



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A' Grade University Accredited by NAAC

ADVT NO. PR-30 of 2018

Applications are invited from the eligible candidates on plain paper, giving complete bio-data, for the following posts latest by 14.5.2018.

1. Director(UR-1): **Ch. Ranbir Singh Institute of Social & Economic Change**
2. Information Security Officer (UR-1) under SFS

For Salary, allowances, other terms and conditions as also the aims and objectives of the Institute, visit University website www.mdurohtak.ac.in.

REGISTRAR



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
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ADVT NO. PR-30 of 2018

Applications are invited on the plain paper from eligible candidates for the following posts alongwith University receipt /demand draft of Rs.500/- in favour of Finance Officer, M.D. University, Rohtak. The application (Sr. No.1) should reach to the Deputy Registrar(Estt-T) and application (Sr. No.2) should reach to the Assistant Registrar(Estt.-NT) latest by 14.5.2018.

Sr. No.	Department/Institute	Number of Post
1.	Director: Ch. Ranbir Singh Institute of Social & Economic Change:	1(UR)
2.	Information Security Officer(SFS)	1(UR)

Abbreviations: U.R.: Unreserved, **SFS: Self Financing Scheme**

The Qualifications and Selection criteria for Teaching /Non-Teaching posts are available at Annexure-**A and B**.

Age: Sr. No. 1: Below the age of 65 years (serving or retired Professors who have produced noticeable published research work of high value in the field of socio-economic change).

Sr. No. 2: Maximum 50 years, relaxable in special cases by the competent authority.

REGISTRAR

CH. RANBIR SINGH INSTITUTE OF SOCIAL AND ECONOMIC CHANGE

I The Genesis

The said Institute shall be a constituent establishment of the Maharshi Dayanand (MD) University on its campus at Rohtak. It is visualized as an independent advanced research centre to carry out basic, grass-root level, research on the socio-economic issues specific to the State of Haryana and also those confronting the country as a whole. In the process of undertaking its defined research activities, it shall aim at providing useful inputs for policy formulations and their execution, besides acting as a nucleus of training programmes for Government, Non-Government, NGO officials and other manpower.

II. Vision

The Institute is envisioned to:

- i) undertake field research at the grassroots level on the festering socio-economic and other related issues confronting the country as a whole in general and the state of Haryana in particular.
- ii) guide and assist, especially through its field based quality research findings, the planners and policy makers to overcome the social and cultural impediments to change and to achieve a faster pace of socio-economic development; and
- iii) Provide critical inputs for formulating strategies and programmes to complement and supplement governmental initiatives aimed at bringing about social change compatible with the improving standards of living.

In its trumpeted goals, the Institute shall on the whole commit itself to help strengthen and further develop productive capacities and capabilities needed to bring about sustainable social and economic transformation. It aims at achieving better human development indices for different strata of the society by engaging itself in promoting holistic, equitable, and sustainable development with social justice across all conceivable barriers.

III. Scope of Activities

In its strategic goal-focused working, the Institute shall engage itself in the following three-pronged activities:

- i) to do application-oriented research on the various socio-economic issues and concerns confronting the development priorities of the State of Haryana, and, wherever necessary, extending it to cover the position obtaining in the country as a whole, and to undertake studies on performance evaluation of centrally-sponsored schemes.
- ii) to identify the training needs of the lower and the middle level personnel manning the district-level Panchayati Raj Institutions and those working in the various other development departments of the State, design need-based training modules for them, and execute the same strictly as per user requirements.
- iii) to promote research on the life, works, and philosophy of those leaders, social reformers, and thinkers in whose names Research Chairs have been instituted in the University.
- iv) to impart Certificate / diploma / degree courses on issues related to socio-economic change and human development.

IV. Functional Autonomy

The Institute is intended to function as an extended arm of the University. It shall be entitled to free use of all research and academic support facilities available in the University campus. For the accomplishment of its aims and objectives, the Institute shall enjoy a high degree of autonomy in order to enjoy the needed freedom in the performance of its functions. The University is, thus, expected to restrain itself from making administrative interventions in the day to day functioning of the Institute even under the temptation of invoking the provisions of the Act and Statutes.

V. Aims and Objectives

Among various other important initiatives it may decide to take, the Institute shall, in particular, pursue the following objectives:

1. Initiate, promote, formulate, and conduct research on various socio-economic issues, in their specific and general perspectives, as may be confronting the development goals set for the society as a whole and / or for any specific section thereof.
2. Work as a platform for undertaking inter-disciplinary research, both at micro and macro levels that may be expected to yield useful results for policy formulations and their implementation.

3. Organize and hold seminars and symposia, conferences, workshops, and extension lectures in areas of larger social, cultural and economic concerns with a view to generate ideas for bringing about desirable social change compatible with fast changing socio-economic scenario at both local as well as national levels.
4. Provide decision-making inputs to state and central government departments for planning and execution of development schemes for the larger benefits of different strata of society, as also to evaluate the performance thereof.
5. Carry out mapping of natural, human and intuitional resources to prepare optimal working plans and strategies for sustainable social and economic transformation.
6. Undertake specific task-oriented research directed to the relatively deprived sections of the society, including gender-related issues and other problems of wider social concern.
7. Evaluate the working and performance of centrally-sponsored schemes, particularly in respect of the benefits of these schemes percolating to targeted group/sections of the society.
8. Publish awareness material, bring out research journal(s) and carry out documentation of research studies in order to disseminate knowledge as a tool of social and economic change compatible with the wellbeing of the masses.
9. Serve as an effective forum for interaction among eminent scholars to be drawn as visiting faculty and/ or as scholars-in-residence for carrying out specific-purpose project-based research and to deliver lectures, conduct research, and promote extension activities.
10. Promote and conduct quality, research on the life, work and philosophy of social thinkers, reformers, and educationists, including those in whose names research chairs have been instituted in / by the University.

VI. Governing Body

To regulate and govern its working, the Institute shall have a Governing Body consisting of the following:

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| 1. Vice-Chancellor | Chairman |
| 2. One representative of the University Executive Council from amongst the nominees of the Chancellor. | Member |

- | | |
|---|------------------|
| 3. Five Professors from the University's Faculty of Social Sciences having established research credentials, one each from Economics and Sociology Department. Remaining three shall be from other Departments. | - do - |
| 4. Three distinguished scholars/social scientists from Other universities and / or research institutes. | - do - |
| 5. One Professor from amongst those holding Research Chairs in the Institute by rotation. | - do - |
| 6. Director of the Institute | Member Secretary |

Members under category (Serial Nos.) 2 to 5 will be appointed / approved by the University Executive Council on the recommendations of the Chairman of the Governing Body for a term of two years. For specific reasons, and under special circumstances, a member under any of these categories can be allowed to run another term of two years consecutively, but not thereafter. In normal course, any such member shall be eligible for re-nomination only after a gap of two years.

The Governing Body will meet at least twice a year to deliberate on formal agenda to be issued at least 10 days in advance. An emergent meeting may, however, be convened on 24 hours notice. Presence of at least six members shall meet the requirement of quorum for holding a meeting. The proceedings of each meeting of the Governing Body shall be placed before the Executive Council in its meeting due next for consideration and approval.

VII. Functions of the Governing Body

The Governing Body shall be charged with the responsibility of performing the following functions:

- i) Prepare and approve a comprehensive annual calendar of activities, consistent with the aims and objectives of the Institute by the month of January for the next financial year.
- ii) Exercise administrative control and oversee the execution of the approved activities and programmes of the Institute.
- iii) Work out a roadmap for research, extension and training activities for every five year period, and approve the annual plans and targets drawn and fixed by the Institute in keeping with the financial support and available resources.

- iv) Consider and evaluate reports on the research activities undertaken during the course of the year, including those on the work done on different research chairs, and put up an overview report for considerations of the Executive Council.
- v) Prepare budget estimates of income and expenditure for the Institute, and to submit an audited statement of accounts prepared with a view to exercising necessary financial control.
- vi) Formulate rules, proposals, and policies, for consideration and approval by the University Executive Council, on collaborative research activities involving government departments/ agencies, and to design and offer capsule courses for the officials of various Government departments, particularly those manning the Panchayati Raj Institutions.
- vii) Laying down qualifications and to engage contractual staff to work on research activities / projects for the period required.
- viii) Report disciplinary cases to the Vice-Chancellor / Executive Council for appropriate action in respect of regular staff provided to the Institute by the University.
- ix) Work on any other activity that may be assigned to the Institute by the University Executive Council and dispose it of in the manner, if any, specified by it.
- x) Approving the academic programme / courses to be launched by the Institute.

VIII. Appointment of the Director

The Institute will have a Director who will be the ex-officio Member-Secretary of its Governing Body. He shall be appointed by the University Executive Council on the recommendations of the Governing Body. He will be entitled to such salary, allowances, and perks and appointed on such terms and conditions, as the appointing authority may decide. The Director shall be a serving or retired Professor in the field of Socio-economic change having produced noticeable published research work of high value, compatible with the goals of the Institute.

The Director can hold office till the age of 65 years. A Director shall be appointed for a tenure of five years or till the age of 65 whichever is earlier.

IX. Functions of the Director

The Director shall perform the following duties and functions:

- i) The Director shall be the ex-officio academic and executive head of the Institute who will be responsible for giving effect to the decisions of its Governing Body.
- ii) The Director shall be officially responsible for managing the affairs of the Institute, carry out all correspondence on its behalf, keep

- records, and prepare agenda and proceedings of the meeting of the Governing Body, incorporating all such material and documentary information as may be relevant to decision-making on any subject.
- iii) The Director shall exercise all such administrative powers as may be needed and required for the smooth conduct of the day-to-day business of the Institute. He shall also use such financial powers as may be delegated by the Governing Body through an explicit authorization to him as a policy order.
 - iv) The Director shall constantly and closely liaise and coordinate with the concerned government departments and other agencies for knowing the training needs of their personnel and shall prepare/draw training modules as per their specific needs and execute the same in the manner required by the user(s) or as specified by the Governing Body.
 - v) The Director shall be responsible for the formulation and submission of research proposals and schemes in consultation with the research staff of the Institute to be executed with its own internal resources and those sponsored by government departments/agencies and non-government funding organizations.
 - vi) The Director will explore possibilities of securing funds/financial assistance from the Government, corporate sector and other voluntary agencies, prepare specific need-based proposals, and seek approval of the Governing Body therefore.
 - vii) The Director will prepare, on an annual basis, a detailed report on the progress of work on various chairs placed under the Institute, and place the same before the Governing Body for consideration.
 - viii) The Director will perform such other functions and exercise such other powers, to be determined by the Governing Body by a specific resolution, as may be considered necessary to enable him to ensure smooth conduct of the activities / programmes of the Institute.
 - ix) The Director will prepare estimates of annual income and expenditure of the Institute for the financial year for consideration by the Governing Body and seek approval thereof by the Executive Council.

X. Research Staff

The Institute shall hire, whenever necessary and required, need-based research staff for carrying out its research activities and may also appoint research fellows to work on sponsored research projects. All such research staff shall be engaged / appointed on contractual basis subject to such terms and conditions, and on payment of such monthly consolidated salary, as the Governing body may decide in each case. It will do so in consideration of proposals submitted by the Director in consultation with the concerned Principal Investigator(s).

XI. Corpus Fund

The Institute shall create and establish a Corpus Fund with a view to attain financial independence for carrying out its designated activities and functions. The Director, on active advice of its Governing Body, shall initiate all possible steps to raise collections and contributions to be credited to the Fund by seeking grant from the State govt. and donation from corporate houses, NGOs, and individuals. As a measure of motivating donations and attracting funds, the Director shall make efforts to obtain income tax exemptions for such donations under Section 80G of the Income Tax Act from appropriate authorities.

Whereas the Director shall be responsible for operating the Fund, he will be required to keep the Governing Body and the University Executive Council well informed about the health of the Fund as frequently as he may consider necessary, but certainly once a year in their budget meeting. The Governing Body, with the approval of the Executive Council, shall lay down guidelines for the operation and management of the Corpus Fund, and monitor the expenditure approved to be incurred out of the interest proceeds thereon for financing appropriate research proposals.

Under no circumstances shall the Institute withdraw and utilize any amount out of the principal amount available in the Fund at any given time, even with the express approval of the Executive Council. It is only under extremely emergent situations to be explained in detail by the Executive Council that the Fund can be taken over by the University, and that too only after the Governing Body of the Institute has passed a unanimous resolution to that effect, giving full justification and cogent reasons in support thereof. In that event too, the University shall be entitled to use only the interest proceeds by its professorial faculty, for funding research on the socio-economic issues.

XII. Sources of Income of the Institute

1. Interest income from Corpus Fund created by the University / State Government.
2. Annual budgetary allocations to be made by the University from its own budget.
3. Income from sponsored training programmes.
4. Research Projects sponsored by various funding agencies like UGC / ICSSR / DST / CSIR and other national and international funding agencies.
5. Resources made available for Research on Chairs instituted by the State Govt. / Central Govt.
6. Public donations.

XIII. University Assistance

The University shall transfer one of the existing posts of Professor from its establishment to the Institute for appointment of its Director and two Assistant Professors for appointment as Assistant Directors. The salary payable to the Director and Assistant Directors will, thus, be met by the University from its own budget. The University will also post at least two of its Data Entry Operators and one Steno -Typist in the Institute and their salary too will be paid by the University. As provided under Section XI above, the University will also contribute a suitable amount to the Corpus Fund every year. The above assistance will be extended to the Institute on a continual basis until such time that its own financial health reaches a stage of self-sufficiency and potential to ensure performance of its normal activities with the help of the internal resources.

Annexure-B

Qualification and Selection Criteria for the one post (UR) of Information Security Officer under Self Financing Scheme in the Level-10 (Rs. 56100-177500) of Pay Matrix of 7th Pay Commission

Essential Qualification:-

B.Tech (Computer Science & Engg.)/ B.Tech (IT)/ MCA with minimum 60% marks with LLB with Cyber Law.

Selection Criteria

			Total Marks : 50
Sr. No.	Particulars	Marks	Maximum Marks
1	Academic Record	-	
	Matric 2 nd Division	02 Marks	04 Marks
	Matric 1 st Division	04 Marks	
	10+2 2 nd Division	02 Marks	04 Marks
	10+2 1 st Division	04 Marks	
	B. Tech/ MCA 60% TO 65%	01 Mark for each percentage	10 Marks
	Above 65%	02 Marks for each percentage	
	LLB 50% TO 60%	0.5 Mark for each percentage	12 Marks
	Above 60% to 65%	01 Mark for each percentage	
	Above 65%	02 Marks for each percentage	
2	Additional Higher Qualifications	-	03Marks
	Certificates such as MCP,MCSE,Red Hat Linux/ Linux Certificate, Security Certification	0.5 Marks for each certificate/ diploma of minimum three months duration	
	M.Tech/ L.L.M	01 Mark for each	
3	Experience	-	03 Marks
	Experience after acquiring minimum qualification for the post as a Software Engineer/ Programmer/ or experience in implementation of ERP or e-Governance in Project of the Organization/ Enterprise preferably University/ Educational Institution/ IT Sector, etc.	01 Mark for each completed year	
	Experience acquired after B.Tech/ MCA & LLB will be considered only.		
4	Gold Medal in the Basic degree essential for eligibility (i.e.B.Tech/MCA & LLB)	01 Mark for each	02 Marks
5	Assessment of Domain Knowledge (Technical/ Professional) through PPT/Case Study in the subject.	-	06 Marks
6	Interview	-	06 Marks

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.