

**MAHARSHI DAYANAND UNIVERSITY ROHTAK**  
**Advertisement No. 02/2012**

Applications on prescribed form (except for Clerk-cum-Junior Data Entry Operator for which candidates are required to apply Online) are invited from eligible candidates for the following posts latest by **25.6.2012**.

Budgeted non-teaching posts: Clerk-cum-Jr.Data Entry Operator-100 [Gen-40, SC-18, BC-A-13, BC-B-07, ESM-15 (Gen-09, SC-1, BC-A-02, BC-B-03), Sportsman-4(Gen-1, SC-1, BCA-1, BCB-1), PD-3]; Driver-6 (Gen-2, ESM-1 (Gen), SC-1, BCA-1, BCB-1); Vehicle Cleaner-1 (UR); Lady Attendant-1 (UR).

Self Financing Scheme: Clerk-2 (UR) (one each for UIET and UILMS Gurgaon)

For details, qualifications, pay-scales, procedure for applying, selection criteria other relevant conditions, etc., please visit University website [www.mdurohtak.ac.in](http://www.mdurohtak.ac.in).

**REGISTRAR**

**MAHARSHI DAYANAND UNIVERSITY ROHTAK**  
**Advertisement No. 02/2012**

Applications are invited on the prescribed form (except for the post of Clerk-cum-Junior Data Entry Operator (budgeted posts) for which candidates are required to apply online) obtainable from the University Publication Cell on cash payment of Rs. 100/- at sale counter (Rs. 25/- for SC/BC of Haryana State only) and Rs. 130/- by Regd. Post (Rs. 55/- for SC/BC) by sending demand draft in favour of Finance Officer, Maharshi Dayanand University, Rohtak for the following posts. For the budgeted posts of Clerk-cum-Junior Data Entry Operator, applications are required to be filled / sent online on the prescribed format:

**Budgeted posts**

Sr. No.	Name of post	No. of post(s)	Pay scale
1.	Clerk-cum-Jr. Data Entry Operator (to apply online in the prescribed format available on website <a href="http://www.mdurohtak.ac.in">www.mdurohtak.ac.in</a> .)	100 [Gen-40, SC-18, BC-A-13, BC-B-07, ESM-15 (Gen-09, SC-1, BC-A-02, BC-B-03), Sportsman-4(Gen-1, SC-1, BCA-1, BCB-1), PD-3]	5200-20200+1900 GP + 40 SP
2.	Driver	6 (Gen.-2, SC-1, BCA-1, BCB-1), ESM-Gen.-1)	5200-20200+2400 GP + 300 SP
3.	Vehicle Cleaner	1 ( UR)	4440-7440+1300 G.P
4.	<b>Campus School</b> Lady Attendant	1 (UR)	4440-7440+1300 GP

**Under Self-Financing Scheme**

5.	<b>UIET and UILMS Gurgaon</b> Clerk	2(UR) one each for UIET and UILMS Gurgaon. Temporary, but likely to continue	Consolidated salary equal to the total amount at the initial stage in the pay scale of Rs. 5200-20200 + 1900GP + 40 S.P.
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Age limit: 18 to 50 years on the date of receipt of application, relaxable on cogent grounds in special cases by the competent authority.

Only those possessing prescribed qualifications as given in the enclosed Annexure, may apply alongwith attested copies of testimonials of each examination/class of the required/concerned course (s) (from Matric onwards) with application fee of Rs.300/- (Rs. 75/- for SC / BC) at Sr. No. 2 and 5 and Rs. 200/- (Rs.50/- for SC/BC) at Sr.No. 3 and 4 (**Rs. 100/- extra shall be payable for the forms downloaded from the website**). The application fee be enclosed with the form in the shape of Demand Draft drawn in favour of Finance

Officer, M.D. University, Rohtak and sent to the undersigned latest by **25.6.2012**. The ESM candidates are exempted from application fee.

The fee for the post of Clerk-cum-Junior Data Entry Operator at Sr. No. 1, is Rs. 400/- (Rs. 100/- for SC/BC), which includes application fee of Rs.100/- (Rs. 25/- for SC/BC) on account of form downloaded from the website as per guidelines.

Qualifications and merit/selection criteria have been given at Annexure – I.

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, those received without the prescribed fee, and those received late, shall be summarily rejected.

**Only such candidates who are found eligible by the Screening Committee will be called for interview. Those declared ineligible will not be informed of their status being as such. 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 University reserves the right to shortlist candidates on the basis of objective criteria, including holding a test.**

In case no suitable candidate of ESM category is found, the same will be filled up from the dependants of ESM category of the respective category. Therefore, eligible dependants of ESM category may also apply.

Posts shown as “Temporary but Likely to Continue” are under SFS category and is awaiting approval of the State Govt. These posts will be filled up as co-terminus with the course/programme on payment of monthly consolidated salary equal to the total amount that becomes payable at the initial stage in the prescribed pay-scale of the post. Candidate selected and appointed on this post will be placed in the relevant running pay-scale as and when the approval of the Govt. for the post is received and shall hereafter become eligible for all benefits under the Scheme. All appointments so made will be subject to such terms and conditions as are approved by the Executive Council from time to time.

The benefit of reservation will be available to the candidates of Haryana State only.

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.

Candidates for the post of Clerk-cum-Junior Data Entry Operator are required to apply online on University website [www.mdurohtak.ac.in](http://www.mdurohtak.ac.in). They are not expected to send copies of testimonials while applying online. Original documents alongwith attested copies of testimonials of each examination/class of the

required/concerned course(s) (from Matric onwards) and No Objection Certificate from the present employer if already in service will be required to be submitted at the time of interview.

Please click on **Guidelines** for online submission of application for the post of Clerk-cum-Junior Data Entry Operator online.

The vacancies of Clerk-cum-Jr.Data Entry Operator also include the posts which are likely to fall vacant in near future. A panel shall be drawn and as and when a post becomes available, the same shall be filled up from the panel as per roster points.

Final eligibility of each candidate will be checked at the time of interview.

Abbreviations: U.R: Unreserved, S.C.: Schedule Caste, B.C.: Backward Class, ESM: Ex-Serviceman, PD: Persons with disabilities, UIET: University Institute of Engineering & Technology, SFS: Self Financing Scheme and UILMS : University Institute of Law and Management Sciences

**REGISTRAR**

## Annexure-I

### **Qualifications and Selection Criteria for the post of Clerk-cum-Junior Data Entry Operator (Direct Recruitment)**

#### **Minimum Eligibility/Qualifications**

Senior Secondary Examination i.e. 10+2 or equivalent thereof from any University/State or Central Education Board with atleast 60% marks or Graduate from a recognized University.

#### **Selection Criteria for direct recruitment to the post of Clerk-cum-Junior Data Entry Operator is given as under :-**

- |     |   |   |                 |
|-----|---|---|-----------------|
| a)  | <b>General Aptitude Test</b>  | = | <b>30 Marks</b> |
| b)  | <b>Computer Typing(Practical) Test</b>  | = | <b>40 Marks</b> |
| c)  | <b>Academic Qualifications</b>  | = | <b>15 Marks</b> |
| 1.  | Minimum essential Qualification<br>(10+2 with Ist Division OR Graduate)<br>having less than 50% marks   | = | 00 Marks        |
| i)  | Graduation with 50% to less than 60%  | = | 04 Marks        |
| ii) | Graduation with 60% and above   | = | 06 Marks        |
| 2.  | Any two or three years degree course after<br>Graduation  | = | 06 Marks        |
| 3.  | One Year regular Diploma course<br>(Accountancy, Data Entry/Computer,<br>Stenography, Secretarial Training etc.)<br>from recognized University/Board<br>(Govt./Semi-Govt.)<br>(In case Diploma has been cumulated for a degree programme its<br>weight shall not be counted for these 3 marks). | = | 03 Marks        |
| d)  | <b>Interview</b>  | = | <b>15 Marks</b> |

**Note: The merit of Computer Typing (Practical) Test shall be within Category only and no change in category at this stage will be considered**

**The syllabi for General Aptitude Test and Computer Typing (Practical) Test are at Test – “A” & “B”**

## **Syllabus and other instruction for General Aptitude Test – A**

### **General Instructions**

- I. Max. Marks : 100 Marks
- II. Time : 90 Minutes
- III. Marks for questions are indicated against each. There will be ¼ negative marks for each wrong answer.
- IV. Maximum 100 marks will be reduced proportionally to 30.
- V. Medium : English as well as Hindi
- VI. Question paper will be of Objective Type (Multiple Four alternatives)
- VII. There will be six Sections of the Question paper. Each Section will carry 15 marks, however Section – F shall be of 25 marks.

### **Syllabus**

#### **Section- A (General Knowledge)**

General; knowledge about all aspects of India (History & Civilization, Economy, Science & Technology, Geography, Society, Politics & Government, Defence etc.) and some common aspects about other countries (Capitals, Prime Ministers, Presidents, Geographic location etc.)

#### **Section- B (Computer Knowledge)**

Historical Development of Computers, Generations of Computers, Types of Computers, Components, Types of Memories, Input Devices (Keyboard, Mouse etc.), Output devices (all type of Printers, Media- Floppy Diskettes, Pen Drives, CD-ROMs, etc.), Types of Software (Operating Systems, Compilers and Interpreters, Application Software), Types of Computer Languages, Data Representation, Components of Network, Types of Network (LAN/MAN/WAN), Data Transmission Modes, Data Transmission Media, Historical Development of Internet, Internet Browsers, Search Engines, WWW, Website, Home Page, E-Mail Concepts.

#### **Section-C (English)**

Comprehension (Para based objective items), Common Errors, Tenses, Synonymous, Antonyms, Word meanings, Spellings and Fill in the Blanks.

#### **Section-D (Hindi)**

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### **Section-E (Arithmetic's and Reasoning)**

Arithmetices :- Syllabus upto 10<sup>th</sup> standard as approved by Haryana Board School Education. Reasoning : Verbal and Non Verbal.

### **Section – F (M.S. Office)**

#### **MS-Word**

Introduction to word, Editing Text, Formatting Text and paragraph, Finding and Replacing Text, Mail Merge, Enhancing a Document, Working with Tables, Exploring Printing Features, Headers and Footers, Templates, Miscellaneous Features of Word. **(9 Marks)**

#### **MS-Excel**

Introduction to Excel and worksheet, Editing Cells, Formulas and Functions, Moving copying, Inserting and Deleting Rows and Columns, Formatting a Worksheet, Sorting and Filtering Data, Exploring Print Options, Generating and Formatting Charts, Miscellaneous Command, Functions Features of Excel. **(8 Marks)**

#### **MS-Power Point**

Introduction to Power Point, Creating and viewing the Presentation, Editing Text and Organizing the Presentation, Working with Outline View, Customizing and Delivering the Presentation, Miscellaneous and Additional Features of Power Point. **(8 Marks)**

**Ten times of the number of positions within each category shall be screened for Computer Typing (Practical) Test- B on the basis of their scoring in General Aptitude Test – A.**

## **Syllabus and other Details for Computer Typing (Practical) Test-B.**

**Total Marks = 40**

**Time : 10 Minutes**

1. Text for computer typing to be copied shall be presented on the Monitor only (no hard copy) of 400 words.

Note : Correct words copied with penalties of 1/10<sup>th</sup> for every missing, wrong word shall be scored.

2. The Test of Computer Typing shall be in English Language only (may be alpha-numeric with all punctuations etc.).
3. Three times the number of positions within each category on the basis of their scoring in Computer Typing (Practical) Test – B shall be called for interview. A minimum speed of 20 correct words per minutes in M.S.Word shall be required in Computer Typing (Practical) Test to qualify the candidate for interview.



## **Qualifications and Selection Criteria for the post of Driver**

Attached with 'A' Class Officers

A) Heavy Transport Vehicle drivers

- i) Matric with Hindi
- ii) Heavy Transport vehicle Driving Licence
- iii) 2 years experience of driving a Heavy Transport vehicle

B) Light Transport Vehicle drivers

- i) Matric with Hindi
- ii) Light Transport vehicle Driving Licence
- iii) 2 years experience of driving a Light Transport vehicle

Attached with 'B' Class Officers

A) Heavy Transport Vehicle drivers

- i) Upto Middle
- ii) Heavy Transport vehicle Driving Licence
- iii) 2 years experience of driving a Heavy Transport vehicle

B) Light Transport Vehicle drivers

- i) Upto Middle
- ii) Light Transport vehicle Driving Licence
- iii) 2 years experience of driving a Light Transport vehicle

### **Selection Criteria**

**Maximum Marks:75**

- |    |                                     |          |
|----|-------------------------------------|----------|
| 1. | Driving Test                        | 40 marks |
| 2. | Mechanical knowledge of the vehicle | 20 marks |
| 3. | Interview                           | 15 marks |

## SELECTION CRITERIA FOR THE POST OF VEHICLE CLEANER

**TOTAL MARKS : 50**

### QUALIFICATIONS

#### LITERATE

Pay Band + Grade Pay: Rs.4400-7440+1300

Sr.No.	Particulars	Marks	Maximum Marks
1.	Academic Record:- Basic qualification Middle	NIL 10	10
2.	Knowledge of defects in the vehicle	10	10
3.	Knowledge of Traffic Signals	10	10
4.	Work Experience with Heavy Vehicle as Helper / Cleaner of reputed Firms / Transport / Traveling Agency / Societies	02 Marks per year	10
5.	Interview	10	10
Total :			50

**QUALIFICATION AND PAY SCALE FOR THE POST OF LADY ATTENDANT  
IN UNIVERSITY CAMPUS SCHOOL ROHTAK**

**LADY ATTENDANT : ONE (1) UR**

**PAY SCALE : 4440-7440+1300 Grade Pay**

**QUALIFICATIONS : MIDDLE**

**(PREFERENCE WILL BE GIVEN TO THE  
CANDIDATE RELATIVELY YOUNG IN AGE  
AND WHO HAS EXPERIENCE OF WORKING  
IN EDUCATIONAL INSTITUTION IN SIMILAR  
CAPACITY)**

**Qualifications and Selection Criteria for the post of Clerk created under Self Financing Scheme for U.I.E.T., M.D.U., Rohtak & ILMS, Gurgaon**

**Minimum Eligibility / Qualifications**

Senior Secondary Examination i.e. 10+2 or equivalent thereof from any University / State or Central Education Board with atleast 60% marks or Graduate from a recognized University.

**Specialization**

Sufficient knowledge of computer and suitable experience in accounts, knowledge of preparing balance sheet, reconciliation of accounts, financial transaction.

**Selection Criteria**

- |    |  |    |
|----|--|----|
| 1. | Experience in the above specialization<br>(Govt./Semi-Govt./University/Board/Bank) | 10 |
|    | (2 marks per year maximum to 10 marks)   |    |
| 2. | Interview  | 10 |

**In case more than ten applications are received for each post, the Screening Test may be conducted if considered necessary.**