

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Advt. No. 01/2012

Online applications are invited by 29.2.2012 on the prescribed proforma for the following posts from the qualified persons with rich experience in the line to manage University e-Governance System comprising modules on online admissions, online examinations, financial management, administrative functions, hostel operations, stores management, Campus network, university website, university call centre, and other related jobs.

Sr. No.	Name of post	No. of post	Pay scale
1.	Director of Computer Centre	1 (UR)	37400-67000+10000 G.P. (UGC)
2.	Sr. System Analyst	1 (UR)	15600-39100+8000 G.P. (UGC)
3.	System Analyst	1 (UR)	15600-39100+6000/- G.P.
4.	Technical Assistant : (Software Support-1, Network Support-1, Database Support-1)	3 (UR)	9300-34800+3200 G.P.

The guidelines and other terms and conditions for submission of application form are at annexure-I. The qualifications and work profile are available at annexure-II. Selection criteria is available at Annexure-III.

REGISTRAR

**MAHARSHI DAYANAND UNIVERSITY ROHTAK
(Advt. No.1/2012)**

Guidelines and other terms and conditions for submission of Applications

1. Fill the application, upload the following documents, and submit:
 - a). Your photograph
 - b). Scanned copy of Bank Draft towards application processing fee
 - c) Scanned copies of matriculation, 10+2, graduation, post graduation and other degrees, and experience certificates.
 - d) Scanned copy of last pay drawn slip, if you are employed and claim pay protection.
2. Take a print of the application and send the same to the Superintendent Incharge (Estt.), M.D.Universty, Rohtak so as to reach this office on or before 29.2.2012.
3. The print copy to be submitted to the University must be accompanied by the Bank Draft, failing which application will be rejected.
4. Application sent directly to the University without online submission of the same will be outrightly rejected.
5. Application received after the last date will be summarily rejected.
6. Application must be accompanied by processing fee of Rs. 600/- (Rs.500/- application fee and Rs.100/- cost of form) for the posts at Sr. No. 1, 2, 3 and Rs.400/- (300/- application fee and Rs.100/- cost of form) for the posts at Sr. No. 4 in the form of a Bank Draft drawn in favour of the Finance Officer, M.D.University, Rohtak payable at Rohtak. Bank Draft not payable at Rohtak will not be accepted.
7. Application incomplete in any manner will be summarily rejected.
8. The University reserves the right to protect the pay.
9. Original testimonials must be brought at the time of interview for verification of authenticity of the same.
10. Screening test may be held for any of the posts, if the number of applications is large.
11. Age limit: 18 to 50 years on the last date of receipt of application, relaxable on congent grounds in special cases by the competent authority.
12. 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.
13. The number of posts may vary, depending on requirement and availability. Any post here advertised may be withdrawn from being filled up at any time without assigning any reason.

Annexure-II

Qualification, Experience and Job Responsibilities

1) Director

Qualification

- First class B.E/B.Tech.(CSE/IT) or MCA/M.Tech.(Computer Science/Comp Sc. & Engg./Software Engg.) or equivalent

and

Experience

- Minimum of 15 years of experience in the development/handling/supervision of Software Projects for the organization or in implementation of ERP or e-Governance Project of the organization/enterprise preferably University/Educational Institution/ IT Sector, etc.
- Out of 15 years of experience, the candidate should possess minimum of 05 years of minimum experience at the level of Senior System Analyst or equivalent pay scale.
- Good Exposure of J2EE, Core Java, Swings, Struts 2, MySQL / Oracle, XML, Java script, Java Web servers and Application servers
- Good Knowledge of Programming Languages: HTML/DHTML/PHP/JavaScript or latest tools/technologies
- Knowledge of usability and browser compatibility issues.
- Experience may be relaxed by the University in case of deserving candidates having appropriate expertise in relevant software projects and experience in the relevant tools/technology/development.
- The applicants possessing relevant certification (such as MCP, MCSE, Red Hat Linux/Linux Certification, CCNA, Sun Java Certification, etc.) may be given preference by the university.

Job Responsibility

- *Overall administration, supervision and execution of the ongoing e-Governance and Campus-wide Network projects of the university*
- *Automating the pending jobs of the university in consultation with university administration*
- *Managing day-to-day jobs of the university administration and teaching departments*
- *Analysing day-to-day emerging requirements of the university and directing from planning to its successful execution*
- *University network & telephony management*
- *Monitoring MDU Call Centre operation and service delivery upto customer satisfaction*
- *Global projection of the University to help strengthening/extending the existing University portal to facilitate/serve researchers, alumni, faculty, students and guest visitors*

- *Directing the Senior System Analyst for any kind of relevant existing/new assignment/task/job/project*
- *e-Resource management of the University*
- *Directing and administering the Data Centre of the university*
- *Planning for the proposed solutions to the emerging software problems*
- *Directing and administering extension/maintenance of Network & Telephony on the campus, and taking all possible measures in view of growth of the network on the campus*
- *Planning for university Intranet to help university administration, teaching departments and students*
- *Arranging necessary training for the University staff (non-teaching/teaching) to help them becoming well conversant with the e-Governance related day-to-day jobs or for future tasks*
- *Liaisoning with all the concerned stakeholders (such as university branches, teaching departments, colleges/institutions, students, etc.) to help/execute the task*
- *Directing all possible measures for university Network/Database/Web Security*
- *Any other kind of responsibility assigned by the university*

2) Senior System Analyst (SSA)

Qualification

- First class B.E/B.Tech.(CSE/IT) or MCA/M.Tech.(Computer Science/Comp Sc. & Engg./Software Engg.) or equivalent

and

Experience

- Minimum of 08 years of experience in the development of software and/or supervision of Software Project development for the organization or in implementation of ERP or e-Governance Project of the organization/enterprise preferably University/ Educational Institution/ IT Sector, etc.
- Out of 08 years of experience the candidate should possess 05 years of minimum experience at the level of System Analyst or equivalent pay scale.
- Good Exposure of J2EE, Core Java, Swings, Struts 2, MySQL / Oracle, XML, Java script, Java Web servers and Application servers
- Good Knowledge of Programming Languages: HTML/DHTML/PHP/JavaScript or latest tools/technologies
- Knowledge of usability and browser compatibility issues.
- Experience may be relaxed by the University in case of deserving candidate having appropriate expertise on relevant software projects and experience in the relevant tools/technology/development
- The applicants possessing relevant certification (such as MCP, MCSE, Red Hat Linux/Linux Certification, CCNA, Sun Java Certification, etc.) may be given preference by the university.

Job Responsibility

(In absence of the Director, the Senior System Analyst shall perform all the responsibilities of the Director)

- *Helping in the overall administration, supervision and execution of the ongoing e-Governance and Campus-wide Network projects of the university*
- *Helping in management of day-to-day jobs of the university administration and teaching departments*
- *Exploring pending automation jobs of the university and developing the relevant software modules, and integrating the same with the ongoing e-Governance project*
- *Exploring day-to-day emerging requirements of the university and putting up all such proposals and thereafter helping, guiding, developing and successfully executing the tasks*
- *Performing all duties of a Webmaster*
- *Performing all responsibility as a software developer/software engineer*
- *Executing all possible measures in projecting the University on the web by strengthening/extending the existing University portal to facilitate/serve researchers, alumni, faculty, students and guest visitors*
- *Liaisoning with all the concerned stakeholders (such as university branches, teaching departments, colleges/institutions, students, etc.) to help/execute the task*
- *Directing/Assisting the System Analysts/Technical Assistants (Software/Database/Network support) for any kind of relevant existing/new assignment/task/job/project*
- *for any kind of relevant existing/new assignment/task/job/project*
- *Ensuring up-to-date e-Resource management of the University*
- *Monitoring MDU Call Centre operation and service delivery upto customer satisfaction*
- *Performing all responsibilities as Database Administrator (DBA)*
- *Monitoring MDU Call Centre operation and service delivery upto customer satisfaction*
- *Arranging/conducting necessary training for the University staff (non-teaching/teaching) to help them becoming well conversant with the e-Governance related day-to-day jobs or for future tasks*
- *Executing all possible measures for university Network/Database/Web Security*
- *Assisting in directing and administering the Data Centre of the university and ensuring day-to-day complete data backup and/or recovery of the data*
- *Performing extension/maintenance of Network & Telephony on the campus, and taking all possible measures in view of growth of the network on the campus*
- *Creating University Intranet to help university administration, teaching departments and students*
- *Proposing solutions to the emerging software problems*

- *Performing/supervising all tasks related to network & telephony management*
- *Any other kind of responsibility assigned by the university*

3) System Analyst (SA)

Qualification

- First class B.E/B.Tech.(CSE/IT) or MCA/M.Tech.(Computer Science/Comp Sc. & Engg./Software Engg.) or equivalent

and

Experience:

- Minimum of 02 years of experience as a Software Engineer/Programmer/Software Developer or experience in implementation of ERP or e-Governance Project of the organization/enterprise preferably University/ Educational Institution/ IT Sector, etc.
- The experience should be after acquiring the minimum qualification for the post
- Good Exposure of J2EE, Core Java, Swings, Struts 2, MySQL / Oracle, XML, Java script, Java Web servers and Application servers
- Good Knowledge of Programming Languages: HTML/DHTML/PHP/JavaScript or latest tools/technologies
- Knowledge of usability and browser compatibility issues.
- Experience may be relaxed by the University in case of deserving candidate having appropriate expertise on relevant software projects and experience in the relevant tools/technology/development
- The applicants possessing relevant certification (such as MCP, MCSE, Red Hat Linux/Linux Certification, CCNA, Sun Java Certification, etc.) may be given preference by the university.

Job Responsibility

(In absence of the Senior System Analyst (SSA), System Analyst (SA) shall perform all the responsibilities of the SSA)

- *Performing all responsibility as a software developer/software engineer*
- *Helping in execution of the ongoing e-Governance and Campus-wide Network projects of the university*
- *Module coding and integrating/plugging in the existing software/e-Governance project*
- *Supervising MDU Call Centre operation and service delivery upto customer satisfaction*
- *Performing day-to-day jobs of the university as assigned by the Director/SSA*
- *Developing the software modules for newly emerged requirements of the university and maintaining the existing software solutions/e-Governance/ERP projects*

- *Directing/Assisting the Technical Assistants (Software/Database/Network support) for any kind of relevant existing/new assignment/task/job/project*
- *Performing all duties relating to software development, network management, data centre, etc. assigned by the Director/SSA*
- *Liaisoning with all the concerned stakeholders (such as university branches, teaching departments, colleges/institutions, students, etc.) to help/execute the task*
- *Conducting necessary training for the University staff (non-teaching/teaching) to help them becoming well conversant with the e-Governance related day-to-day jobs or for future tasks*
- *Taking all possible measures for university Network/Database/Web Security*
- *Any other kind of responsibility assigned by the university*

4) Technical Assistant (Software Support)

Qualification

- First class BCA or First class 3-year Diploma in CSE/IT/ECE from State Technical Board or equivalent

Experience

- 3 years experience in software support/handling/development for an enterprise (preferably a university or its equivalent size)
- Proficient in software handling/installation and good exposure of software development tools/languages and software maintenance/updation tasks
- Good Exposure of J2EE, Core Java, Swings, Struts 2, MySQL / Oracle, XML, Java script, Java Web servers and Application servers
- Good Knowledge of Programming Languages: HTML/DHTML/PHP/JavaScript or latest tools/technologies
- Knowledge of usability and browser compatibility issues.
- Person(s) with MCSE/Java/Oracle Certification or other relevant certification may be given preference
- Person(s) matching exactly the specific nature of job responsibility may be given preference

Job Responsibility

- *Performing all duties assigned by SSA/SA related to software development/website/datacenter or any other job*
- *Assisting in execution of the ongoing e-Governance and Campus-wide Network projects of the university*
- *MDU website/portal support services*
- *Module coding/updation and integrating/plugging in the existing software/e-Governance project*
- *Performing day-to-day jobs of the university as assigned by the SSA/SA*

- *Assisting in MDU Call Centre operation and service delivery upto customer satisfaction*
- *Developing the software modules for newly emerged requirements of the university and maintaining the existing software solutions/e-Governance/ERP projects*
- *Liaisoning with all the concerned stakeholders (such as university branches, teaching departments, colleges/institutions, students, etc.) to help/execute the task*
- *Performing all duties relating to software development, network management, data centre, etc. assigned by the SSA/SA*
- *Assisting in necessary training to the University staff (non-teaching/teaching) to help them becoming well conversant with the e-Governance related day-to-day jobs or for future tasks*
- *Performing University Network/Database/Web Security related tasks under supervision of SSA/SA and/or as necessary depending upon certain emergency*
- *Any other kind of responsibility assigned by the university*

5) Technical Assistant (Network Support)

Qualification

- First class BCA or First class 3-year Diploma in CSE/IT/ECE from State Technical Board or equivalent

Experience

- 3 years experience in hardware and networking of an enterprise (preferably a university or its equivalent size)
- Proficient in Red Hat Linux/Linux
- Proficient in network hardware handling/installation and good exposure of configuring network servers/switches and offering all kinds of network services to all the stakeholders
- Person(s) with CCNA Certification or other relevant certification may be given preference
- Person(s) matching exactly the specific nature of job responsibility may be given preference

Job Responsibility

- *Performing all duties assigned by SSA/SA related to network management/security/website/datacenter or any other job*
- *Assisting in execution of the ongoing Campus-wide Network project of the university*
- *MDU website/portal support services*
- *Supervision of OFC extension from one building to another, if needed*

- *Performing all day-to-day network support services to all the stakeholders to provide uninterrupted Network/Telephony/Intranet service for 365x24x7*
- *Assisting in MDU Call Centre operation and service delivery upto customer satisfaction*
- *Support of any kind of network related service/solution on the university campus*
- *Performing day-to-day jobs of the university as assigned by the SSA/SA*
- *Assisting in necessary training to the University staff (non-teaching/teaching) to help them becoming well conversant with the University Network/e-Governance related day-to-day jobs or for future tasks*
- *Liaisoning with all the concerned stakeholders (such as university branches, teaching departments, colleges/institutions, students, etc.) to help/execute the task*
- *Performing University Network/Database/Web Security related tasks under supervision of SSA/SA and/or as necessary depending upon certain emergency*
- *Any other kind of responsibility assigned by the university*

6) Technical Assistant (Database Support)

Qualification

- First class BCA or First class 3-year Diploma in CSE/IT/ECE from State Technical Board or equivalent

Experience

- 3 years experience in database administration/support and/or software support/handling/development for an enterprise (preferably a university or its equivalent size)
- Proficient in software handling/installation and good exposure of software development tools/languages and software maintenance/updation tasks
- MDU website/portal support services
- Good Exposure of J2EE, Core Java, Swings, Struts 2, MySQL / Oracle, XML, Java script, Java Web servers and Application servers
- Good Knowledge of Programming Languages: HTML/DHTML/PHP/JavaScript or latest tools/technologies
- Knowledge of usability and browser compatibility issues.
- Person(s) with MCSE/Java/Oracle Certification or other relevant certification may be given preference
- Person(s) matching exactly the specific nature of job responsibility may be given preference

Job Responsibility

- *Performing all duties assigned by SSA/SA related to datacenter/software development/website or any other job*
- *Performing database backups and recovery on regular basis*
- *Up-keeping of Data Centre and maintain regular logs of the database*
- *Assisting in MDU Call Centre operation and service delivery upto customer satisfaction*
- *Assisting in execution of the ongoing e-Governance and Campus-wide Network projects of the university*
- *MDU website/portal support services*
- *Module coding/updation and integrating/plugging in the existing software/e-Governance project*
- *Performing day-to-day jobs of the university as assigned by the SSA/SA*
- *Liaisoning with all the concerned stakeholders (such as university branches, teaching departments, colleges/institutions, students, etc.) to help/execute the task*
- *Developing the software modules for newly emerged requirements of the university and maintaining the existing software solutions/e-Governance/ERP projects*
- *Performing all duties relating to software development, network management, data centre, etc. assigned by the SSA/SA*
- *Assisting in necessary training to the University staff (non-teaching/teaching) to help them becoming well conversant with the e-Governance related day-to-day jobs or for future tasks*
- *Performing University Network/Database/Web Security related tasks under supervision of SSA/SA and/or as necessary depending upon certain emergency*
- *Any other kind of responsibility assigned by the university*

Note:

All the qualifications as mentioned above should be from a recognized University / Institution /Board.

For posts, where experience is essential / desirable, it should be full time in the relevant field of the post applied for and will only be counted from the date of acquiring the prescribed qualification.

ANNEXURE-III

**SELECTION CRITERIA FOR THR POST OF DIRECTOR,
COMPUTER CENTRE**

TOTAL MARKS: 50

S. No.	Particulars	Marks	Maximum Marks
1.	Academic Record		
	Basic Qualifications upto 60%	Nil	15
	61% and above	01 mark for every 1%	
	Note: Fraction of marks below and above 0.5% will be rounded off to the next lower and above number, respectively.		
2.	Additional qualifications		
	Certificates such as MCP, MCSE, Red Hat Linux/Linux Certification, CCNA, Sun Java Certificate.	05	10
	M.Phil.	07	
	Ph.D.	10	
3.	Experience		
	Upto 15 years including 5 years as Sr. System Analyst or equivalent	Nil	15
	Marks beyond above experience.	03 marks per year	
4.	Interview	-	10

SELECTION CRITERIA FOR THR POST OF SR. SYSTEM ANALYST

TOTAL MARKS: 50

S. No.	Particulars	Marks	Maximum Marks
1.	Academic Record		
	Basic Qualifications upto 60%	Nil	15
	61% and above	01 mark for every 1%	
	Note: Fraction of marks below and above 0.5% will be rounded off to the next lower and above number, respectively.		
2.	Additional Qualifications		
	Certificates such as MCP, MCSE, Red Hat Linux/Linux Certification, CCNA, Sun Java Certificate.	05	10
	M. Phil.	07	
	Ph.D.	10	
3.	Experience		
	Upto 08 years including 05 years as System Analyst or equivalent	Nil	15
	Marks beyond above experience.	03 marks per year	
4.	Interview	-	10

SELECTION CRITERIA FOR THR POST OF SYSTEM ANALYST

TOTAL MARKS: 50

S. No.	Particulars	Marks	Maximum Marks
1.	Academic Record		
	Basic Qualifications upto 60%	Nil	15
	61% and above	01 mark for every 1%	
	Note: Fraction of marks below and above 0.5% will be rounded off to the next lower and above number, respectively.		
2.	Additional Higher Qualifications		
	Certificates such as MCP, MCSE, Red Hat Linux/Linux Certification, CCNA, Sun Java Certificate.	05	10
	M.Phil.	07	
	Ph.D.	10	
3.	Experience		
	Upto 02 years of experience after acquiring minimum qualification for the post as a Software Engineer/ Programmer/ Software Developer or experience in implementation of ERP or e-Governance Project of the Organization/ Enterprise preferably University/Educational Institution/IT Sector, etc.	Nil	08
	Marks beyond above experience.	02 marks per year	
4.	Gold Medal in the Basic degree essential for eligibility	02	02
5.	Extra-Curricular/Sports achievements		
	Debates (First Position at State Level/Inter-University)	01	05
	NCC 'C Certificate' or NSS Certificate of Merit	01	
	Sports Gradation Certificate issued by the Haryana Sports Department		
	A1 A2	02 01	
6.	Interview	-	10

**SELECTION CRITERIA FOR THR POST OF TECHNICAL ASSISTANT
(SOFTWARE SUPPPORT/NETWORK SUPPORT/DATABASE SUPPORT)**

TOTAL MARKS: 50

S. No.	Particulars	Marks	Maximum Marks
1.	Academic Record		
	Basic Qualifications upto 60%	Nil	15
	61% and above	01 mark for every 1%	
	Note: Fraction of marks below and above 0.5% will be rounded off to the next lower and above number, respectively.		
2.	Additional Qualifications		
	Certificates such as MCP, MCSE, Red Hat Linux/Linux Certification, CCNA, Sun Java Certificate.	05	10
	B.Tech. (CSE/IT/ECE)	06	
	MCA/M.Sc. (Computer Science) or equivalent	07	
	M.Phil.	08	
	Ph.D.	10	
3.	Experience		
	Upto 03 years of experience in relevant field	Nil	08
	Marks beyond above experience.	02 marks per year	
4.	Gold Medal in the Basic degree essential for eligibility	02	02
5.	Extra-Curricular/Sports achievements		
	Debates (First Position at State Level/Inter-University)	01	05
	NCC 'C Certificate' or NSS Certificate of Merit	01	
	Sports Gradation Certificate issued by the Haryana Sports Department		
	A1	02	
	A2	01	
6.	Interview	-	10