



ADVERTISEMENT No. PR-53/2018

Applications are invited on the prescribed form obtainable from the University Publication Cell on cash payment of Rs.100/- at sale counter and Rs.130/- by Registered Post by sending demand draft drawn in favour of Finance Officer, Maharshi Dayanand University, Rohtak for below mentioned Non-Teaching posts which will be converted into co-terminus with the course under Self Financing Scheme. The prescribed form can also be downloaded and printed from the University website www.mdurohtak.ac.in. Last date of receipt of application on prescribed format is 01.08.2018.

Posts under Self Financing Scheme:-

Sr. No.	Name of post	Pay Scale as per 7 th Pay Commission	No. of posts
1.	Library Attendant (UIET)	Level-2 (Rs.19900-63200)	02 UR
2.	Junior Store Keeper (UIET-01 & Mathematics-01)	Level-2 (Rs.19900-63200)	02 UR

Age limit: 18 to 50 years on the last date of receipt of applications.

Only those possessing prescribed qualifications as given in the enclosed annexure, may apply along with attested copies of testimonials of each examination of the required/concerned course(s) (from Matric onwards) with fee of Rs. 300/- (Rs. 150/- for women candidates of Haryana), if original application form obtained from the University Sale Counter OR Rs.400/- (Rs.250/- for women candidates of Haryana), in case application form is downloaded from the University website. The fee be enclosed with the application form in the shape of University Cash Receipt in Original or Bank Draft drawn in favour of Finance Officer, M.D. University, Rohtak and should reach to the Assistant Registrar, Establishment (Non-Teaching), M.D. University, Rohtak - 124001 latest by 01.08.2018. Separate applications be submitted for each post alongwith required fee.

Qualifications and selection criteria have been given at Annexure-I.

The University reserves the right to shortlist candidates on the basis of an objective criteria, including holding a screening test. Selection will only be made on the basis of prescribed selection criteria. Those declared ineligible will not be sent any information. 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.

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 Any post here advertised may be withdrawn from being filled up at any time without assigning any reason. Incomplete applications and those received without prescribed fee, and/or received late on any account including postal delay shall be summarily rejected.

The 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 Skill Assessment Test.

The Skill Assessment test of Domain Knowledge shall be conducted on 05.08.2018 at 11.00AM for Junior Store Keeper (SFS) and 02:00 PM for Library Attendant (SFS) at University Campus School, M. D. University, Rohtak. Applicant must reach before an hour from the commencement of the test.

Qualifications and experience acquired by the last date of receipt of application will only be taken into account. Experience, if any, will be counted from the date of eligibility.

Abbreviations: UR: Unreserved
UIET: University Institute of Engineering & Technology

REGISTRAR

**QUALIFICATION AND SELECTION CRITERIA FOR THE POST OF
JUNIOR STORE KEEPER (SFS) and LIBRARY ATTENDANT (SFS)**

Qualifications	Matric 1 st Division 60% OR 10+2 with 50%
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SELECTION CRITERIA

Sr.No	Particular	Marks	Total Marks- 25
1	Academic Record		Marks
	Matric – Upto 60%	Nil	Nil
	61-65%	0.5 Mark for each %age	2 ½ Marks Maximum
	Above 65%	01 for each %age	05 Marks Maximum
			Maximum Marks - 07
2	12 th - Upto 50%	Nil	Nil
	51 to 55%	0.5 Marks for each %age	2 ½ Marks
	Above 55%	01 Mark for each %age	05 Marks Maximum
			Maximum Marks – 07
3	Experience (Concerned field)	(0.5 Marks for each completed year)	Maximum Marks- 02
4	Skill Assessment of domain knowledge	09	09

Note: - Fraction of marks below 0.5 % rounded off to the preceding lower and 0.5 & above will be rounded off to the next number.

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
APPLICATION FORM FOR THE NON-TEACHING POSTS
(Except 'A' Class Posts)

A signed passport size
recent photograph
of the candidate
duly attested by a
gazetted officer must
be pasted here

Application No.

(To be filled in by the office)

NOTE :

- i. This application form and the bio-data should be properly filled in.
- ii. Attested copies of all Certificates/Testimonials should be attached. Originals will have to be shown at the time of interview.
- iii. This application should be accompanied by the University fee Receipt/Bank draft of the value of Rs. 300/- (Rs. 150/- for women candidates of Haryana), if original application form obtained from the University Sale Counter **OR** Rs.400/- (Rs.250/- for women candidates of Haryana), in case application form is downloaded from the University website, in favour of Finance Officer/Registrar, M.D. University, Rohtak Postal orders/Money orders will not be accepted.
- iv. Persons in employment should send their applications through their employer. They may, however, send a copy in advance, but it must be on the prescribed application form.
- v. Incomplete form and those received after the expiry of prescribed date will not be entertained and will stand rejected summarily.
- vi. Only eligible candidates should apply for the position/post.
- vii. Use separate form for each position/post.
- viii. Prescribed qualifications may be seen on the University Website.

1. a) Post applied for _____
(Give full and correct name of the post) _____
b) Advertisement No. _____
2. a) Name in Full (in block letters) _____
b) Father's Name _____
c) Mother's Name _____
3. a) Present Postal Address _____

b) E.mail Address, if any _____
c) Permanent Address _____

d) Mobile No. _____
e) Telephone No. _____
f) Aadhaar No. _____
4. a) Date of Birth _____
b) Age as on last date of receipt of application (..... years..... Months)
c) Place of Birth _____
5. a) Nationality of the candidate _____
b) Do you belong to SC/BC/Ex-Servicemen/
Persons with Disabilities category? _____
(if yes, attach a certificate from the competent authority)
c) Male/Female _____

- d) Marital Status (Married/Unmarried) _____
 (if married, whether you have more than one living wife/husband)
6. a) Present employment, if any, with pay & grade _____
 (State whether on adhoc/temporary/probation/permanent)
- b) Date of next increment _____
- c) Name of employer _____
- d) Have you obtained prior permission of your present employer for submitting this application? _____
- e) Basic pay acceptable, if selected _____
- f) Period required for joining the post, if appointed _____
7. a) What is your mother tongue? _____
- b) Name the languages both Indian & Foreign which you can read, write and/or speak. Give particulars and examination(s), if any, passed in each.

Read only	Speak only	Read & Speak	Read, Write & Speak	Examination (s) Passed

8. a) Have you ever been disqualified from appearing in any University examination/undertaking University work (Say Yes or No) _____
- b) Are you a dismissed employee? (Say Yes or No) _____
9. a) Whether any criminal case has been registered against applicant ? (Say Yes/No) _____
- b) Whether applicant has been charge-sheeted for any criminal offence? If yes, the details thereof. _____
- c) Whether applicant has been convicted by any competent court for any criminal offence? If yes, the details thereof. _____
10. Bank Draft (s) Nos. Date Amount Rs OR
 University Receipt No. Date Amount Rs

[ORIGINAL UNIVERSITY RECEIPT MUST BE ATTACHED WITH THIS APPLICATION]

11. **REFERENCES :** (These persons should be well acquainted with some aspect of the applicant's training accomplishment, capabilities and character but must not be related to the candidate. Two references should be listed and atleast one of them should be a citizen of India.)
- i) Name _____
- Occupation of Position _____
- Address _____
- _____
- _____

ii) Name _____
 Occupation or Position _____
 Address _____

12. Educational Qualifications (from Matriculation onwards)

Exam Passed	Univ/Board	Year of Passing	Class or Division	Max. Marks	Marks obtained	% age of Marks obtained (Accurate)	Distinction, if any.

Note :- Attested copies of certificates in support of qualifications be attached.

13* (a) Computer Typing Speed : ENGLISH HINDI
 (b) Shorthand Speed : ENGLISH HINDI

* Applicable for the posts of Steno-Typist/Clerk-cum-Junior Data Entry Operator etc.

14. Experience (Give particulars concerning all periods of employment)

Name of the Employer/ Institutions	Designation of the Post Held and its pay scale	Duration of appointment		Basic Pay & Allowances Separately	Reasons for leaving
		From	To		

15. Give Particulars of Prize, Medal and Merit won, distinction, if any :-

i) _____ ii) _____
 iii) _____ iv) _____

16. List of the certificates (attested copies) attached :-

i) _____ ii) _____
 iii) _____ iv) _____
 v) _____ vi) _____

17. Additional information, if any, including computer knowledge etc.

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I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which may impair my fitness for employment in the M.D. University, Rohtak.

Place

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Date

(Signature of the Candidate)

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Miss/Mrs./Shri/Dr. who is at present working as in the (Deptt./Organisation) is recommended and forwarded for consideration for the post of to the Registrar, M.D. University, Rohtak. In case, he/she is selected for employment in the M.D. University, Rohtak, he/ she will be relieved of his/her present position.

Place

Signature of the Head

Date

of the office/organisation
(Seal of Office)