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:-

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>NAME OF POST</th>
<th>ANNEXURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>SELECTION CRITERIA-CUM-MERIT LIST FOR THE POST OF SUPERINTENDENT/HEAD CLERK/ASSISTANT/STORE KEEPER</td>
<td>I</td>
</tr>
<tr>
<td>2.</td>
<td>SELECTION CRITERIA-CUM-MERIT LIST FOR THE POST OF CLERK-CUM-TYPIST</td>
<td>II</td>
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<tr>
<td>3.</td>
<td>SELECTION CRITERIA-CUM-MERIT LIST FOR THE POST OF STENO-TYPIST/STENOGRAPHER</td>
<td>III</td>
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<tr>
<td>4.</td>
<td>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</td>
<td>IV</td>
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<tr>
<td>5.</td>
<td>SELECTION CRITERIA-CUM-MERIT LIST FOR THE POST OF PEON/SWEeper/CHOWKIDAR/MALI</td>
<td>V</td>
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</table>

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

DEAN COLLEGES DEV. COUNCIL


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.V.B.
## 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

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Candidate’s Name</th>
<th>F/H Name S/Sh.</th>
<th>D.O.B.</th>
<th>Post applied for</th>
<th>Actual Basic Qualification for the post</th>
<th>Exp. if any in (yr)</th>
<th>Academic Qualification (out of 24 marks)</th>
<th>Additional weightage (out of 6 marks)</th>
<th>Exp. Marks (out of 11)</th>
<th>N.S.S./ N.C.C. / Cultural Activities (Out of 3)</th>
<th>Interview (out of 6)</th>
<th>Total Marks</th>
<th>Recommendation</th>
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According to above criteria, **50 marks shall be awarded as under:-**

1) Matriculation (Max. 6 marks) - 50% - upto 60%  
   (2 marks) Above 60% - upto 70%  
   (4 marks) Above 70%  
   (6 marks)

2) 10+2 (Max. 6 marks) - 50% - upto 60%  
   (2 marks) Above 60% - upto 70%  
   (4 marks) Above 70%  
   (6 marks)

3) U.G. (Max. 6 marks) - 50% - upto 60%  
   (2 marks) Above 60% - upto 70%  
   (4 marks) Above 70%  
   (6 marks)

4) P.G. (Max. 6 marks) - 50% - upto 60%  
   (2 marks) Above 60% - upto 70%  
   (4 marks) Above 70%  
   (6 marks)

5) **Additional Weightage** on account of Computer Knowledge subject to maximum 6 marks  
   PGDCA – (2 Marks)  
   M.Sc. (Computer) – (4 Marks)  
   M.C.A. (6 Marks)

6) 1/2 mark for each year of experience subject to maximum **11 marks**.

7) N.S.S. (1 mark) – University Level/Merit certificate  
   N.C.C. (1 mark) – ‘C’ Certificate  
   Cultural Activities (1 mark) – Position at Inter-University/National Level

8) Interview

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

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

*PGDCA/M.Sc. (Computer Sci.)/M.C.A. shall also be given weightage in P.G. Category (cumulative degree holders shall get weightage of the highest level).
SELECTION CRITERIA-CUM-MERIT LIST ONLY FOR THE POST OF STENO-TYPIST/ STENOGRAPHER IN S.F.S. AND NON-GOVT. AIDED COLLEGES AFFILIATED WITH M.D. UNIVERSITY, ROHTAK

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<tr>
<th>Sr. No.</th>
<th>Candidate’s Name</th>
<th>F/H Name S/Sh.</th>
<th>D.O.B.</th>
<th>Post applied for</th>
<th>Actual Basic Qualification for the post</th>
<th>Exp. if any in (yrs.)</th>
<th>Academic Qualification (out of 24 marks)</th>
<th>Additional weightage (out of 6 marks)</th>
<th>Exp. Marks (out of 8)</th>
<th>N.S.S./N.C.C./Cultural Activities (Out of 3)</th>
<th>Short Hand/Computer test 15+10 (out of 25)</th>
<th>Interview (out of 9)</th>
<th>Total Marks</th>
<th>Recommendation</th>
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According to above criteria, **75 marks** shall be awarded as under:-

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

**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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<th>F/H Name S/Sh.</th>
<th>D.O.B.</th>
<th>Post applied for</th>
<th>Actual Basic Qualification for the post</th>
<th>Exp. if any (yr)</th>
<th>Academic Qualification (out of 24 marks)</th>
<th>Additional weightage (out of 6 marks)</th>
<th>Adl. weightage for concerned stream (3)</th>
<th>Exp. Marks (out of 8)</th>
<th>N.S.S./N.C.C./Cultural Activities (Out of 3)</th>
<th>Interview (out of 6)</th>
<th>Total Marks</th>
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</table>

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 M.C.A. (6 Marks)
   - PGDCA – (2 Marks)
   - M.Sc. (Computer) – (4 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.
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)