

Bulletin of Information for Recruitment of Non-Teaching Posts



**Indira Gandhi University, Meerpur,
Rewari-122502**



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Employment Notice
(Advt. No. 57/2023 to 73/2023)

Indira Gandhi University invites online applications from the eligible candidates for recruitment of various Non-Teaching posts against sanctioned vacant posts. Category-wise number of vacant non-teaching posts along with Advt. Nos., detailed instructions, requisite qualifications, pay scales and modalities for selection are given on the University Website www.igu.ac.in. The link for submission of online application shall be available on the University Website w.e.f. **26.10.2023**

REGISTRAR



Important Dates		
Sr. No.	Item	Date
1	Date of publication of Advertisement for Non-Teaching Posts	24.10.2023
2	Opening date for submission of online applications	26.10.2023
3	Closing date for submission of online applications	15.11.2023
4	Last date of submission of hard copy of online application form with supporting documents (paginated, self-attested, duly bound/stapled)	25.11.2023

Address for submission of application form:-

Registrar
Indira Gandhi University, Meerpur
Rewari-122502 (Haryana)

Note:-

- 1. The applicant must write the advertisement number of the post, name of the post and department on the top of the envelope carrying the application form.**
2. The onus of checking of the dates and details from the University website lies with candidates and Email/SMS is an additional service provided by the University and cannot be considered as a right. No correspondence other than this mode will be made or accepted in this regard by Indira Gandhi University.
3. Correspondence, if any, will be communicated through valid e-mail ID provided by the candidate in application form; however it can not be considered as a matter of right.



Bifurcation of Non-teaching posts as per Reservation Policy/Instructions of State Government of Haryana issued from time to time.

Abbreviation of Categories:

UR-Unreserved, SC-Scheduled Caste, BC-A - Backward Class-A, BC-B - Backward Class-B, EWS- Economic Weaker Section, PwD- Persons with Disabilities.

Sr. No.	Name of Posts and Pay Scale	Total Posts	Post Code	Number of Vacancies With Category	Advt. No.
1.	Controller of Examinations (Level-14)	01	57	UR-01	57/2023
2.	Assistant Librarian (Level-10)	01	58	UR-01	58/2023
3.	System Analyst (Level-11)	01	59	UR-01	59/2023
4.	Programmer (Level-9)	01	60	UR-01	60/2023
5.	Store Keeper (Level-6) sub judicious	01	61	UR-01	61/2023
6.	Transport Supervisor (Level-6)	01	62	UR-01	62/2023
7.	Assistant Director Youth Welfare (Level-6)	01	63	UR-01	63/2023
8.	Supervisor Youth Welfare (Level-6)	01	64	UR-01	64/2023
9.	Hostel Supervisor (Level-6)	02	65	UR-02	65/2023
10.	Care Taker (Level-2)	01	66	UR-01	66/2023
11.	Hostel Care Taker (Female) (Level-2)	01	67	UR-01	67/2023
12.	Steno Typist (Level-2)	05	68	PWD(VI)-01, UR-02 EWS-01, SC-01	68/2023
13.	Lab Technician (Level-6)	04	69	UR-03, EWS-01	69/2023
14.	Clerk (Level-2)	13	70	UR-04, EWS-02, BCA(ESM)-01, SC-02, BCB-01, BCA-01, UR(PWD-LDCP)-01, UR(ESM)-01	70/2023

15.	Peon (Level-DL)	04	71	PWD(VI)-01 (Backlog), BCB-01 (Backlog), SC-01 (Backlog), UR-01	71/2023
16.	Driver (Level-04)	02	72	UR-02	72/2023
17.	Stenographer (Level-04)	01	73	UR-01	73/2023

Note:

1. The qualification and other conditions for the above posts are available on the subsequent pages.
2. Number of posts advertised may increase or decrease, including complete withdrawal without assigning any reason.
3. The reservation has been given as per Haryana Govt. Reservation Policy. However, the reservations of posts are subject to change as per Govt. of Haryana Reservation Policy/norms came in force. Change, if any, will be notified through University Website.



Details of Application Fee

Sr. No.	Category	Fee Details in INR
1.	UR, ESM	Rs. 1000/-
2.	Female of UR of Haryana State Only	Rs. 500/-
3.	Candidates of SC/BC-A/BC-B/EWS Category of Haryana State Only	Rs. 250/-
4.	Candidates of Persons with Benchmark Disabilities of Haryana State Only	NIL

Note:

1. Fee once deposited is neither transferable nor refundable/adjustable.
2. Candidates applying for multiple posts will be required to pay separate fee against each post.
3. The fee will be accepted through online mode only. Link has been given in the online Application Form on the university website i.e. www.igu.ac.in.



IMPORTANT INSTRUCTIONS/CONDITIONS FOR NON-TEACHING POSTS

1. Candidates are advised to visit only official website of the Indira Gandhi University, Meerpur (Rewari) (IGU) i.e. “www.igu.ac.in” and be very careful about fake websites and job racketeers.
2. **The candidates applying for multiple posts will have to fill up separate form for each post.**
3. In case conversion formula from CGPA to marks/percentage is not available on the document of the candidate, it will be essentially provided by the candidate from the competent authority of concerned institute/university.
4. In case marks are given in form of the CGPA but conversion formula is not provided by the candidate then CGPA shall be multiplied by default value 9 on a scale of 10 to obtain the percentage marks.
5. To compute the merit points, no rounding shall be carried out. The number should be accurate to three decimal places.
6. University will not be responsible for any sort of delay in the payment of application fee by the candidate due to technical failure or any other issue of the payment mode used by the candidate. If the application fee is not received by IGU within due date/time, the application will be summarily cancelled or rejected.
7. The scores (based on data filled in by the candidate) shall be displayed in the dashboard of the candidate on recruitment portal and candidates can represent if any discrepancy is noticed within stipulated period as notified through an email at **recruitment.nonteaching@igu.ac.in** with the subject: Advt. No. xx/yyyy.
8. A candidate whether belongs to UR or reserved category viz. SC/BCA/BCB/ESM/PWD/ESP/EWS should submit only one online application form against **each post code**. Submission of more than one application form against one post code will automatically lead to rejection of candidature.
9. The candidates who were registered for Ph.D. Programme prior to July 11,2009 and have been awarded degree, are required to produce a certificate for fulfillment of the conditions to be issued by the Registrar or Dean Academic Affairs of the concerned university as per **Annexure-I**.
10. The candidates who were registered for Ph.D. Programme on or after July 11, 2009 are required to produce a certificate for fulfilment of the provisions of the UGC (minimum standards and procedure for award of Ph.D. degree) Regulations,2009 to be issued by the Registrar or Dean Academic Affairs of the concerned University as per **Annexure-II**.
11. The candidates who obtained their degrees, which are essential for eligibility, from Singhania University (Rajasthan), EIILM University (Sikkim), Manav Bharti University (Himachal Pradesh), Vinayaka Mission University (Sikkim), Global Open University (Nagaland) and Vinayaka Mission University, Salem, Tamilnadu vide notification. D.O No. F 5-4/2014 (CPP-I/PU) dated 05.08.2014 and D.O No. F 10-6/2011 (PS) Misc. dated 06.07.2015 have been declared ineligible for appointment in the University. However, their candidature will be considered for the appointment in the University, if they provide the certificate as per **Annexure-III**, in addition to Annexure I or II, whichever is

applicable from their universities. Such candidate(s) having degrees issued by the above Universities through Distance Education Mode will have to provide the certificate duly verified from the Distance Education Council/Distance Education Bureau, New Delhi.

12. The applications received for the posts shall be shortlisted/screened as per selection criteria.
13. Furthermore, in case of candidates who are otherwise eligible, the benefit of such degrees towards marks/weightage/score would also be subject to the providing certificates as per **Annexure-III**, in addition to **Annexure I or II**, whichever is applicable.
14. Reserved category candidates shall be considered against UR category strictly as per Govt. letter No. EC/2018/20179-389 dated 26.04.2018 & 12/1-2017 Ad (3) dated 04.06.2018.
15. A relaxation of 5% shall be allowed to the candidates belonging to Scheduled Caste/Scheduled Tribes for the purpose of eligibility.
16. University reserves the right of deciding the disciplines as concerned/allied/ relevant while scrutinizing the applications. The decision of the university shall be final and binding for the candidate.
17. a) The benefit of reservation will be given only to those (SC/ BC-A/ BC-B/ PWD/ ESM/ EWS, etc.) applicants who are domicile of State of Haryana.
b) The applicants seeking reservation under any category e.g. SC/BC-A/BC-B/PWD/EWS/ESM, etc. are required to submit the requisite certificate issued by the Competent Authority as prescribed by the State Govt. In case of women candidates, certificate from in-laws (Husband side) will not be entertained. The benefit of reservation to the applicants belonging to Backward Class Category is to be considered strictly as per the provisions of Haryana Backward Class (Reservation in Services and Admission in Educational Institutions) Act, 2016. The applicants who have claimed such reservation are required to produce the requisite certificate along with income certificate issued from the Competent Authority as defined vide State Govt. Notification issued from time to time.

Note-

- (i) The applicants of reserved categories of Haryana for which no vacancy is available/reserved, can apply for the posts in General category, if he/she fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificate for claiming fee concession. Any other relaxation will not be admissible to such applicants.
- (ii) The reserved category applicants of other states will be considered only against General Category. Such applicants should fulfill all the eligibility conditions as meant for General Category applicants.
- (iii) Only such PWD candidates who suffer 40% or more relevant disability would be eligible for reservation under that category.
- (iv) ESM applicants of Haryana claiming benefit will have to produce the fresh eligibility certificate from the concerned Zila Sainik Board to the effect that his/her father has not availed the benefit of re-employment in any Government Service, Public Sector undertaking including Para-Military Forces, in view of State Government instructions. Mere dependent certificate will not be entertained.
- (v) As per Government of Haryana letter no. 22/12/2019-1GS-III dated 25.02.2019 point no. 3.3 "Where in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non availability of a suitable candidate belonging to EWS, such vacancies for that

particular recruitment year shall not be carried forward to the next recruitment year as backlog and will be filled from unreserved category”.

18. All correspondence with the candidate during the recruitment process will be done through a valid email ID provided by the applicant in the application form. IGU shall not be responsible in any manner for non-delivery of E-Mail. It shall be responsibility of the candidate to update himself/herself by visiting the website of IGU i.e. www.igu.ac.in and by checking his/her E-Mail Account regularly for important notifications.
19. In case of integrated program, the percentage marks shall be considered for both the degrees covered under the program (i.e. graduation and post-graduation) as the percentage marks of the integrated program.
20. In case of lateral entry programs, percentage marks given in the degree of awarding university shall be considered final.
21. The following categories of persons shall not be eligible to apply for any position in the University:
 - i. who has been convicted by any Court of Law or any criminal proceedings are pending against him;
 - ii. who is a person of unsound mind and questionable conduct or not medically fit to perform his duties.
 - iii. who has entered into or contracted a marriage with a person having a living spouse; provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these Rules;
 - iv. who is not a citizen of India; and
 - v. any other category of person disqualified for appointment by the Govt. of India/State Govt./UGC from time to time.
22. Candidates, who have obtained degrees or certificates required for fulfilling the eligibility conditions from any Institution declared fake by the University Grants Commission or not recognized by Haryana Government/ Govt. Regulatory Bodies and IGU shall not be eligible for recruitment to the advertised posts and no representation in this regard shall be entertained.
23. The eligibility of every candidate will be determined on the basis of acquired qualifications and communicated to the office by him/her up to the last date fixed for submitting of online applications. No certificate/document will be accepted after the last date of online submission/offline submission.
24. The teaching experience will be considered if the only after acquiring the essential qualification and as per UGC regulation 2018 and Haryana Govt. Regulation 2022.
25. Post doctorate/Experience shall be counted only if the candidate has worked on Post doctorate fellowship of some govt. funded agencies like CSIR, UGC, ICSSR etc.
26. All the educational qualifications should be from a University/Institution/Board recognized by Govt. of India/State Govt. approved by Govt. Regulatory Bodies and the final result should have been declared on or before the last date of submission of application form.
27. The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the university. In case the result of a particular examination is posted on the website of the university, a certificate issued by the appropriate authority of the university indicating the date on which the result was posted on the website will be taken as the date of passing.
28. As per Ministry of Human Resources Development Notifications No. 44 dated 01.03.1995 published in Gazette of India edition dated 10.06.2015, the Degree obtained through open Universities/ Distance Education Mode needs to be recognized by Distance Education Council, IGNOU (Now Distance

Education Bureau). Accordingly, unless such Degrees had been recognized by IGNOU (Now Distance Education Bureau) for the period when the candidates acquired the relevant qualification, these will not be accepted for the purpose of Educational Qualification.

29. No change in the category of any candidate is allowed after submission of application form. No correspondence/E Mail/phone will be entertained in this regard.
30. The status of shortlisting will be made available on the university website for information of the candidates before interview as per Selection Criteria. In case of any dispute with regard to screening of the applications, the decision of the university shall be final.
31. No TA/DA shall be paid by the University for physical presence in the University for consideration in the selection process.
32. The candidate in the job must apply through proper channel and has to provide “No Objection Certificate” signed by his/her employer as per **Annexure-V**. Candidate may send advance copy of the application but he has to produce NOC at the time of interview. Those not applying through proper channel will not be considered for any benefit of past employment if selected.
33. The entire onus of the content/authenticity of the information being provided in the application form and its attachments shall exclusively rest with the applicant in terms of eligibility for recruitment and for subsequent selection through due process.
34. Candidates should not furnish any particulars that are fake, tempered/ fabricated and should not suppress any material information while filling up the online application form.
35. Mere submission of online application/ permission does not mean that the candidate is eligible for appointment to the post applied for. The eligibility shall be verified at the time of verification of original documents as per the qualifications and terms and conditions of advertisement. If at any stage, it is found that the information furnished by the candidate is fake or incorrect, the candidature will be cancelled, and the candidate will also be liable to legal proceedings.
36. The university shall, in no way, be responsible for any error/ omission/ commission/ suppression of relevant information by the applicant knowingly/ unknowingly/ overtly/ covertly while filling up the application form and uploading the documents required therein. Candidates must ensure that they fulfil all the eligibility conditions on the last date fixed for receipt of application. If on verification at any stage, before or after the selection, it is found that the candidate has not fulfilled any of the eligibility condition(s) as on last date or it is found that the information furnished is false or incorrect, the candidature will be cancelled, and services will be terminated. Applicants will also be liable for criminal/legal prosecution.
37. In case the applicant gets screened/ shortlisted/ selected/ appointed based on the credentials furnished by the applicant which, on scrutiny are, found to be incorrect/ inadmissible/ forged/ fabricated/falsified, applicant’s candidature shall be liable to be cancelled at any stage of the recruitment/ at any time during the tenure of the service and appropriate legal action under applicable law shall be initiated against the applicant. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/ background and has suppressed the said information, then his/her services shall be terminated.
38. The University reserves the right to revise/reschedule/cancel/suspend/withdraw the recruitment

process in part of full without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.

39. Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview. The University may restrict the number of applicants to be called for interview on the recommendations of the shortlisting/screening committee, constituted by the Competent Authority.
40. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down for each post, in this advertisement.
41. Candidates must upload the title, index page and other relevant pages of the Journals along with first page of all publications claimed/listed in online application, failing which such publications will not be considered.
42. Research paper will be considered as per UGC public notice no. F.1-1/2018 (Journal/CARE) dated 16th September, 2019 as per **Annexure-VI**.
43. The proof of peer reviewed journal status, impact factor (Thomson Reuters); authorship claim etc. should be provided with a valid document, failing which points will not be allotted as per the claim. University will not be responsible for any mistake in score due to lack of valid proof.
44. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/ cancel any communication made to the candidates. In case of any dispute arising out of such a situation, the decision of the University shall be final and binding on the applicant.
45. Canvassing in any form on behalf of any candidate shall disqualify the candidature.
46. The candidate shall be responsible for uploading evidence related to peer reviewed, UGC listed Journals, Thomson Reuters Impact factors related to his/her research papers/books etc. In case of absence of mentioned evidences, the research paper/book shall not be considered for the recruitment purpose. Book and book chapter will not be considered without the valid proof of ISBN number.
47. The University reserves the right not to fill any of the vacancies advertised, if circumstance so warrant, without assigning any reason thereof.
48. Any changes/corrigendum/amendments/updation/cancellation notice related to the recruitment process shall be uploaded on official website of IGU i.e. www.igu.ac.in only and not in the newspapers. Therefore, candidates are advised to check the University website regularly.
49. Information uploaded on the University website shall not be provided to the candidate under RTI Act, 2005. The uploaded information on the University website shall remain for a specific period only. Therefore, the candidates are advised to download the information and keep the same for future reference. During the recruitment process, neither any application under RTI Act, 2005 shall be entertained nor information shall be provided. Factual information under RTI Act shall be provided only after declaration of final result and completion of the entire recruitment process of this notification subject to condition. Reply shall not be provided for any inferential or speculative question.
50. All original documents in support of the claims should be produced for verification before/at the time of interview if called for.
51. Every provided document shall be duly signed and self-certified by the candidate.
52. The age of the candidate should not be less than 18 years and not more than 50 years on the last date of

submission of online application form. However, the maximum age limit is relaxable as per Haryana Government norms.

53. In the event of two or more candidates obtaining same aggregate marks, the tie- breaking criterion forwarding the ranks will be as follows:
- a) Candidate with higher marks in written test will be given preference.
 - b) If tie still persists, Candidate with higher marks in Experience will be given preference.
 - c) If tie still persists, Candidate with higher marks in Academic Qualifications will be given preference.
54. The hard copy of the application form with all supporting documents must be submitted to the **Registrar, Indira Gandhi University, Meerpur, Rewari-122502 (Haryana)** on or before **25.11.2023**. The University will not be responsible for any postal delay or wrong delivery, whatsoever. Applications received after due date will not be entertained. Application sent by post in an envelope must be superscripted with the name of the post and Advt. No., and one envelope should contain only one application.
55. All disputes pertaining to the recruitment of these posts shall fall within the jurisdiction of Rewari Court only.



Qualifications for Direct Recruitment to Various Non-teaching Positions

Sr. No.	Name of Post	Qualifications
1	Controller of Examinations	<p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration OR Comparable experience in research establishment and/ or other institutions of higher education, OR 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>iii) Hindi/Sanskrit upto Matric Standard.</p>
2	Assistant Librarian	<p>i). A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed)</p> <p>ii). A consistently good academic record with knowledge of computerization of library.</p> <p>iii). Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree in accordance with the University Grants commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be: Provided that the, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges /Institutions subject to the fulfilment of the following conditions: a) The Ph.D. degree of the candidate has been awarded in regular mode b) The Ph.D. thesis has been evaluated by at least two external examiners; c) Open Ph.D. viva voce of the candidate had been conducted; d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal; e) The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency.</p> <p>iv). Hindi/Sanskrit upto Matric Standard.</p>

		<p>Note:</p> <p>(i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned.</p> <p>(ii) NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p>
3	System Analyst	<p>i) B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering through regular mode with at least 50% marks.</p> <p>ii) 05 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PSU/Private organization.</p> <p>iii) Hindi/Sanskrit upto Matric Standard.</p> <p>OR</p> <p>i) M.E./M.Tech. in Computer Science & Engineering/Electronics Engineering/M.Sc. Computer Science/MCA with at least 50% marks.</p> <p>ii) 03 years' programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PSU/Private organization.</p> <p>iii) Hindi/Sanskrit upto Matric Standard.</p>
4	Programmer	<p>i) B.E./B.Tech.(CSE/IT) or MCA /M.Sc. (Computer Science/Software Engg./Information Technology) with at least 50% marks through regular mode.</p> <p>ii) Essential Experience: 2 years' experience as programmer in University System/Govt./Govt. aided Institution.</p> <p>iii) Hindi/Sanskrit upto Matric standard.</p>
5	Store Keeper	<p>i) A Bachelor's Degree or its equivalent with at least 50% marks from a recognized University/Institution.</p> <p>ii) Candidates is required to qualify the computer typing test at the speed of 30 words in English per minute and computer test at speed of 8000 depressions per hour in MS Word.</p> <p>iii) With 05 years relevant experience in University System/Govt./Govt. aided Institution.</p> <p>iv) Knowledge of Hindi/Sanskrit up to Matric/10th Standard.</p>
6	Transport Supervisor	<p>i) A Bachelor's Degree or its equivalent with at least 50% from a recognized University/Institution.</p> <p>ii) 2 years experience of supervisory level in concerned field in University system/Govt./Govt. aided Institution.</p> <p>iii) Knowledge of Hindi/Sanskrit up to Matric/10th Standard.</p>
7	Assistant Director Youth Welfare	<p>i) Masters degree with at least 50% marks from a recognized University.</p> <p>ii) Knowledge of Hindi/Sanskrit up to Matric/10th Standard.</p> <p>Desirable</p> <p>i) NCC (C Certificate with grade A or B).</p> <p>ii) NSS National Level award.</p>
8	Supervisor Youth Welfare	<p>i) A Bachelor's Degree or its equivalent from a recognized University/ Institution with at least 50% marks.</p> <p>ii) With 02 years experience of Supervisory Level in concerned field in University System/Govt./Govt. aided Institution.</p> <p>iii) Knowledge of Hindi/Sanskrit up to Matric/10th Standard.</p>

9	Hostel Supervisor	<p>i) A Bachelors degree or its equivalent with at least 50% marks from a recognized University.</p> <p>ii) With 02 years experience in concerned field in University system/ Govt./ Govt. aided Institution.</p> <p>iii) Knowledge of computer applications.</p> <p>iv) Knowledge of Hindi/ Sanskrit up to Matric/10th Standard.</p>
10	Care Taker	<p>i) A Bachelor's degree or its equivalent with at least 50% marks from a recognized university.</p> <p>ii) Candidate is required to qualify the computer typing test at the speed of 30 words in English per minute and computer test at the speed of 8000 depressions per hour in MS word.</p> <p>iii) Knowledge of Hindi/ Sanskrit up to Matric/10th Standard.</p>
11	Hostel Care Taker (Female)	<p>i) A Bachelor's degree or its equivalent with at least 50% marks from a recognized university.</p> <p>ii) Candidate is required to qualify the computer typing test at the speed of 30 words in English per minute and computer test at the speed of 8000 depressions per hour in MS word.</p> <p>iii) Knowledge of Hindi/ Sanskrit up to Matric/10th Standard.</p>
12	Steno Typist	<p>i) A Bachelor's Degree or its equivalent from any recognized university with at least 50% marks .</p> <p>ii) English short hand at the speed of 80 w.p.m. and transcription thereof at the speed of 20 w.p.m. OR Hindi short hand at the speed of 64 w.p.m. and transcription thereof at the speed of 15 w.p.m. on computer.</p> <p>iii) Candidate should be able to work on computers and with Internet and do data entry efficiently.</p> <p>iv) Knowledge of Hindi/Sanskrit upto Matric Standard</p>
13	Lab Technician	<p>i) Bachelor's Degree in Science from a recognized University / Institution with at least 50% marks or its equivalent.</p> <p>ii) Required to qualify the written test.</p> <p>iii) Required to qualify the computer typing test at the speed of 25 words in English per minute and computer test at the speed of 5500 depressions per hour in M.S. Word.</p> <p>iv) 5 years' experience as Laboratory Attendant or above in University System / Govt./Govt. aided Institution.</p> <p>v) Knowledge of Hindi/Sanskrit up to Matric/10th standard.</p>
14	Clerk	<p>i) A Bachelor's Degree or its equivalent with at least 50% marks from a recognized University/Institution</p> <p>ii) Required to qualify the written test.</p> <p>iii) Required to qualify the computer typing test at the speed of 35/25 words in English/Hindi per minute and computer test at the speed of 8000 depressions per hour in MS word.</p> <p>iv) Knowledge of Hindi/Sanskrit up to Matric/10th standard.</p>
15	Peon	<p>i) Matriculation.</p> <p>ii) Knowledge of Hindi/Sanskrit up to Matric/10th standard.</p> <p>Desirable- Knowledge of Computer Typing</p>

16	Driver	<p>(i) Matric with 50% marks with Hindi/ Sanskrit as one of the subject.</p> <p>(ii) Should have a valid HTV driving license, as the case may be, at least 03 years old.</p> <p>(iii) Should not be colour / night blind.</p> <p>(iv) Three years of experience as Driver in a Govt./Semi Govt./Govt. Aided/University</p> <p>(v) The candidates shall have to qualify the Written Test (Phase-I) and Skill Test/ Driving Test (Phase-II).</p> <p>Note: Qualifying the Driving test is compulsory for all the Candidates.</p>
17	Stenographer	<p>i) A Bachelor's Degree in any discipline from any recognized Institute/ University with at least 50% marks.</p> <p>ii) Proficiency in Stenography in English or Hindi with minimum speed of 80 wpm.</p> <p>iii) Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.</p> <p>iv) Knowledge of Computer Applications.</p> <p>v) Knowledge of Hindi/Sanskrit upto Matric Standard.</p> <p>Desirable Qualifications: Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer:</p> <p>Dictation: 10 minutes @ 80 w.p.m.</p> <p>Transcription: 50 minutes English/65 minutes Hindi</p>

CRITERIA FOR SELECTION FOR THE POST OF CONTROLLER OF EXAMINATIONS

Parameters		Maximum Marks
A Academic Record		40
Criteria for Assessment of Academic Record		
10th Or equivalent	(% of marks in 10 th subtracted by 40) x 0.084	5*
12th Or Equivalent	(% of marks in 12 th subtracted by 40) x 0.084	5*
Graduation	(% of marks in UG subtracted by 40) x 0.167	10*
Post Graduation(in the subject of eligibility)	(% of marks in PG subtracted by 55) x 0.334*	15*
M. Phil.- OR Ph.D. – 5	3 Or 5	5*
B Work experience	01 mark for each year above the minimum no. of years of experience (University and Higher Educational institutions) to the relevant post	15
C Knowledge of Computer (from Govt./semi. Govt./Govt.-Aided Institution)	05	
i. Certificate - 01 mark ii. Diploma – 02 marks iii. Degree - 04 Marks (Provided (i) /(ii) are not used for acquiring higher qualification)		
D Domain Knowledge	(To be assessed through power point presentation and vision/goals for the Institute)	20
E Performance in Interview		20
Criteria for assessment during Interview: Performance in the interview shall be judged on the basis of subject knowledge, communication skills, confidence, creative and analytical thinking, quality of responses, knowledge of ICT tools, etc. and over all personality in an aggregate manner.		
Total Marks obtained by applicant/ assessed by committee (A+B+C+D+E)		

(*) subject to minimum zero

Note:- 1. Assessment and Verification of Category A, B & C will be done by the Screening Committee.
2. Assessment of Category D & E will be done by the Selection Committee.

• **Criteria for short listing of Candidates for consideration before Selection Committee:** Top 15 candidates will be shortlisted against one post based on the total merit points (60) of Academic record, Work experience and Knowledge of Computer. In case of tie, all the candidates on same score will be shortlisted and hence called for interview.

• **Criteria for Selection committee meeting and decision:**

1. Selection Committee meeting will be held only if three eligible candidates apply for the post.

The decision of Selection committee shall be final and binding regarding suitability of a candidate for the post. Merely having merit points will not bestow any right of appointment to a candidate.

CRITERIA FOR SELECTION FOR THE POST OF ASSISTANT LIBRARIAN

S.No.	Academic Record	Score				Score to be filled by the applicant	Score assessed by the Committee
1.	Graduation	80% & Above =15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05		
2.	Post-Graduation	80% & Above =25	60% to less than 80% = 23	55% (50% in case of SC/ST/BC(non-creamy layer)/PWD) to less than 60% = 20			
3.	M. Phil.	60% & Above = 07	55% to less than 60% = 05				
4.	Ph.D.	30					
5.	NET with JRF	07					
	NET	05					
	SLET/SET	03					
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals).	10					
7.	Teaching / Post Doctoral Experience/as Assistant Librarian or equivalent (2 marks for one year each)#	10					
8.	Awards						
	International/National Level (Awards given by International Organizations/ Government of India/ Government of India recognized National Level Bodies)	03					
	State-Level (Awards given by StateGovernment)	02					

#However, if the period of teaching/Post-Doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- (A) (i) M. Phil + Ph.D. Maximum-30 marks
(ii) JRF/NET/SLET/SET Maximum-07 marks
(iii) In awards category Maximum-03 Marks

(B) 15 candidates for one post in each category and 5(five) additional candidates for additional post will be called for interview.

(C) Academic Score - 80

Research Publications	- 10
Teaching Experience	- 10

Total	- 100
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Criteria for selection:

Interview	:	100
<i>(i) Subject knowledge</i>	:	35
<i>(ii) Teaching skills through communication & presentation</i>	:	20
<i>(iii) Research aptitude</i>	:	15
<i>(iv) ICT understanding</i>	:	15
<i>(v) Understanding of education Scenario/environment</i>	:	15

CRITERIA FOR SELECTION FOR THE POST OF SYSTEM ANALYST

Parameters			Maximum Marks
A Academic Record			30
Criteria for Assessment of Academic Record			
	10th Or equivalent	(% of marks in 10 th subtracted by 40) x 0.084	05
	12th Or Equivalent	(% of marks in 12 th subtracted by 40) x 0.084	05
	Graduation	(% of marks in UG subtracted by 50) x 0.200	10
	Post Graduation	(% of marks in PG subtracted by 50) x 0.200	10
B	Work experience (Govt./Semi Govt./Govt. Aided/University) (01 Mark for each completed year over and above the minimum required experience of 05 years or 03 years as applicable)		10
C	Written Test will be conducted if eligible candidates are more than 20 and minimum pass percentage will be 40% marks		40
D	Interview		20

CRITERIA FOR SELECTION FOR THE POST OF PROGRAMMER

Parameters		Maximum Marks
A Academic Record		30
Criteria for Assessment of Academic Record		
	10th Or equivalent	(% of marks in 10 th subtracted by 40) x 0.084
	12th Or Equivalent	(% of marks in 12 th subtracted by 40) x 0.084
	Graduation	(% of marks in UG subtracted by 50) x 0.200
	Post Graduation	(% of marks in PG subtracted by 50) x 0.200
B	<u>Work experience</u> (Govt./Semi Govt./Govt. Aided/University) (01 Mark for each completed year over and above the minimum required experience of 02 years)	10
C	Written Test will be conducted if eligible candidates are more than 20 and minimum pass percentage will be 40% marks	40
D	Interview	20

CRITERIA FOR SELECTION FOR THE POST OF STORE KEEPER

Parameters		Maximum Marks
A Academic Record		40
Criteria for Assessment of Academic Record		
	10th Or equivalent	(% of marks in 10 th subtracted by 40) x 0.084
	12th Or Equivalent	(% of marks in 12 th subtracted by 40) x 0.084
	Graduation	(% of marks in UG subtracted by 50) x 0.400
	Post Graduation	(% of marks in PG subtracted by 50) x 0.200
B	<p>Typing Marks</p> <p>Text for computer typing to be copied shall be prescribed on the monitor only (no hard copy) of 400 words.</p> <p>NOTE: Correct words copied with penalties of 1/10th for every missing and wrong word shall be scored.</p> <p>The candidate is required to type the text strictly in the provided sequence, and line/paragraph Jumping/skipping is not allowed.</p> <p>The test of computer typing shall be in English Language only (may be alphanumeric with all punctuations etc.)</p> <p>• <i>The process will start with the holding of computer typing test first. Only those candidates who qualify the typing test will be called for written Test.</i></p>	10 (10% of Typing Net Speed in English)
C	<p><u>Work experience</u> (Govt./Semi Govt./Govt. Aided/University) (01 Mark for each completed year over and above the minimum required experience of 05 years)</p>	05
D	Socio Economic Criteria (As per Haryana Govt. notification)	05
E	Written Test will be conducted, if eligible candidates are more than 25 and minimum pass percentage will be 40% marks	40

CRITERIA FOR SELECTION FOR THE POST OF TRANSPORT SUPERVISOR

Parameters		Maximum Marks
A Academic Record		40
Criteria for Assessment of Academic Record		
	10th Or equivalent	(% of marks in 10 th subtracted by 40) x 0.084
	12th Or Equivalent	(% of marks in 12 th subtracted by 40) x 0.167
	Graduation	(% of marks in UG subtracted by 50) x 0.400
	Post Graduation	(% of marks in PG subtracted by 50) x 0.100
B	<p>Typing Test Text for computer typing to be copied shall be prescribed on the monitor only (no hard copy). NOTE: Correct words copied with penalties of 1/10th 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. The test of computer typing shall be in English Language only (may be alphanumeric with all punctuations etc.) <u>For qualifying of Typing Test : Net Speed of minimum 25 wpm</u></p>	10
C	<p><u>Work experience</u> (Govt./Semi Govt./Govt. Aided/University) (01 Mark for each completed year over and above the minimum required experience of 05 years)</p>	05
D	Socio Economic Criteria (As per Haryana Govt. Instructions)	05
E	Written Test will be conducted if eligible candidates are more than 20 and minimum pass percentage will be 40% marks	40

CRITERIA FOR SELECTION FOR THE POST OF ASSISTANT DIRECTOR YOUTH WELFARE

Parameters		Maximum Marks
A Academic Record		50
Criteria for Assessment of Academic Record		
	10th Or equivalent (% of marks in 10 th subtracted by 40) x 0.117	07
	12th Or Equivalent (% of marks in 12 th subtracted by 40) x 0.117	07
	Graduation (% of marks in UG subtracted by 50) x 0.200	10
	Post Graduation (% of marks in PG subtracted by 50) x 0.200	10
	Good Academic Record Throughout 1 st division in all Exams. (i.e. Matric/10+2, Graduation, Post Graduation) – 02 Marks for First Division	06
	Ph.D. Degree (Higher qualification)	10
B	Skills and Extra Co-curricular activities (i) NCC (C certificate with grade A and B)/NSS National Level Certificate- 6 Marks (ii) Research Papers/Articles Published (national & international) and presented in Seminars/Conferences – 08 Marks (Research papers/Articles Published (national/international journals)- Max. marks - 08 , 02 marks for each paper) (Research paper/Articles presented in seminar/conferences – 02 marks max., 01 marks for each presentation) (iii) Organisation of the Seminars/Cultural functions/Youth Festivals/YRC, etc. (sponsored by Central/State Govt./University only) – 06 marks (02 marks per activity)	20
C	Presentation and Domain Knowledge (To be assessed through power point presentation and vision/goals for the institute)	10
D	Interview With respect to communication skills, confidence level, quality of response, overall personality	20

Note: For the single vacancy total 40 candidates will be shortlisted for the interview based on the above mentioned criteria and 10 candidates for each additional vacancy.

CRITERIA FOR SELECTION FOR THE POST OF SUPERVISOR YOUTH WELFARE

Parameters		Maximum Marks
A Academic Record		50
Criteria for Assessment of Academic Record		
	10th Or equivalent (% of marks in 10 th subtracted by 40) x 0.167	10
	12th Or Equivalent (% of marks in 12 th subtracted by 40) x 0.250	15
	Graduation (% of marks in UG subtracted by 50) x 0.400	20
	Post Graduation (% of marks in PG subtracted by 50) x 0.100	05
B	<u>Work experience</u> (Govt./Semi Govt./Govt. Aided/University) (01 Mark for each completed year over and above the minimum required experience of 02 years)	05
C	Socio Economic Criteria (As per Haryana Govt. notifications)	05
D	Written Test will be conducted if eligible candidates are more than 20 and minimum pass percentage will be 40% marks	40

CRITERIA FOR SELECTION FOR THE POST OF HOSTEL SUPERVISOR

Parameters		Maximum Marks
A Academic Record		50
Criteria for Assessment of Academic Record		
	10th Or equivalent	(% of marks in 10 th subtracted by 40) x 0.167
	12th Or Equivalent	(% of marks in 12 th subtracted by 40) x 0.250
	Graduation	(% of marks in UG subtracted by 50) x 0.400
	Post Graduation	(% of marks in PG subtracted by 50) x 0.100
B	<u>Work experience</u> (Govt./Semi Govt./Govt. Aided/University) (01 Mark for each completed year over and above the minimum required experience of 02 years)	05
C	Socio Economic Criteria (As per Haryana Govt. notification)	05
D	Written Test will be conducted if eligible candidates are more than 20 and minimum pass percentage will be 40% marks	40

**CRITERIA FOR SELECTION FOR THE POST OF CARE TAKER
& HOSTEL CARE TAKER (FEMALE)**

Parameters			Maximum Marks
A Academic Record			50
Criteria for Assessment of Academic Record			
	10th Or equivalent	(% of marks in 10 th subtracted by 40) x 0.167	10
	12th Or Equivalent	(% of marks in 12 th subtracted by 40) x 0.250	15
	Graduation	(% of marks in UG subtracted by 50) x 0.400	20
	Post Graduation	(% of marks in PG subtracted by 50) x 0.100	05
B	<u>Work experience</u> (Govt./Semi Govt./Govt. Aided/University) (01 Mark for each completed year)		05
C	Socio Economic Criteria (As per Haryana Govt. notification)		05
D	Written Test will be conducted if eligible candidates are more than 20 and minimum pass percentage will be 40% marks		40

CRITERIA FOR SELECTION FOR THE POST OF STENO-TYPIST

Parameters		Maximum Marks
A Academic Record		20
Criteria for Assessment of Academic Record		
	10th Or equivalent	(% of marks in 10 th subtracted by 40) x 0.084
	12th Or Equivalent	(% of marks in 12 th subtracted by 40) x 0.084
	Graduation	(% of marks in UG subtracted by 50) x 0.100
	Post Graduation	(% of marks in PG subtracted by 50) x 0.100
B	Test on Computer in Stenography Candidate requires to qualify test on computer in stenography in English without any mistake. One and half marks for each mistake will be deducted from total marks	60
C	Knowledge of Computer i) Certificate – 02 Marks ii) Diploma – 03 Marks (one year regular diploma (Accountancy), Data Entry/Computer, Stenography, Secretarial Training, etc. from recognized University/Board (Govt./Semi. Govt.) (Provided (i) is not used for acquiring higher qualification) iii) Degree – 07 Marks (Provided (i) (ii) are not used for acquiring higher qualification)	10
D	Socio Economic Criteria (As per Haryana Govt. notification)	05
E	Experience 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	05

CRITERIA FOR SELECTION FOR THE POST OF LABORATORY TECHNICIAN

Parameters		Maximum Marks	
A Academic Record		25	
Criteria for Assessment of Academic Record			
	10th Or equivalent	(% of marks in 10 th subtracted by 40) x 0.084	05
	12th Or Equivalent	(% of marks in 12 th subtracted by 40) x 0.084	05
	Graduation (Bachelor in Science)	(% of marks in UG subtracted by 50) x 0.200	10
	Post Graduation	(% of marks in PG subtracted by 50) x 0.100	05
B	Experience (UGC recognized University/Institution/Govt./Govt. Aided/Affiliated Colleges) 01 Marks for each completed year over and above the minimum required experience of 05 years		10
C	Required to qualify written Test as well as Typing Test at the speed of 25 words in English		60
D	Socio Economic Criteria (As per Haryana Govt. notification)		05

CRITERIA FOR SELECTION FOR THE POST OF CLERK

Parameters		Maximum Marks
A Academic Record		10
Criteria for Assessment of Academic Record		
	10th Or equivalent	(% of marks in 10 th subtracted by 40) x 0.034
	12th Or Equivalent	(% of marks in 12 th subtracted by 40) x 0.050
	Graduation	(% of marks in UG subtracted by 50) x 0.100
<p>• The process will start with the holding of computer typing test first. Only those candidates who qualify the typing test will be called for screening test or for General Aptitude Test (C).</p>		
B Computer Typing Test (Test - A)		35
<p>a). Syllabus and other details for computer typing</p> <p>1. Text for computer typing to be copied shall be prescribed on the monitor only (no hard copy) of 400 words.</p> <p>NOTE: Correct words copied with penalties of 1/10th for every missing and wrong word shall be scored.</p> <p>The candidate is required to type the text strictly in the provided sequence, and line/paragraph Jumping/skipping is not allowed.</p> <p>The test of computer typing shall be in English Language only (may be alpha-numeric with all punctuations etc.)</p>		
C General Aptitude Test (Test-B)		50
<p>Note:</p> <p>i. Max. marks – 100</p> <p>ii. Time – 90 minutes</p> <p>iii. There will be ¼ negative marks for each wrong answer</p> <p>iv. Test will comprise of 100 marks which will be reduced proportionally to 50</p> <p>v. Questions will be objective type (MCQ)</p> <p>vi. Question paper will comprise of five sections. Each section will carry 20 marks</p>		
D Socio Economic Criteria(As per Haryana Govt. notification)		05

CRITERIA FOR SELECTION FOR THE POST OF PEON

Parameters			Maximum Marks
A Academic Record			45
Criteria for Assessment of Academic Record			
	10th Or equivalent	(% of marks in 10 th subtracted by 40) x 0.334	20
	12th Or Equivalent	(% of marks in 12 th subtracted by 40) x 0.417	25
B	Screening Test (i) Written Test = 100 marks		50% of marks
C	Socio Economic Criteria (As per Haryana Govt. instructions)		05

CRITERIA FOR SELECTION FOR THE POST OF DRIVER

Parameters			Maximum Marks
A Academic Record			20
Criteria for Assessment of Academic Record			
	10th Or equivalent	(% of marks in 10 th subtracted by 50) x 0.200	10
	12th Or Equivalent	(% of marks in 12 th subtracted by 40) x 0.084	05
	ITI	(% of marks in ITI subtracted by 40) x 0.084	05
B	Written Test/Screening Test (Phase-I)		20
C	Driving Test/Skill Test (Phase-II)		30
D	Mechanical Knowledge of the vehicle		20
E	Socio Economic Criteria (As per Haryana Govt. notification)		05
F	Work Experience (Govt./Semi Govt./Govt. Aided/University) (01 Mark for each completed year over and above the minimum required experience of 03 years)		05

Note: The candidates will be shortlisted on the basis of written Test/Screening Test in the first phase. The shortlisted candidates will be restricted to 15 times for the first post and additional five for each additional post advertised in the respective category for their further processing.

Written Test/Screening Test:

The test shall be divided in two portions, comprising of

- i) 75% General Awareness, Reasoning, Maths, Science, English, Hindi, Computer Awareness, etc.
- ii) 25% History, current affairs, Literature, Geography, Civics, Environment, Cultures, etc. of Haryana

NOTE:

- i) Max. marks – 100
- ii) Time – 90 minutes
- iii) There will be ¼ negative marks for each wrong answer
- iv) Test will comprise of 100 marks which will be reduced proportionally to 20
- v) There shall be 100 Multiple Choice Questions (MCQ)

Driving Test:**Max. Marks: 30**

The driving test of the candidates will be conducted by a committee.

Mechanical Knowledge:**Max. Marks: 20**

The test of mechanical knowledge of vehicle of the candidates will be conducted by a committee.

CRITERIA FOR SELECTION FOR THE POST OF STENOGRAPHER

Parameters			Maximum Marks
A Academic Record			30
Criteria for Assessment of Academic Record			
	10th Or equivalent	(% of marks in 10 th subtracted by 40) x 0.084	05
	12th Or Equivalent	(% of marks in 12 th subtracted by 40) x 0.084	05
	Graduation	(% of marks in UG subtracted by 50) x 0.300	15
	Post Graduation	(% of marks in PG subtracted by 50) x 0.100	05
B	Stenography Test (Phase – I)		40
C	Computer Appreciation & Application Test		20
D	Socio Economic Criteria (As per Haryana Govt. notification)		05
E	Work Experience 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		05

Phase I - Stenography Test :

Max. Marks: 40 Pass Marks: 20

The candidate shall have to qualify a test in stenography in English or Hindi at the speed of 80 wpm & transcription thereof at the speed of 35 wpm in English and 30 wpm in Hindi only on Computer (8% mistakes are allowed).

(A) First Stage:

A paragraph in English of 800 words will be dictated in 10 minutes to the candidates (i.e. at the speed of 80 words per minute. Candidates are required to write down the Speech. Candidate has to carefully listen the words and need to write it in the note book. To write the speech in fast way, candidate need to use the technique called “SHORTHAND”. The text that candidate has written in the notebook from listening is going to be used in second stage of Skill test.

(B) Second Stage :

In the second stage of the test, candidate needs to type the text that he/she has written within 50 minutes in English and 65 minutes in Hindi on computer only.

Admissible Mistake is in Steno Test is 19 words.

(C) Marking scheme

Every full mistake account for 1.25 marks. Its meaning is in case of 19 mistakes, marks deducted are 1.25 X19=23.75. So in a text of 800 words, if five mistakes are there, then marks obtained will

be:=(1.25X5)=40 – 6.25=33.75

Phase II - Computer Appreciation & Application Test:

Max.Marks:20

Pass Marks: 10

Time: 60 Minutes.

The Question Paper will consist of 40 Multiple Choice Questions. For each question, four suggested answers are given out of which one is correct and remaining three are incorrect. Candidate has to choose one correct answer to each question. In any case, for each question candidate has to select only one answer. If candidate select more than one answer, the response will be considered wrong. **For every correct answer candidate will be awarded 0.5 marks.** There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth i.e 0.125 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

Phase III - Academic Qualifications: Maximum Marks: 30 Marks (As per criteria given above)

Section II Selection Procedure Phase-I:

The Phase-I will consist of stenography test. The candidate has to score minimum 21.00 marks out of 40 to qualify for the Phase- II.

Phase-II:

The phase – II will consist of offline test of Computer Appreciation & Application. The candidate has to score minimum 8 marks out of 20 to qualify for the **Phase-III.**

The Phase -III: The aggregate marks will be calculated as Marks in Stenography Test + Marks obtained in Computer Appreciation & Application test + Marks in Stenography test + Marks on the basis of Academic Qualification. Final selection will be made on the basis of merit list prepared on the basis of aggregate marks.

Detailed syllabus of Test in Computer Appreciation and Application

1. Introduction to Computer

Introduction, Objective, What is Computer, Advantage/Disadvantage of Computer History of Computer, Generation of Computer, Basic applications of computer, Entertainment, E-governance, Components of Computer System, Central Processing Unit(CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Organization, Computer Memory Primary & Secondary, Ram & Rom, units of memory, Introduction to Computer Peripherals, Connecting keyboard, mouse ,monitor and printer to CPU, Use of Mouse, Working with left Mouse button, Working with right Mouse Button, Checking Power Supply, Concept of Hardwar and Software, Hardware, Software, Application software, Systems software, Classifications of Computers. Representation of data/information concepts of data processing, Data and Information, Storage of Data/Information as files.

2. Introduction to Windows

Introduction, Objective, Operating System, What is Operating System, Types of Operating, system, Operating System and Basics of Windows, User Interface, Using Mouse and Moving Icons on the screen, My Computer, Starting an application using start button, minimize, maximize, restore and closing of window, Taskbar, Status bar, Recycle Bin, Start Button and Menu selection etc. Running an Application, Windows Explorer, Creating, deleting and Renaming of files and folders, Opening and closing of different Windows etc. Windows Setting, Control Panels, Wall Papers and Screen Savers, Setting the date and Sound etc.

Using Help, Display Properties, Advanced Windows, Using Right Mouse Button, Creating shortcuts, Basics

of window setup, Notepad, Window Accessories, Using Multimedia, Playing CD's/DVD's, Using Media Player, Sound Recorder.

3. Word Processing

Introduction, Objectives, Word Processing Basics, Opening Word Processing Package, Menu Bar, Toolbar, Using Help, Using Icons below, Menu Bar, Opening Documents, and Closing Documents, Opening, Documents, Save and Save as, Page Setup, Print Preview, Printing of Documents & Other Properties, Display/Hiding of Paragraph Marks, Moving Around in a Document, Scrolling the Documents, Scrolling by line/paragraph, Fast Scrolling and Moving Pages, Using a Document/Help Wizard, Text Creation and editing, Creating a document, Selecting & Moving text, Spell checking, Text Selection, Editing with cut, copy & paste, Undo & Redo, Find and Replace, The saurus, Paragraph and Tab Setting, Formatting the text, Font and Size selection, Bold, Italic and Underline, Alignment of Text, Center, Left, Right and justify etc., Bullet and Numbering Border and Shading, Change Case, Working with tabs, indents & spacing, Formatting paragraphs, using columns, Table Manipulation, Concept of table, Rows, Columns and Cells, Draw Table, Changing cell Width and Height, Alignment of Text in Cell, Copying of cell, Delete/insertion of row and columns, Borders for table, Deleting at able, Splitting and merging cells, Converting table to text, Setting table properties, Mail Merge, Printing, Print Preview, Print as elected page, etc. Paper Orientation, Paper setting/margin.

4. Spread-Sheet

Introduction, Objectives, Elements of Electronics Spread Sheet, Application/usage of Electronic Spread Sheet, Opening of Spread Sheet, Menu bar, Saving Work book, Creation of cell and addressing of cells, Inserting new rows & columns, worksheets, Editing rows/ columns height & width, Renaming, deleting and moving a worksheet, Manipulation of Cells, Cell addressing, Enter texts, Numbers and Dates, Cell Height and Width, Copying of cells etc., Formulas Using Formulas, Using basic functions & formulas a cell, Sum function, Average, Percentage, other functions, Function, Data sorting, Using Subtotals, Applying filters, Chart, Inserting Chart Formatting chart, Spreadsheet for small accountings, Maintaining invoices/budgets, Totaling of various transactions, Maintaining daily & monthly sales report.

5. PowerPoint

Introduction to power Point, what is Power Point, starting Power Point, creating and opening a presentation, Power Point views, moving between slides, saving/ closing a presentation, exiting PowerPoint. Creating a new presentation using the auto content wizard and slide layout. Creating a new presentation using different layouts Customizing Presentation: Changing the text formats, adding bullets, aligning text. Formatting slides: Using color schemes, background color and designs, adding picture/ graphics on slide Adding Head and Footer, changing slide layouts. Adding charts of different types of slide, organization chart slide show, Using slide transition: giving timing, sound and adding animations to slides and using preset animations Using Drawing Toolbar Slide Mater View Using custom animation: Animating pictures and Text with sound effects, Using page setup and printing.

6. Internet

Introduction, Objectives, Basic of computer net works, Local Area Network(LAN), Wide Area Network(WAN), Internet, Concept of Internet, Application of internet, Advantages of internet, Connecting internet, Internet service providers(ISP), Internet Access, Broad Band, Dial Up Wi-Fi, Troubleshooting

7. WWW and Web Browsers

Introduction, Objectives, World Wide Web(WWW), Web Browser, Internet Explorer Netscape Communicator, Search Engine and Surfing the Internet, URL Address, Searching over the Web, Moving Around in a web-site, Printing and saving web pages, Uploading and Downloading, Chatting.

8. Introduction to E-mail

Introduction, Objectives, Basic of Electronic Mail, Creating new e-mail account, What is an Electronic mail, Email addressing, Mailbox: Inbox and outbox, Sending & Checking mails, Creating an E-mail, Viewing an E-mail, Sending an E-mail, Replying to an E-mail message, Forwarding an E-mail message, Sorting and searching emails, Saving mails, Sending same mail to various users etc., Documents Handling, Sending soft copy as attachment, Sending a portion of document as email, Visiting various sites.

GENERAL APTITUDE TEST/WRITTEN TEST

SYLLABUS FOR THE POST OF CLERK, STORE KEEPER, HOSTEL SUPERVISOR, CARE TAKER, HOSTEL CARE TAKER(FEMALE), TRANSPORT SUPERVISOR, & SUPERVISOR YOUTH WELFARE

Section-1 (General Knowledge and Current Affairs)

20 Marks

General knowledge-current events, sports, history, geography, basic economics, general politics, Indian constitution, etc.

Section-2 (General Science)

20 Marks

(Syllabus up to 12th standard as approved by the Haryana Board of School Education.)

Section-3 (General English)

20 Marks

Prepositions, adverbs, conjunction, direct/indirect speech, singular & plural, tenses, antonyms, etc.

(Syllabus up to 12th standard as approved by the Haryana Board of School Education.)

Section-4 (Arithmetic and Reasoning and Computer Knowledge)

20 Marks

Arithmetic: Syllabus up to 12th standard as approved by the Haryana Board of School Education.

Reasoning: Verbal and Non Verbal.

Historical Development of Computers, Generations of Computer, Types of Computers, Components, Types of Memories, Input Devices (Keyboard, mouse etc.) Output Devices (all types 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, Date Transmission Medium Historical Development of Internet, Internet Browsers, Search Engines, WWW, Website, Home Page, E-Mail Concepts etc. and M.S. Office.

Section -5 (History Current Affairs, Literature, Geography and EVS.)

20 Marks

(Syllabus up to 12th standard as approved by the Haryana Board of School Education.)

1. **Max. Marks** : **100**
2. **Time** : **90 minutes**
3. **There will be 1/4 negative marks for each wrong answer**
4. **The written Test will comprise of 100 marks which will be reduced proportionately for merit purpose as per selection criteria. The minimum qualifying marks shall be 40% (for SC/ST 38%).**
5. **There shall be 100 Multiple Choice Questions (MCQ).**

GENERAL APTITUDE TEST/WRITTEN TEST

SYLLABUS FOR THE POST OF PEON

Section-1 (General Knowledge and Current Affairs)

20 Marks

General knowledge-current events, sports, history, geography, basic economics, general politics, Indian constitution, etc.

Section-2 (General Science)

20 Marks

(Syllabus up to 10th standard as approved by the Haryana Board of School Education.)

Section-3 (General English)

20 Marks

Prepositions, adverbs, conjunction, direct/indirect speech, singular & plural, tenses, antonyms, etc.
(Syllabus up to 10th standard as approved by the Haryana Board of School Education.)

Section-4 (Arithmetic and Reasoning and Computer Knowledge)

20 Marks

Arithmetic: Syllabus up to 10th standard as approved by the Haryana Board of School Education.

Reasoning Ability: Verbal and Non Verbal.

Introduction to computer, Introduction to windows, word processing, spread sheet, power point, internet, WWW, introduction to email. and M.S. Office, etc.

Section -5 (History Current Affairs, Literature, Geography and EVS.)

20 Marks

(Syllabus up to 10th standard as approved by the Haryana Board of School Education.)

- 1. Max. Marks : 100**
- 2. Time : 90 minutes**
- 3. There will be 1/4 negative marks for each wrong answer**
- 4. The written Test will comprise of 100 marks which will be reduced proportionally for merit purpose as per selection criteria. The minimum qualifying marks shall be 40% (for SC/ST 38%).**
- 5. There shall be 100 Multiple Choice Questions (MCQ).**

GENERAL APTITUDE TEST/WRITTEN TEST

SYLLABUS FOR THE POST OF STENO-TYPIST

- **Stenography Test: 60 Marks**

Separate qualifying of this test is mandatory. The candidate shall have to qualify stenography test in English at the speed of 80 wpm & transcription thereof at the speed of 20 wpm only on Computer. Only 8% mistakes are permissible. More than 8% mistakes will lead to disqualify.

First Stage:

A paragraph in English of 240 words will be dictated in 3 minutes to the candidates. Candidates are required to write down the Speech. Candidate has to carefully listen the words and need to write it in the note book. To write the speech in fast way, candidate need to use the technique called "SHORTHAND". The text that candidate has written in the notebook from listening is going to be used in second stage of Skill test.

Second stage:

In second stage of the test, candidates need to type the text that he has written within 12 minutes on computer only. Admissible Mistakes are 8% i.e. 19 words.

Marking scheme:

Every mistake accounts for 1.5 marks. Its meaning is in case of 19 mistakes, marks deducted are $1.5 \times 19 = 28.5$, So, in a text of 240 words, if five mistakes are there, then marks obtained will be $60 - 7.5 (1.5 \times 5) = 52.5$

GENERAL APTITUDE TEST/WRITTEN TEST

SYLLABUS FOR THE POST OF SYSTEM ANALYST & PROGRAMMER

The Test shall be based on the following:

1. ICT in Higher Education
2. Knowledge of Networking (SMTP, VLAN, VoIP, WI-FI, etc.
3. Web Designing and Programming in C++ and Java
4. Knowledge of Server and data Security
5. Internet and Web Technologies
6. Software Tools, Techniques and Designing
7. Knowledge of operating system and other common softwares
8. Knowledge of National Knowledge Network, National Mission on Education through ICT (NMEICT), National Policy on Technology-Enhanced Learning (NPTEL), GIAN etc.
9. Online data handling and database management system
10. Modern data analysis
11. Digitalization of University administration/governance
12. Other areas relevant to the post

1. **Max. Marks** : **100**
2. **Time** : **90 minutes**
3. **Type** : **MCQ**
4. **The written Test will comprise of 100 marks which will be reduced proportionately for merit purpose as per selection criteria. The minimum qualifying marks shall be 40% (for SC/ST-38%).**
5. **Those failing to qualify shall not be called for interview.**

(For the candidates who registered for Ph.D. Programme prior to July 11, 2009)

CERTIFICATE

Certified that Dr. _____ son/daughter of Sh. _____

Regn. No. _____ has been awarded Ph.D. Degree vide Notification No. _____

Dated _____. He/She has fulfilled the following conditions prescribed by the U.G.C. under point 3 of U.G.C notification dated 11.07.2016, published in the Gazette of India, New Delhi on 11.07.2016

- a) Ph.D. degree of the candidate awarded in regular mode only;
- b) Evaluation of the Ph.D. thesis by at least two external examiners;
- c) Open Ph.D. viva-voce of the candidates had been conducted;
- d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a referred journal;
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

Certified by

Registrar or the Dean Academic
Affairs of the Concerned
University

Annexure-II

(For the candidates who registered for Ph.D. Programme on or after July 11, 2009)

CERTIFICATE

This is to certify that Mr./Ms. _____ Son/daughter of Sh. _____
with Regn. No. _____ has been awarded the Degree of Ph.D. on _____
in the subject of _____ on fulfilment of the provision of UGC (minimum
Standards and Procedure for awards of Ph.D. Degree) Regulations, 2009

Certified By

Registrar or the Dean Academic
Affairs of the Concerned
University

(The candidate who have obtained their degrees from Singhania University (Rajasthan), EILM University (Sikkim), Manav Bharti University (Himachal Pradesh), Vinayak Mission University (Sikkim), Global Open University (Nagaland) and Vinayak Mission University, Salem, Tamilnadu and want to claim the benefit of his/her degree are required to submit a certificate from their Universities, in addition to Annexure-I or II whichever is applicable).

CERTIFICATE

This is to certify that Mr./Mrs. _____ Son/Daughter of Sh _____ has completed his/her degree through the main campus of the _____ (Name of University) _____ at regular mode with the approval of the Statuary Bodies/ Councils, wherever it is required.

Further, in case of M.Phil./Ph.D. degrees, this is to certify that the University has allocated the supervisor from amongst the regular faculty members in a department or its affiliated PG College/Institutes depending on the number of students per faculty members, the available specialization among the faculty supervisor and the research interest of the student.

Registrar or
the Dean Academic Affairs of
concerned University.

BACKWARD CLASS CERTIFICATE (BLOCK ‘A’ or ‘B’)

This is to certify that Mr./Ms. _____ son/daughter of Sh. _____ resident of Village/Town _____ Tehsil _____ Distt. _____ of the State/Union Territory _____ belongs to the _____ Caste, which has been notified as Backward Class by the Haryana Government and is placed in Block _____ (mention Block ‘A’ or ‘B’).

This is to certify that he/she does not belong to the person/section (Creamy layer) as per State Govt. letter No. 1170-SW(1)-95 dated 07.06.1995 & No. 213-SW(1)-2010 dated 31.08.2010, No.22/22/2004 3GS-III dated 14.06.2016, No.1282-SW(1) dated 28.08.2018 and No. 512-SW (1) 2021 dated 01.12.2021.

This certificate is being issued to him/her on the basis of verification of Sarpanch/Patwari/Kanungo.

Signature with seal of issuing Authority
Full Name.....
Designation.....
Address with Telephone No. With code.....

Sr. No.:.....
Place :.....
Dated :.....

Issuing Authority: Tehsildar or Naib Tehsildar
Head of Department in case of Govt. employees

NO OBJECTION CERTIFICATE FROM EMPLOYER

To

The Registrar,
Indira Gandhi University,
Meerpur (Rewari)

This letter is in reference to Mr./Ms./Mrs. _____ son/daughter of
Sh. _____ who has been an employee at (Organization name) _____
_____ in the capacity of
(Designation) _____ w.e.f. _____

The undersigned has no objection if he/she applies for the post at Indira Gandhi University, Meerpur
(Rewari) and he/she will be relieved from the job in case of selection.

Contact for any inquiries.

Sincerely,

Place: _____
Date: _____

Signature with Seal of
Head of Institution
Name of the Official
Organization Address
Contact Number



विश्वविद्यालय अनुदान आयोग
University Grants Commission
(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)
बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

F.1-1/2018(Journal/CARE)

16th September, 2019

PUBLIC NOTICE

In the interests of Indian academic publishing and the credibility of our research and knowledge production, the UGC reiterates the following :

- (1) The old 'UGC Approved List of Journals' has been replaced with the new UGC-CARE Reference List of Quality Journals' (UGC-CARE List) and with effect from 14th June, 2019 research publications only from the journals indexed in UGC-CARE List should be considered prospectively for any academic purpose.
- (2) The Vice Chancellors, Selection Committees, Screening Committees, research supervisors and all/any expert(s) involved in academic/ performance evaluation and assessment are hereby advised to ensure that their decisions in the case of selections, promotions, credit-allotment, award of research degrees etc. must be based on the quality of published work rather than just numbers or a mere presence in peer reviewed or in old UGC Approved List of Journals which is available for reference on the UGC website.

(P.K. Thakur)
Secretary(Officiating)