NOTIFICATION

On the recommendations of the Committee constituted to frame Qualifications and Criteria for selection to the post of Data Entry Operator/Computer Operator and Technical Assistant in S.F.S. Colleges affiliated to this University, the Vice-Chancellor exercising the powers under Section 9-A(5) of the M.D. University Act. has approved the Qualification and Selection Criteria as per detail given below:-

SR. NO.	NAME OF POST	ANNEXURE
1.	QUALIFICATONS FOR THE POST OF DATA ENTRY OPERATOR/COMPUTER OPERATOR AND TEHCNICAL ASSISTANT	A
2.	SELECTION CRITERIA-CUM-MERIT LIST FOR THE POST OF DATA ENTRY OPERATOR/COMPUTER OPERATOR AND TEHCNICAL ASSISTANT	B

Henceforth, the appointment to the post of Data Entry Operator/Computer Operator and Technical Assistant in all such Colleges be made as per above Qualification and Selection Criteria.

DEAN COLLEGES DEV. COUNCIL

Endst. No. CB-8/Misc./2016/ 6664-8707 **Dated** 25-3-16

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 Directors/Principals, S.F.S. Colleges affiliated to M.D. University, Rohtak.
4. 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.

Superintendent (Colleges)
For D.C.D.C.

Qualifications for the following posts in S.F.S. Colleges affiliated to M.D. University, Rohtak

1. Data Entry Operator and Computer Operator

- B.A./B.Sc./B.Com or equivalent with one year diploma in computer from a recognized University/Institute OR
- BCA/B.E./B.Tech. in Computer Science or equivalent.

2. Technical Assistant

- B.E/B. Tech. in CSE/IT/ECE or BCA or 3-year Diploma in CSE/IT/ECE from State Technical Board or equivalent with two years experience in relevant field from a recognized Institute/registered Company.

  Desirable: Should be above to handle/maintain and repair the Electronics equipments personally.

SELECTION CRITERIA-CUM-MERIT LIST ONLY FOR THE POST OF _DATA ENTRY OPERATOR & COMPUTER OPERATOR, AND TECHNICAL ASSISTANT_ IN S.F.S. 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 16 marks)				Exp. Marks (out of 5)	N.SS./ N.C.C./ Cultural Activities (Out of 3)	Objective type Written Test and Practical (Out of 20 marks)	Inter-view (out of 6)	Total Marks	Recommend-ation
							10th	12th	U.G.	P.G						

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

1. Matriculation (Max. 4 marks)-   Below 60% (2 marks)   Above 60% (4 marks)   **(4 marks)**

2. 10+2 (Max. 4 marks)-   Below 60% (2 marks)   Above 60% (4 marks)   **(4 marks)**

3. U.G./3 years diploma in case of Technical Assistant Only(Max. 4 marks)- Below 60% (2 marks)   Above 60% (4 marks)   **(4 marks)**

4. P.G. (Max. 4 marks)-   Below 60% (2 marks)   Above 60% (4 marks)   **(4 marks)**

5. 1/2 mark for each year of experience from a recognized Institute/registered Company subject to maximum **5** marks.   **(5 marks)**

6. 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)**

7. Objective type written test and Practical   **(20 Marks)**

8. Interview   **(6 Marks)**