



Dy-UCC-3544
30/12/15
MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. 25 of 1975)

NAAC Accredited 'A' Grade

NOTIFICATION

On the recommendations of the Committee constituted to frame the Criteria for selection of Non-Teaching posts in Colleges (either Aided or S.F.S.) affiliated to this University, the Vice-Chancellor exercising the powers under Section 9-A(5) of the M.D. University Act. has approved the criteria as per detail given below:-

SR. NO.	NAME OF POST	ANNEXURE
1.	SELECTION CRITERIA-CUM-MERIT LIST FOR THE POST OF SUPERINTENDENT/ HEAD CLERK/ ASSISTANT/STORE KEEPER	I
2.	SELECTION CRITERIA-CUM-MERIT LIST FOR THE POST OF CLERK-CUM-TYPIST	II
3.	SELECTION CRITERIA-CUM-MERIT LIST FOR THE POST OF STENO-TYPIST/ STENOGRAPHER	III
4.	SELECTION CRITERIA-CUM-MERIT LIST FOR THE POST OF ASSISTANT LIBRARIAN/ JUNIOR LIBRARIAN/ LIBRARY ATTENDANT/ RESTORER/ LAB. ATTENDANT/ LAB. ASSISTANT/ LAB. TECHNICIAN/LAB. INSTRUCTOR/ LECTURE ASSISTANT	IV
5.	SELECTION CRITERIA-CUM-MERIT LIST FOR THE POST OF PEON/ SWEEPER/ CHOWKIDAR/ MALI	V


Henceforth, the appointment to the Non-Teaching posts in all such Colleges be made as per above Criteria.

DEAN COLLEGES DEV. COUNCIL

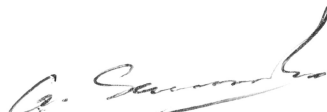
Endst. No. CB-8/Misc./2015/ 36688-3723 Dated 24.12.15

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

1. Director General Higher Education Haryana, Shiksha Sadan, Sector-5, Panchkula.
2. Dean Academic Affairs, M.D. University, Rohtak.
3. All the Principals, Non-Govt. Aided Colleges affiliated to M.D. University, Rohtak.
4. All the Directors/Principals, S.F.S. Colleges affiliated to M.D. University, Rohtak.
- ✓ 5. Director, University Computer Center, M.D. University, Rohtak with the request to upload the above said Criteria on the University Website at the earliest for information to all concerned.


Incharge (Colleges)
For D.C.D.C.

urgent


31/12

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Annexure - I

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

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

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

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

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

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Superintendent (Colleges)
M.D.U., ROHTAK

Annexure - II

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

INTERVIEW HELD AT _____ ON _____

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

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

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


Supintendent (Colleges)
M.D. ROHTAK

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

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

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

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


 Superintendent (Colleges)
 M.D.U., ROHTAK

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

Sr. No.	Candidate's Name	F/H Name S/Sh.	D.O.B	Post applied for	Actual Basic Qualification for the post	Exp. if any in (yr)	Academic Qualification (out of 24 marks)				Additional weightage (out of 6 marks)			Adl. weightage for concerned stream (3)	Exp. Marks (out of 8)	N.S.S./ N.C.C. / Cultural Activities (Out of 3)	Interview (out of 6)	Total Marks	Recommendation
							10 th	12 th	U.G	P.G	PGDCA (2)	M. Sc (4)	MC A (6)						

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

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

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

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

Annexure V

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

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

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

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

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Superintendent (Colleges)
M.D.U., ROHTAK