



## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

NAAC Accredited 'A' Grade

### ADVERTISEMENT No. PR-30/2017

Applications are invited on the prescribed form obtainable from the University Publication Cell on cash payment of Rs.100/- at sale counter (Rs.25/- for SC/BC/EBP of Haryana State only) and Rs.130/- by Registered Post (Rs.55/- for SC/BC/EBP) by sending demand draft drawn in favour of Finance Officer, Maharshi Dayanand University, Rohtak for below mentioned contractual Non-Teaching posts. The prescribed form can also be downloaded and printed from the University website [www.mdurohtak.ac.in](http://www.mdurohtak.ac.in). In that event Rs.100/- (Rs.25/- for SC/BC/EBP) need to be added in the mentioned fee. Last date of submission of application on prescribed format is **16<sup>th</sup> May, 2017** up to 5 : 00 P.M..

Sr. No.	Name of the post	Number of posts	Pay scale
1.	Clerk-cum-Jr. Data Entry Operator Rs.5200-20200+1900 GP+40 SP	60 [UR-19, EBP(Gen)-6, SC-10, BCA-9, BCB-5, PWD-2, ESM-7(Gen-4, SC-1, BCA-1, BCB-1), Sports Person-2(Gen-1, SC-1)]	As per Haryana Government's New Outsourcing Policy dated 06.04.2015. 50% of the initial pay (pay in Pay Band + Grade Pay + DA admissible from time to time)
2.	Steno-typist (English) Rs.5200-20200+1900 GP+100 SP	27 [UR-10, EBP(Gen)-2, PWD-1, SC-3, BCA-2, BCB-2, ESM-5(Gen-2, SC-1, BCA-1, BCB-1), Sports person-2 (SC-1,BCA-1)]	
3.	Steno-typist(Hindi) Rs.5200-20200+1900GP+100 SP	04 [UR-2, PWD-1, EBP(Gen.)-1]	

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

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 application fee of Rs. 300/- (Rs.75/- for SC/BC/EBP of Haryana State only) (Rs.100/- extra for the form downloaded from the website). However 50% concession in fee is also applicable to the women candidates. The application 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 sent to the Assistant Registrar, Establishment (Non-Teaching), M.D. University, Rohtak -124001 latest by 16.05.2017 up to 5 : 00 P.M. Separate applications be submitted for each post alongwith required fee.

The ESM and PWD candidates of only Haryana State are exempted from application fee. Only such persons would be eligible for reservation in services/posts who suffer from 40% of relevant disability or more.

Qualifications and selection criteria have been given at Annexure.

**Reservations, where indicated, are available only for the residents of Haryana.**

**Certificates for claiming reservation in respective category is must for determining eligibility conditions.**

*Rm*

The University reserves the right to shortlist candidates on the basis of an objective criteria, including holding a screening test. Only such candidates who are found eligible by the Screening committee and/or short listed on the basis of objective criteria including holding a screening test will be called for interview. 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 interview.

The final eligibility of the candidates will be checked at the time of interview.

Qualifications and experience acquired as on last date of receipt of application will be entertained. Experience, if any, will be counted from the date of eligibility.

**The contractual posts will be filled up only for one year as per Haryana Government's New Outsourcing Policy (Part-II) dated 06.04.2015. 50% of the initial pay (pay in Pay Band + Grade Pay + DA admissible from time to time) or till regular selections over the posts are made, whichever is earlier. Their contractual tenure may, however, be extended by the competent authority as per need.**

Abbreviations: UR: Unreserved, SC: Scheduled Caste, BC: Backward Class, ESM: Ex-Serviceman, EBP: Economically Backward Persons, SPT: Sports Person, PWD: Person with Disabilities.

**REGISTRAR**

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## Qualifications for the post of Clerk-cum-Junior Data Entry Operator

**Minimum Qualification :** Graduate with atleast 50% marks from recognized University.

1.	General Aptitude Test ( <b>Flag –A</b> )	30 Marks
2.	Computer Typing (Practical) Test ( <b>Flag – B</b> )	45 Marks
3.	<p>Academic Qualification :</p> <ol style="list-style-type: none"> <li>1. Minimum essential qualification Graduation with less than 60% marks Graduation with 60% and above.</li> <li>2. Any two or three years degree course in Computer Science/IT/Computer Engineering after graduation.</li> <li>3. One year regular Diploma Course (Accountancy, Data Entry/Computer, Stenography, Secretarial Training etc.) from recognized University/Board (Govt./Semi.Govt.)</li> </ol> <p>(In case a Diploma has been cumulated for a Degree programme its weight age will not be counted for these 04 marks)</p>	<p>00 marks 05 marks  04 marks  04 marks</p>
4.	Interview	12 marks

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## Syllabus and other Instructions for General Aptitude Test (Flag – A)

### General Instructions

- i) Max. Marks : 100 Marks
- ii) Time : 90 Minutes
- iii) Marks for questions are indicated against each. There will be 1/4 negative mark for each wrong answer.
- iv) Maximum 100 marks will be reduced proportionately to 30.
- v) Medium : English as well as Hindi
- vii) Question paper will be of Objective Type (Multiple four alternatives).
- viii) 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, Synonyms, Antonyms, Word meanings, Spellings and Fill in the Blanks.

#### Section-D (Hindi)

गद्य आधारित वस्तुगत मद (व्यापक / समावेश), सामान्य त्रुटियां, काल, समानार्थक शब्द, विपरितार्थक शब्द, शब्द – अर्थ, वर्णनिर्योजन (स्पैलिंग) व रिक्तस्थान ।

#### Section-E (Arithmetics and Reasoning)

Arithmetics :- Syllabus upto 10th standard as approved by Haryana Board School Education. Reasoning : Verbal and Non Verbal.



## Section-F (M.S. Office)

### MS-Word

Introduction to word, Editing Test, Formatting Test 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 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 (Flag – B)**

**Total Marks = 45**

**Time : 10 Minutes.**

1. Text for computer typing to be copied shall be presented on the Monitor only (no hard copy) of 450 words.

Note: Correct words copied with penalties of 1/10th for every missing and wrong word shall be scored. The candidate is required to type the text strictly in the provided sequence, and line/paragraph jumping/skipping is not allowed.

2. The Test of Computer Typing shall be in English Language only (may be alpha-numeric with all punctuations etc.).
3. Three times of 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 minute in M.S. Word shall be required in Computer Typing (Practical) Test to qualify the candidate for interview.



## Qualifications for the post of Steno-Typist

**Minimum Qualification :** Graduate with atleast 50% marks from recognized University.

Knowledge of Hindi/Sanskrit upto Matric Standard.

Qualifies a test in Stenography in English at the speed of 80 WPM and transcription thereof on Computer at the speed of 15 WPM (8% mistakes are allowed). Test of Stenography in Hindi at the speed of 64 WPM and transcription thereof on Computer at the speed of 11 WPM and 8% mistakes are admissible.

**Selection Criteria :**

**Total – 85 marks**

1.	Who qualifies test on computer in stenography in English without any mistake.  One and a half marks for each mistake will be deducted from total.marks.	48 marks
2.	Academic Record :  1. Graduation with less than 60% marks  2. Graduation with 60% and above  3. Any two or three years degree course in Computer Science/IT/Computer Engineering after graduation  4. One Year regular Diploma Course (Accountancy, Data Entry/Computer, Stenography, Secretarial Training etc.) from recognized University/Board (Govt./Semi Govt.)  (In case a Diploma has been cumulated for a Degree Programme its weightage shall not be counted for these 3 marks)	Total : 12 marks  00 marks  05 marks  04 marks  03 marks
3.	Experience as Steno-typist in a recognized School/reputed Institute/University/Govt. Offices/reputed Private Sector duly substantiated by proper certificate from the competent authority.  (1 mark for each one years' experience)	15 marks
4.	Interview	10 marks

*RM*

Sr. No. ....

Price Rs. 100/-(General)  
Rs.25/-(SC/BC of Haryana)

## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

### APPLICATION FORM FOR THE NON-TEACHING POSTS (Except 'A' Class Posts)

A signed passport size  
recent photograph  
of the candidate  
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. Self 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. 500/- (Rs. 125/- for SC/BC/EBP of Haryana) for the posts carrying initial basic pay of Rs. 9300-34800+4200 GP and above, Rs. 300/- (Rs. 75/- for SC/BC/EBPC of Haryana) for the posts carrying initial basic pay of Rs. 5200-20200+1900 GP and above but below Rs. 9300-34800+4200 GP and Rs.200/- (Rs. 50/- for SC/BC/EBP of Haryana) for remaining Class-IV posts in favour of Finance Officer/Registrar, M.D. University, Rohtak payable at SBI, MDU, Branch, Rohtak) (Bank Code No. 4734), Postal orders/Money orders will not be accepted. Women candidates are granted 50% concession in fee, Ex-Servicemen are exempted from the payment of this fee.
- 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 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 or 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 (self-attested copies) attached :-**

- i) \_\_\_\_\_ ii) \_\_\_\_\_
- iii) \_\_\_\_\_ iv) \_\_\_\_\_
- v) \_\_\_\_\_ vi) \_\_\_\_\_

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

.....  
.....  
.....

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 M.D. University, Rohtak.

Place .....

.....

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 M.D. University, Rohtak, he/ she will be relieved of his/her present position.

Place .....

Signature of the Head  
of the office/organisation  
(Seal of Office)

Date .....