR & COMPUTER OPERATOR, AND TECHNICAL ASSISTANT IN S.F.S. COLLEGES AFFILIATED WITH M.D. UNIVERSITY, ROHTAK
INTERVIEW HELD AT _____ ON _____

Sr. No.	Candidate's Name	F.H Name S/Sh.	D.O.B	Post applied for	Actual Basic Qualification for the post	Exp. if any in (yrs.)	Academic Qualification (out of 16 marks)	Exp. Marks (out of 5)	N.S.S./ N.C.C./ Cultural Activities (Out of 3)	Objective type Written Test and Practical (Out of 20 marks)	Inter-view (out of 6)	Total Marks	Recommendation
							10 th 12 th U.G. P.G						

According to above criteria, 50 marks shall be awarded as under:-

1. Matriculation (Max. 4 marks)- Below 60% (2 marks) Above 60% (4 marks) **(4 marks)**
2. 10+2 (Max. 4 marks)- Below 60% (2 marks) Above 60% (4 marks) **(4 marks)**
3. U.G./3 years diploma in case of Technical Assistant Only(Max. 4 marks)- Below 60% (2 marks) Above 60% (4 marks) **(4 marks)**
4. P.G. (Max. 4 marks)- Below 60% (2 marks) Above 60% (4 marks) **(4 marks)**
5. 1/2 mark for each year of experience from a recognized Institute/registered Company subject to maximum 5 marks. **(5 marks)**
6. N.S.S. (1 mark) – University Level/Merit certificate **(1 Mark)**
 N.C.C. (1 mark) – 'C' Certificate **(1 Mark)**
 Cultural Activities (1 mark)- Position at Inter-University/National Level **(1 Mark)**
7. Objective type written test and Practical **(20 Marks)**
8. Interview **(6 Marks)**

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