

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Advertisement No. 06/2012

Applications on prescribed form are invited from eligible candidates for the posts of Librarian-1 (UR), Finance Officer-1 (UR), Assistant Teacher (Mathematics and Science)-1 (UR) and Hostel Supervisor (Male)-1 (UR) latest by 7.12.2012.

For details, qualifications, pay-scales, procedure for applying, selection criteria, other relevant conditions, etc., please visit University website www.mdurohtak.ac.in.

REGISTRAR

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Advertisement No. 06/2012

Applications are invited on the prescribed form obtainable from the University Publication Cell on cash payment of Rs. 100/- at sale counter (Rs. 25/- for SC/BC of Haryana State only) and Rs. 130/- by Regd. Post (Rs. 55/- for SC/BC) by sending Demand Draft in favour of Finance Officer, Maharshi Dayanand University, Rohtak for the following posts:-

Sr. No.	Name of post	No. of post	Pay scale
1.	<u>University Library</u> Librarian	1 (UR)	37400-67000+10000 GP (UGC)
2.	Finance Officer	1 (UR)	15600-39100+6000 GP
3.	<u>Campus School</u> Assistant Teacher (Mathematics and Science)	1 (UR)	9300-34800+4200 GP
4.	<u>Boys Hostel</u> Hostel Supervisor(Male)	1 (UR)	9300-34800+3200 GP

Age limit: 18 to 50 years on the last date of receipt of application, relaxable on cogent grounds in special cases by the competent authority.

Only those possessing prescribed qualifications and meeting the Selection Criteria as given in the enclosed Annexure-A, B, C and D may apply alongwith attested copies of testimonials of each examination/class of the required/concerned course (s) (from Matric onwards) with application fee of Rs.500/- (Rs.125/- for SC/BC of Haryana State only) for Sr.No. 1 & 2 and Rs.300/- (Rs.75 for SC/BC of Haryana State only) for Sr. No. 3 & 4. The application fee be enclosed with the form in the shape of Demand Draft drawn in favour of Finance Officer, M.D. University, Rohtak and sent to the undersigned latest by 7.12.2012.. The ESM candidates are exempted from application fee.

The posts here advertised may be withdrawn from being filled up at any time without assigning any reason. Incomplete applications, those received without the prescribed fee, and those received late (even postal delay), shall be summarily rejected.

Only such candidates who are found eligible by the Screening Committee will be called for interview. Those declared ineligible will not be informed of their status being as such. Candidates are thus advised to make sure before applying that they are indeed eligible for a given post in terms of the minimum eligibility conditions.

Candidates applying for the post of Librarian as per UGC qualifications are required to send seven copies of filled Performance Based Appraisal System (PBAS) proforma (Annexure-A) as well as to submit five duly bound sets of reprints of their minimum ten publications along their applications. 400 points consolidated API score as based on Performance Based Appraisal System (PBAS) shall be needed which the candidates should calculate and justify on their own enclosing necessary documentary evidence in support of their claim. The

candidates who have already applied for the post of Librarian against Advt. No.5/2012 need not apply again. However, such eligible candidates may update their bio-data and submit the same in the office of Assistant Registrar(Estt. N.T.), M.D.U, Rohtak by the above mentioned last date of receipt of applications without any fee.

The University reserves the right to shortlist candidates on the basis of objective criteria, including holding a test.

Candidates who are in employment in Govt./Semi Govt./Public undertakings should send their applications through proper channel, or submit "No Objection Certificate" from their employer at the time of interview.

Abbreviations: U.R: Unreserved, S.C.: Scheduled Caste, B.C.: Backward Class, ESM: Ex-Serviceman.

REGISTRAR

Qualifications for the post of Librarian:

- A.** Deputy Librarian completing service of 3 years in the AGP of Rs.9000/- and otherwise eligible as per conditions prescribed by the UGC.

OR

At least thirteen years as a Deputy Librarian in a University Library or Eighteen years experience as a College Librarian/Assistant University Librarian. However, experience is relaxable by three years in each case in the case of exceptionally competent and qualified candidate.

- B.** i) Master Degree in Library Science/Information Science/Documentation with atleast 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.
- ii) Evidence of innovative library service and organization of published work.
- iii) Desirable: A M.Phil/Ph.D degree in Library Science/Information Science/Documentation /Archives and Manuscript keeping.

Contd.../P-2

Applicable for Librarian

CATEGORY – III – RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between University and Colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

Sr. No.	APIs	Faculties of languages Arts/Humanities/Social Sciences/Library/Physical education/Management	Max. Points for University and college teacher position
III A	Research Papers published in:	Refereed Journals*	15/ publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10/ Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ publication
III B	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books published by international publishers with an established peer review system	50/sole author: 10/chapter in an edited book
		Subject Books by/ National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25/sole author and 5/chapter in edited books
III C		Subject Books by Other local publishers with ISBN/ISSN numbers	15/sole number and 3/chapter in edited books
		Chapters contributed to edited knowledge based volumes published by international Publishers	10/Chapter
		Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5/chapter
III C (i)	Sponsored Projects carried out/ongoing	Major Projects amount mobilized with grants above 5.00 lakhs	20/ each Project
		Major Projects amount mobilized with minimum of Rs 3.00 lakhs up to 5.00 lakhs	15/ each Project
		Minor Projects (Amount mobilized with grants above Rs.25,000/- up to Rs. 3.00 lakhs)	10/each Project
III C (ii)	Consultancy Projects carried out/ongoing	Amount mobilized with minimum of Rs. 2.00 lakhs	Rs. 10.0 lakhs and Rs. 2.0 lakhs, respectively
III C (iii)	Completed projects Quality Evaluation	Completed project report (Accepted by funding agency)	20/each major project and 10/each minor

			project.
III C (iv)	Projects Outcome / Outputs	Major policy document of Govt. Bodies at Central and State Level.	30/ each national level output or patent/ 50/each for international level.
III (D)			
III D (i)	M. Phil.	Degree awarded only	3/ each candidate
III D (ii)	Ph.D.	Degree awarded	10/each candidate
III (E)			
III E (i)	Refreshers courses, Methodology workshops, Training, Teaching- Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	20/ each
		(b) One week duration	10/ each
III E (ii)	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in	
		(a)International conference	10/Each
		b) National	7.5/ each
		c) Regional/State Level	5/ each
		(d)Local-University/ College level	3/ each
III E (iv)	Invited lectures of presentations for conferences/ symposia	(a) International	10/each
		(b) National level	5/each

*Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows : (i) indexed journals – by 5 points (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points ; (iv) papers with impact between 5 and 10 by 25 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a) and not under presentation (III (e)(ii).

Notes:

1. It is incumbent on the Universities to prepare and publicize within six months subject-wise lists of journals periodicals and publishers under categories III (A) and B. till such time, screening/selection committees will assess and verify the categorization and scores of publications.
2. The API for joint publications will have to be calculated in the following manner. Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding authors/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

Annexure-B

Qualifications & Selection Criteria for the post of Finance Officer

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

Selection Criteria

Total Marks: 50

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

Annexure 'C'

Qualification and Selection criteria of Assistant Teacher (Mathematics and Science) :-

Qualifications

B.A./B.Sc. with B.Ed. or equivalent degree in relevant combination/group of subject. Teaching experience in a recognized English Medium School with NCERT/CBSE Syllabus. (Certificate will be countersigned by DEO/Desk Officer or authorized officer of CBSE)

Selection Criteria

Selection will be based on oral interview with preference given to teaching experience. Teaching experience will be counted from the date of eligibility and should be in the concerned subject.

Annexure-D

Qualifications & Selection Criteria for the post of Hostel Supervisor

Qualification

Atleast Graduate: relaxable in the case of Ex-Serviceman.

Selection Criteria

Selection will be based on performance in interview and sufficient work experience on a supervisory post.