



GURUGRAMUNIVERSITYGURUGRAM

(State University Established by Haryana Act-17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

Website: www.gurugramuniversity.ac.in -mail: registrar@gurugramuniversity.ac.in

RECRUITMENT NOTICE

(Advt. No. - NT- 1 to 15/2024)

Online applications are invited from eligible candidates for regular non-teaching posts. Link for online applications along with detailed instructions including posts, eligibility conditions, pay level, selection criteria etc. will be available on the University website www.gurugramuniversity.ac.in w.e.f. 20.02.2024. Last date of online submission of application is 18.03.2024 (up to 12:00 midnight). However, print out of downloaded (online filled) application form along with self-attested enclosures must reach through speed/regd. post or by hand up to 25.03.2024 to the O/o Deputy Registrar (Estt.), Gurugram University, Mayfield Garden, Sector - 51, Gurugram-122003.

Any addendum/ corrigendum w.r.t this advertisement shall be posted only on the University Website.

Sd/-
REGISTRAR

Endst. No: Estt/2024/ 263-267

Dated: 15.02.2024.

A copy of above is forwarded to the following for information and necessary action:

1. Finance Officer, GUG.
2. In-charge, UCDAC for uploading on the University website
3. Public Relation Executive: to appropriate publish this advertisement
4. PA to VC/ Registrar (for information).

Sd/-
**Deputy Registrar (Estt)
for Registrar**



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Advt. No.: NT-01 to 15/2024

Online applications are invited for direct recruitment to following non-teaching budgeted posts through online link available (www.gurugramuniversity.ac.in):

Advt. No.	Post	Pay Level	Group	No	Category
NT-01/2024	Communication Officer	FPL-8	B	01	UR-1
NT-02/2024	Accountant	FPL-6	C	01	UR-1
NT-03/2024	Lab Assistant (Physics)	FPL-4	C	01	Gen-PwBD-(BD)
NT-04/2024	EBPAX Operator	FPL-2	C	01	UR-1
NT-05/2024	Caretaker	FPL-2	C	02	UR-2
NT-06/2024	Steno Typist (English)	FPL-2	C	02	UR-2
NT-07/2024	Steno Typist (Hindi)	FPL-2	C	01	Gen-PwBD-LD
NT-08/2024	Daftri	FPL-2	C	02	SC-1, EWS-1
NT-09/2024	Library Restorer	FPL-2	C	01	UR-1
NT-10/2024	Library Attendant	FPL-DL	D	01	UR-1
NT-11/2024	Cook	FPL-DL	D	01	UR-1
NT-12/2024	Grounds-man	FPL-DL	D	01	UR-1
NT-13/2024	Tube-well Operator	FPL-DL	D	01	UR-1
NT-14/2024	Guard	FPL-DL	D	02	UR-2
NT-15/2024	Peon	FPL-DL	D	01	Gen-PwBD-(BD)

- Abbreviations: PwBD(BD)-Multiple disability from amongst person under different benchmark categories including deaf-blindness, PwBD(LD)- Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims & muscular dystrophy, EWS- Economically Weaker Section, SC- Scheduled Caste, UR-Unreserved
- In case no eligible EWS candidate is found or qualify the test(s), the same will be filled from Un-reserved category. Accordingly, General category candidates may also apply.

Complete details including eligibility conditions, selection criteria and general instructions are available at University website www.gurugramuniversity.ac.in. Application Fee of Rs. 500/- (Rs.125/- for SC/BC-A/BC-B/EWS/ESM candidates of Haryana) will be accepted online. The women candidates of Haryana domicile will pay 50% of fee. The PwBD category candidates of Haryana are exempted from payment of application fee. Interested applicants are advised to apply online through online link available on www.gurugramuniversity.ac.in between 20.02.2024 and 18.03.2024. No fee concession is admissible to applicants from other States.



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After successful submission of application form in online mode, the filled application form must be printed and signed on each page by the applicant. Such signed copy of application form along-with all supporting self-attested documents should be sent to the Deputy Registrar (Establishment), Gurugram University, May-field Garden, Sector-51, Gurugram (Haryana)-122003, latest by 25.03.2024 (upto 4:00 PM).

Sd/-
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GENERAL TERMS & CONDITIONS

1. The Applicant must be citizen of India. Eligible & interested persons may apply online through online link available on the University website www.gurugramuniversity.ac.in w.e.f 20.02.2024 till 18.03.2024. No application will be accepted in off-line/other mode.
 2. The hard copy of downloaded (online filled) application form along with all uploaded documents must be brought at the time whenever called upon by the University.
 3. Applicants are advised to ascertain their eligibility before applying to ensure that they are indeed eligible in terms of minimum eligibility conditions as on cut-off date i.e. the last date of application. All the Certificates/documents relating to eligibility conditions including qualification, experience will be determined with regard to last/cut-off date.
 4. The University does not scrutinize the documents at the time of submission of online application and the same will be checked only during Scrutiny/verification.
 5. Applicants are advised to fill their application form carefully and correctly such as Name, Father's/Mother's name, Date of Birth, Marital Status, Category, Qualification, marks obtained, passing year, photo, Signature, socio-economic criteria details, experience, fee & other details etc. Applicants are advised to check the spellings as per documents. No request for change of any particular on the online application form shall be entertained after submission on any other ground. Applicant will be responsible for any mistake in the data filled in application form and fee paid.
 6. An applicant needs to apply by filling up all the requisite fields and all the required documents will need to be uploaded/ sent along with the application form. Application without required application fee, self-attested copies of certificates/ testimonials will be rejected. Incomplete applications or received after last date of receipt will be rejected and no correspondence will be entertained in this regard.
 7. The University will not be responsible for any error/omission/commission/ suppression of information by an applicant knowingly/unknowingly/overtly/ covertly while filling the application form and uploading documents. Neither any document by hand/email/ post nor will any request for any change be accepted / considered after last date of submission of application. However, the University may ask any additional documents in support of any information/document for clarity as & when so required.
 8. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode and criteria for selection etc. will be final and binding on the applicants. No inquiry or correspondence will be entertained in this regard.
 9. If on verification at any stage starting from submission of application form till appointment and any time even after appointment, it is found that an applicant does not fulfill any of the eligibility condition or it is found that the information/document furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable for action as per rules, in addition to criminally prosecution, irrespective of any benefit availed or not by furnishing the false/ incorrect information.
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10. The University reserves the right to call any applicant personally along with printed copy of the application form with uploaded documents original certificates and photocopy of self-attested certificates along with Photo, Identity Proof i.e. Identity Card/Driving License/Passport/Voter Card/Pan Card/Aadhar Card etc.
 11. If any candidate wants to apply for more than one post, he/she is required to apply separately with prescribed fee.
 12. Minimum age of the applicant must not be below 18 years and above 42 years. Age relaxation to the applicant under various categories shall be given as per the provisions in the General Administration Department, Haryana Govt. notification no. 22/132/2013-1GS-III dated 22nd March 2022 or amended time to time.
 13. Applicant who is already in service of Govt./Semi Govt./Autonomous Bodies shall submit his/her application through proper channel along with vigilance clearance certificate from the Competent authority. However, an advance copy of the application (print out of online application) may be sent and in case application is not forwarded due to whatever reasons till the time of written test/ Interview as the case may be, "No Objection Certificate along with the Vigilance Clearance Certificate in a sealed cover" from the employer have to be produced.
 14. The eligibility conditions for respective posts are at Annexure-A. The requisite qualification and relevant experience etc. for eligibility shall be determined as on the last date of receipt of application. The selection criteria along with syllabus for written test are placed at Annexure-B.
 15. It will be mandatory to qualify the written and/or skill test (wherever applicable). The qualifying marks in written/skill test are 50% (47.5% for SC/BC/PwBD). The written test will be held in English language only. In first stage, all the applicants will be allowed to appear in written/skill test without ascertaining the eligibility and only those who qualify the test will be scrutinized for eligibility. Thereafter, the test-qualified and eligible applicants will be considered for further process of selection.
 16. The prescribed essential qualifications and experience indicated are bare minimum and mere possession of the same will not entitle any candidate to be shortlisted for further selection process. The University may restrict the shortlisted applicants to a reasonable number on the basis of the marks obtained in written and/or skill test.
 17. All qualifications must be attained from recognized Board/Universities/Institutes. The applicants who have obtained qualifications from any Board/ University/ Institution declared fake or not recognized by respective regulatory bodies shall not be eligible for consideration for any of the post advertised.
 18. The scrutiny of applications will be done on the basis of the information filled and documents uploaded by the applicants and thus remain provisional till the same gets verified. If on verification, any information/document is found to be incorrect at any stage (even after selection) the applicant will be liable for prosecution as per rules.
 19. The experience will be considered only after acquiring the essential qualification.
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20. a) The benefit of reservation will be given only to those (SC/ BC-A/ BC-B/ PwBD/ 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/ PwBD/ 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 (for FY 2022-23 valid for 2023-24) issued from the Competent Authority as defined vide State Govt. Notification issued from time to time. Further, the candidates belonging to BC-A/BC-B categories are directed to obtain the fresh/latest BC-A or BC-B certificate as the case may be as per Haryana Government instruction issued vide no. 22/132/2013-1GS-III, dated 22.03.2022 for the Year 2023-2024. OBC certificate issued for jobs in Central Govt. will not be considered irrespective of income mentioned in certificate.

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 certificates for claiming fees concession. Any other relaxation will not be admissible to such applicants.

(ii) The reserved category applicants of other States will be considered only against Un-reserved category. Such applicants should fulfill all the eligibility conditions as meant for Un-reserved category applicants.

(iii) Only such PWD candidates who suffer 40% or more relevant disability would be eligible for reservation.

(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) In case no suitable applicant of EWS category found, the post reserved for same will be filled out of Un-reserved category.

21. EWS certificate on prescribed proforma should be valid for the year in which the candidates have applied for the posts as per govt. instructions issued vide no. 12/22/12/2019-1GS-III, dated 25.02.2019. The EWS certificate should be issued after 31.03.2023 and valid for the year 2023-2024. EWS certificate issued for jobs in Central Govt. will not be considered irrespective of income mentioned in certificate. If a candidate fails to submit certificate as per above requirement, then he/she shall be considered under Un-reserved category.
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22. In case, the University receives less than three applications for the specific post/vacancy advertised, the said post/vacancy will be re-advertised. If even after re- advertisement, the number of applications received remains less than three then the post may be after following the due selection process.

23. Ex-serviceman

Benefit of reservation to Ex-Serviceman & their family members will be as per Government Instructions bearing No. 12/15/2019-4GS-II dated 09.03.2022 and 13.04.2022 or as amended from time to time up to the date of advertisement, viz,-

(A) An ex-serviceman who himself/herself or his/her family member has already secured employment in civil service on regular basis in any Department/Board/ Corporation/ University etc. under the State Government with availing the benefit of reservation-

- (i) He/she himself/herself shall not be entitled to avail the benefit of reservation in civil service for any subsequent appointment in any Department/ Board/Corporation/University etc. under the State Government. However, the benefit of age relaxation for securing another employment in a higher pay scale or post shall remain continue and
- (ii) his/her family member shall also not be entitled to avail the benefit of reservation against the posts reserved for ex-servicemen.

(B) (i) An ex-serviceman who himself/herself has already secured employment in civil service on regular basis in any Department/Board/Corporation/University etc. under the State Government without availing the benefit of reservation in such case he/she himself/herself or one of his/her family members (son, daughter or spouse) will be entitled to avail the benefit of reservation;

(ii) where an ex-serviceman who himself/herself is eligible to avail the benefit of reservation under these instructions but he/she does not want re-employment in civil service in such case one of his/her family members (son, daughter or spouse) will be entitled to avail the benefit of reservation.

(C) If an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation as ex-serviceman for any one of the subsequent employments. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment should give self-declaration/undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be admissible only in respect of vacancies which are filled by direct recruitment and wherever reservation is applicable to the ex-servicemen.

(D) The family members of martyr military personnel shall be entitled to exercise an option either-

- (i) to avail the benefit of reservation up to two family members; or
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- (ii) to avail the benefit of compassionate appointment to one of the family members under the Ex-gratia Policy namely Compassionate Appointment to family member of Martyr Armed Forces Personnel Policy notified by Government from time to time.
- (E) The priority list for preparation of final list of selection/appointment of ex-servicemen or their family members against the posts reserved for ex-servicemen shall be as under:-
- (i) disabled ex-servicemen, the post(s) for which they are physically fit;
 - (ii) Failing (i), family member of disabled ex-servicemen;
 - (iii) failing (ii), other ex-servicemen who are eligible to get the benefit of reservation under these instructions:
 - (iv) Failing (iii), family member of other ex-servicemen who are eligible to get the benefit of reservation under these instructions.
- (F) Disabled ex-serviceman means a person who has been released from military service due to disability attributable or aggravated due to military service. An ex-serviceman shall not be treated disabled one who has been released from military service not on account of his/her disability but has been released in the normal course after the completion of his/her term or retired from military service voluntarily.
- (G) Both the reservations are horizontal, therefore, a disabled ex-serviceman who is selected against the post reserved for ex-serviceman will not be counted against the post reserved for PwBD.
- (H) In all circumstances the benefit of reservation against the posts reserved for Ex-servicemen shall be admissible at the time of final selection list only and not at the time of preliminary test, main test or interview.
- (I) An ex-serviceman who have been discharged from military service by way of dismissal, misconduct or inefficiency neither he/she himself/herself nor his/her family members shall be entitled to avail benefit of reservation in civil service.
24. ESM candidates shall produce attested photocopy of Identity Card issued by concerned Zila Sainik Board and Discharge certificate/Discharge Book. Disabled ESM shall produce disability certificate and family member of Martyr shall produce relevant certificate/Battle Casualty certificate which proves the Martyr status issued by competent authority.
25. Family member of Disabled ESM/ ESM candidates of Haryana claiming benefit must have valid eligibility certificate on last date of submission of online application form and shall produce the valid Eligibility Certificate from the concerned Zila Sainik Board if called upon to do so by Haryana Staff Selection Commission. 8.10. Benefit of reservation to the children/grandchildren of Freedom Fighters will be as per Government Instruction No. 22/49/2021-1GS-III dated 27.10.2021 and 26.04.2022. Children/Grand Children of Freedom Fighter shall be required to produce the Certificate duly issued by the respective competent authority. 8.11. Commission can direct the ESM candidates to provide relevant information along with the affidavit to avail the benefits.
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26. Experience Certificate (for Socio-economic criteria and age relaxation) should be issued by competent authority of the concerned Department/Commission/Board/Corporation etc. In experience certificate designation, salary details, date of posting, period of service and date of issuing should be clearly mentioned. Joining letter/Certificate issued by service provider (private agency) shall not be considered.
- 27 **Tie Breaking Criteria:** At the time of preparing the merit list, when two or more applicants have same score/marks, the applicant older in age shall be considered senior to the younger applicant.
28. Provision of assistance of scribe to Persons with Benchmark Disabilities:-
- As per the guidelines issued by the Department of Empowerment of Persons with Disabilities under Ministry of Social Justice & Empowerment, following facilities will be made available to Persons with Benchmark Disabilities:
- I. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe **or** compensatory time of 20 minutes per hour will be provided by the University, if desired by the candidate. Candidates will be provided with Scribe only if they apply for availing the scribe facility in online application form. However, in case there is no provision is available for apply such facility in online application then such applicant has to submit his/her application while submitting the hard copy of printout of online application to the university.
 - II. In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be provided on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Medical Board consisting of Chief Medical Officer and at-least two other members of a Government health care institution as per Proforma at Annexure-C. Candidates will be provided with Scribe **or** compensatory time of 20 minutes per hour will be provided, if desired by the candidate, only if they apply for availing the scribe facility in online application form and upload the certificate with application form as per Annexure - C.
 - III. The qualification of the scribe should be one step below the minimum qualification prescribed for the post. The candidates with benchmark disabilities opting for scribe shall be required to submit details of the scribe at the time of examination as per proforma at Annexure-D. In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at Annexure-D.
 - IV. Scribe should not be a candidate of the same examination. If a candidate is detected as assisting another PwBD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.
 - V. No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
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- VI. The PwBD candidates who have availed the facility of Scribes shall be deemed to have availed benefit of relaxation and must produce relevant documents for the eligibility of scribe when called upon to do so by the University.
29. A candidate who is or has been declared by the University to be guilty of:
- i. Obtaining support for his candidature by the following means, namely:
 - a) Offering illegal gratification to; or
 - b) Applying pressure on; or
 - c) Blackmail, or threaten to blackmail any person connected with examination; or
 - ii. Impersonation; or
 - iii. Procuring impersonation by any person; or
 - iv. Submitting fabricated documents or documents which have been tampered with or
 - v. uploading irrelevant photos in application form in place of actual photo/signature.
 - vi. Making statements which are incorrect or false or suppressing material information; or
 - vii. Resorting to the following means in connection with his candidature for the examination, namely:-
 - a) Obtaining copy of question paper through improper means;
 - b) Finding out the particulars of the persons connected with secret work relating to the examination;
 - c) Influencing the examiners; or
 - viii. Being in possession of or using unfair means during the examination; or
 - ix. Writing or drawing obscene or irrelevant matter / sketches in the scripts; or
 - x. misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like: or
 - xi. Harassing or doing bodily harm to the staff employed by the Selection Committee/Commission for the conduct of their examination: or
 - xii. Being in possession of or using any mobile phone, (even in switched off mode). pager or any electronic equipment or programmable device or any kind of electronic device including storage media like pen drive, any kind of watches etc. or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination; or
 - xiii. Violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination; or
 - xiv. attempting to commit or, as the case may be, abetting the University of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself liable to criminal prosecution, be liable:-
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- a) To be disqualified by the University from the Examination; and/or
 - b) To be debarred either permanently or for a specified period:-
 - i. By Selection Committee/Commission, from any examination or selection held by them;
 - ii. By the central government from any employment under them; and
 - c) If he is already in service under Government to disciplinary action under the appropriate rules:

Provided that no penalty under this rule shall be imposed except after:-

 - i. giving the candidate an opportunity of making such representation in writing as he may wish to make in that behalf; and
 - ii. Taking the representation, if any, submitted by the candidate within the period allowed to him into consideration.
30. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.
 31. Any type of corrigendum/addendum/amendment/notice/updation etc. related to this advertisement shall be uploaded on University website. Further, the University will not send any further information/call letters by post/newspapers. Therefore, the Candidates are advised to regularly keep on visiting the University website.
 32. Applicants must have a valid active personal mobile number/emailed (not to be changed till the process gets over) as the relevant information may be emailed/SMS. The University will not be responsible for non-delivery of email/SMS.
 33. No correspondence what so ever will be entertained from the candidates regarding conduct/result and the reason for not being called for Test/Interview.
 34. All the documents to be attached with the application should be self-attested with page number & details of enclosed documents should be specified otherwise the candidate will be responsible for misplace/loss of any enclosed document(s).
 35. The University reserves the right to increase or decrease or not to fill or withdraw any or all of the advertised posts without assigning any reason at any stage.
 36. All disputes will be subject to Jurisdiction of Gurugram Court only.

How to apply:

Please read the instructions carefully before applying. Applicants willing to apply are advised to apply online through the link available on the University website www.gurugramuniversity.ac.in between 20.02.2024 and 18.03.2024.

After successful submission of application form in online mode, the (online) filled application must be downloaded, printed and signed on each page by the applicant. Such signed copy of application form along-with all supporting self-attested documents should be sent to the Deputy Registrar (Establishment), Gurugram University, Mayfield Garden, Sector- 51, Gurugram (Haryana)-122003, latest by 25.03.2024.

Dy. REGISTRAR (Estb)

ANNEXURE-A: Eligibility Conditions

COMMUNICATION OFFICER

- (i) Masters' degree with at-least 55% of marks or equivalent grade of B in the UGC 7-point scale in Journalism and Mass Communication from recognized University /instituted.
- (ii) At-least 05 years' experience in Editorial Department/Centre of any Govt. Department / PSU/Higher Education Institution/ established English / Regional Newspaper accredited with ABC/ National News Agencies/ Radio or Television/ Film Media, Reputed Advertising agencies.
- (iii) Hindi/Sanskrit as one of the subject in Matriculation or higher level.
Desirable: Excellent command of speaking in English and Hindi and proficiency in using Computer / ICT.

ACCOUNTANT

1. Bachelor's degree in Commerce with at-least 60% marks from any recognized University.
2. At-least 03 years' experience in handling accounting matter.
3. Having working knowledge of Computer including Accounting software (Tally etc.) & Internet/Email.
4. Hindi/Sanskrit up-to Matric or higher level.

LAB ASSISTANT (for Physics)

1. Bachelor Degree in Sciences (with Physics as main subject)
OR Diploma in relevant subject from recognized State Board of Technical Education with three years' experience in any Laboratory of University/Higher Education Institution/National Level Research Institution.
2. Hindi/Sanskrit up-to Matric or higher level.

EBPAX OPERATOR

1. 10+2 with at least 50% marks from recognized Board having English as one of the subject.
2. Hindi/Sanskrit up-to Matric or at higher level.

CARE TAKER

1. 10+2 or equivalent with at least 50% marks from recognized Board.
2. Hindi/Sanskrit up-to Matric or higher level.

STENO- TYPIST (ENGLISH)

1. Graduate with at-least 60% marks at matric or 50% Marks at 10+2 level.
2. English shorthand at a speed of 80 wpm and transcription of 20 wpm (8% mistakes are permissible) & Word processing speed of 8000 keys/ hours or more.
3. Ability to work on computer with internet efficiently.
4. Knowledge of English & Hindi/Sanskrit up-to Matric or higher level.

STENO TYPIST (HINDI)

1. Graduate with at least 60% marks at matric or 50% Marks at 10+2 level.
2. Hindi shorthand at a speed of 80 wpm and transcription of 15 wpm (8% mistakes are permissible) & Word processing speed of 8000 keys/hour or more.
3. Ability to work on computer with internet efficiently.
4. Knowledge of Hindi/Sanskrit up-to Matric or higher level.

DAFTRI

1. 10+2 or equivalent from a recognized Board.
2. Knowledge of Hindi/Sanskrit up-to Matric or higher level.

LIBRARY RESTORER

1. 10+2 or equivalent with at least 50% marks from recognized Board.
2. Hindi/Sanskrit up-to Matric or higher level.

LIBRARY ATTENDANT

1. 10+2 examination from recognized Board.
2. Knowledge of Hindi/Sanskrit up-to Matric or higher level.

COOK

1. Matric from a recognized Board with adequate professional (cooking) knowledge.
2. Hindi/Sanskrit up-to Matric.

GROUNDSMAN

1. Matric from recognized board.
2. Hindi/Sanskrit up-to Matric.

TUBEWELL OPERATOR

1. Matric from recognized board.
2. ITI Certificate in Mechanical/Electrical/Motor/Wireman trade OR Diploma in any Branch of Engg.
3. Hindi/Sanskrit up-to Matric.

GUARD

1. Matriculate with 50% marks from recognized Board.
2. Hindi/Sanskrit upto Matric Standard or at higher level.
3. Should be conversant with the work of Watch & ward.

PEON

1. Matriculate with Hindi/Sanskrit from a recognized Board.

Selection Criteria for the post of Communication Officer:

Xth	XIITH or equivalent	Graduation	PG	Written Test	Interview	Total
(05)	(05)	(10)	(10)	(50)	(20)	(100)
5% of Percentage obtained	5% of Percentage obtained	10% of Percentage obtained	10% of Percentage obtained	100 MCQs out of Prescribed Syllabus	By the Selection Committee	

Note: Syllabus & Pattern for written test for advertised posts is being uploaded on the University website separately.

ANNEXURE-B

Selection Criteria for the Group-C posts

1. The Selection of the applicants to the posts belonging to Group-C shall be done on the basis of written exam, socio-economic criteria & experience weight-age.
2. The scheme of marks in respect of selection to the post shall comprise of total 100 marks, as detailed under:

i)	Written Test of 95 Marks	:	95 marks
ii)	Socio-Economic Criteria & Experience	:	05 marks
		Total	: 100 Marks

3. 5% weight-age for socio-economic criteria shall be provided to candidates fulfilling various socio-economic criteria as detailed below:-

3.1 An applicant shall be entitled to 5% weight-age provided that-

(i) Neither he himself nor any person from amongst the applicant's family is/ was or has been regular employee in any Department/Board/Corporation/Company/Statutory Body/Commission/Authority of Haryana Government or any other State Government or Government of India.

(ii) Gross annual income of the family from all sources i.e. salary agriculture business, profession etc. for the financial year prior to the year of application should be less than one lakh eighty thousand rupees only.

Explanation: The term "regular employee" does not include a person who is working on Contractual basis, daily wages or as a guest teacher, Anganwari Workers etc.

(5%)

3.2 The definition of "Family" for the purpose of this sub-clause shall be as under:-

- (i) Male applicant means applicant himself, his father, mother, wife, unmarried brother(s) and Son(s);
- (ii) Female unmarried applicant means applicant herself, her father, mother and unmarried brother(s);
- (iii) Female married applicant means applicant herself, her husband, father-in-law, mother-in-law, unmarried brother-in-law and son(s).
- (iv) Divorced female applicant means applicant herself, her father, mother, un-married brother(s) and son(s).

3.3 If the applicant is-

- (i) A widow; or
- (ii) The first or the second child and his father had died before attaining the age of forty-two years; or
- (iii) The first or the second child and his father had died before the applicant had attained the age of fifteen years,

Shall be entitled to 5% weight-age subject to entries in Parivar Pehchan Patra or certificate issued by the competent authority in the specified Performa

(5%)

3.4 If the applicant belongs to such de-notified tribe (vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of the State which is neither a Scheduled Caste nor a Backward Class shall be entitled to 5% weight-age

3.5 The applicant shall be awarded half-percent weight-age for each year or part thereof exceeding six months of experience on the same or a higher post in any Department / Board/ Corporation/ Company/ Statutory Body/Commission/ Authority of Haryana Government. No weight-age of experience shall be awarded for any period less than six months or for a period exceeding eight years. (4% weight-age)

Note: - No condition of gross family income and employment of any family member in service shall be applicable for the purpose of weightage of experience.

4. Other conditions:

- (i) No applicant shall be given more than a total of 05% weight-age for socio-economic criteria and experience under any circumstances. Thereby, if an applicant is eligible for more than 5% socio-economic criteria weightage in terms of provision in para 1 to 3 above, the Socio-economic criteria weightage shall be maximum 5%.
- (ii) The weight-age shall be given only once in a lifetime for appointment to a post of Group-C or D.
- (iii) If a person himself or his family member is once selected/ appointed with or without getting the benefit of weight-age. No other family member shall be considered for weight-age for selection/appointment to the same or any other post for which application has been submitted by any member of the family, as defined in para 3.2 above.

Explanation : The term „once selected / appointed „, does not include the person whose services are terminated due to revision of Selection list declared in compliance of the direction of the Hon“ble High Court or any other competent authority, in such case that selection / appointment shall be ignored for this purpose.

- (iv) If at a time two or more family members become eligible for merit list of the Group-C post and are eligible to be considered for the Socio-economic Criteria weightage in such case the elder/eldest amongst the two or more eligible family members respectively will be considered for the purpose of socio-economic criteria weightage. However, the weightage of experience shall be admissible to more than one family member, if any, based on para 3.5 above.
- (v) If a person resigns from government service while working on regular basis in any Department/Board/Corporation under Haryana Government, any State Government or Government of India on what-so-ever reason, he or any other family member shall not be eligible to claim weight-age again under socio-economic criteria.

Selection Criteria for the Group D posts

1. The Selection of the applicants to the posts belonging to Group-D shall be done on the basis of written exam, socio-economic criteria and experience.

2. The University shall be at liberty to set the number of questions, marks per question and duration of written examination. The scheme of marks in respect of selection to the post shall comprise of total 100 marks, as detailed under:

i)	Written Test of 95 Marks	:	95 marks
ii)	Socio-Economic Criteria and Experience	:	05 marks
	Total	:	100 Mark

3. The 95 marks for written exam shall be divided into two parts comprising:-

- a. 75% weight-age for General Awareness, Reasoning, Maths, Science, Computer, English, Hindi (*up to 10th standard of Haryana Board of School Education-HBSE*)
- b. 25% weight-age for History, Current Affairs, Literature, Geography, Civics, Environment, Culture etc. of Haryana (*up to 10th standard of Haryana Board of School Education-HBSE*)

4. The maximum five percent marks of Socio-economic criteria weightage shall be admissible to the eligible candidates under the following circumstances:-

(i) An applicant shall be entitled to 5% weightage provided that—

- (a) neither he himself nor any person from amongst the applicant's family is/was or has been a regular employee in any Department/ Board/Corporation/ Company/ Statutory Body/Commission/ Authority of Haryana Government or any other State Government or Government of India; and
- (b) gross annual income of the family from all sources i.e., salary, agriculture, business, profession etc. for the financial year prior to the year of application should be less than one lakh eighty thousand rupees only.

Note 1.-The term „regular employee“ does not include a person who is working on contractual basis, daily wages or as a Guest Teacher, Anganwari Workers, etc.

Note 2.- „Family“ for the purpose of Socio-economic criteria shall be—

- (i) male applicant means the applicant himself, his father, mother, wife, unmarried brother(s) and son(s);
 - (ii) female unmarried applicant means the applicant herself, her father, mother and unmarried brother(s);
 - (iii) female married applicant means the applicant herself, her husband, father-in-law, mother-in-law, unmarried brother-in-law and son(s);
 - (iv) divorced female applicant means the applicant herself, her father, mother, unmarried brother(s) and son(s);
- (ii) If the applicant is,—
- (i) a widow; or
 - (ii) the first or the second child and his father had died before attaining the age of forty-two years; or
 - (iii) the first or the second child and his father had died before the applicant had attained the age of fifteen years, shall be entitled to 5% weightage subject to entries in Parivar Pehchan Patra or certificate issued by the concerned competent authority in the specified proforma. (5%)

(iii) If the applicant belongs to such a de-notified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of the State which is neither a Scheduled Caste nor a Backward Class shall be entitled to 5% weightage. (5%)

(iv) The applicant shall be awarded half percent weightage for each year or part thereof exceeding six months of experience, on the same or a higher post in any Department/Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority/Co- operative Banks etc. under Haryana Government. No weightage of experience shall be awarded for any period less than six months or for a period exceeding eight years.(Maximum 4%)

Note-3: No condition of gross family income and employment of any family member in service shall be applicable for the purpose of weightage of experience.

(5) Other Conditions:

(i) No applicant shall be given more than a total of 5% Socio-economic criteria weightage under any circumstances. Thereby, if an applicant is eligible for more than 5% Socio- economic criteria weightage in terms of provision in para (4) above, the Socio-economic criteria weightage shall be maximum 5%.

(ii) The Socio-economic criteria weightage shall be given only once in a lifetime for appointment on regular basis to a post of Group -D.

(iii) If a person himself or his family member is once selected/appointed with or without getting the benefit of weightage, no other family member shall be considered for weightage for selection/appointment to the same or any other post for which application has been submitted by any member of the family, as defined in note 3 of para 4(i) above.

Note-4— The term „once selected/appointed“ does not include the person whose services are terminated due to revision of selection list declared in compliance of the directions of Hon“ble High Court or any other competent authority, in such case that selection/ appointment shall be ignored for this purpose.

(iv) If at a time two or more family members become eligible for merit list of Group D posts and are eligible to be considered for the Socio-economic criteria weightage, in such case the elder/eldest amongst the two or more eligible family members respectively shall be considered for the purpose of Socio-economic criteria weightage. However, the weightage of experience shall be admissible to more than one family member, if any, based on para 4(iv) above.

(v) If a person resigns from government service while working on regular basis in any Department/Board/Corporation under Haryana Government, any State Government or Government of India on whatsoever reason, he or any other family member shall not be eligible to claim the Socio-economic criteria weightage again.”

Note -5- For the post of Cook, there will a Skill test for assessing the professional (cooking) knowledge and only those who qualifies the skill test will be considered for further process of selection.

Annexure-C

Certificate regarding physical limitations in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs_____ (name of the candidate with disability), a person with_____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o_____ a resident of _____ Village/District/State) and to state that he/ she has physical limitation which hampers his/ her writing capabilities owing to his/her disability.

Place:

Date:

Signature and seal of the Medical Authority

Name and Seal of Member

Name and Seal of Member

Name and Seal of the Chairperson

Name of Government Hospital/ Health Care Centre with Seal

Note: Certificate should be given by specialists of the relevant stream/ disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopedic specialist/PMR).

Annexure – D

Letter of Undertaking for Using Own Scribe

I, _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre).

My qualification is _____. I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader for the undersigned for taking the aforesaid examination. I do hereby undertake that his/her qualification is less than minimum qualification of the said post. In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

Dated:

(Signature of the candidate with disability)