



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

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

NAAC Accredited 'A' Grade

ADVERTISEMENT No. PR- /2017

Applications are invited on the prescribed form obtainable from the University Publication Cell on cash payment of Rs.100/- at sale counter for the following posts purely on contract basis as per Government New Outsourcing Policy (Part – II dated 06.04.2015) initially for a period not exceeding one year or till the regular selected candidates are appointed, whichever is earlier. Last date of submission of application on prescribed format is **08.03.2017**.

Sr. No.	Name of the post	Number of posts	Pay scale
1.	Clerk-cum-Jr. Data Entry Operator Pay Band : 5200 – 20200 + 1900 GP + 40 SP	73 (Unreserved)	As per Government 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 Pay Band : 5200 – 20200 + 1900 GP + 100 SP.	31 (Unreserved) = 27 (English) + 04 (Hindi)	

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 self-attested copies of testimonials of each examination of the required/concerned course(s) with application fee of Rs. 300/-. However 50% concession in fee is available to the women candidates of Haryana. 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 undersigned latest by **08.03.2017**. Separate application be submitted for each post (i.e. Clerk-cum-JDEO, Steno-Typist (English) and Steno-Typist (Hindi)) alongwith required fee.

The total fee for the post of Clerk-cum-Junior Data Entry Operator and Steno-typist is Rs. 400/-, which includes application fee of Rs. 100/- on account of form downloaded from the website (mdurohtak.ac.in) as per guidelines. Qualification and merit/selection criteria have been given at Annexure

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 advertised here may be withdrawn 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 employers.

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.

REGISTRAR

Qualification of Clerk-cum-Junior Data Entry Operator

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

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

Syllabus and other Instructions 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 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 (स्पेलिंग) 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.

Flag - B

SYLLABUS AND OTHER DETAILS FOR COMPUTER TYPING (PRACTICAL) Test-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.

Qualification 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