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Ucc-65-94 297/16

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Copy of extract of Reso. No. 35° of the Executive Council's meeting held on 39/6/6

35. Qualifications for the posts of Data Entry Operator/Computer Operator and Technical Assistant and Selection Criteria for selection of Non-Teaching posts in SFS Colleges

Considered the action taken by the Vice-Chancellor, under Section 9-A(5) of the M.D. University Act on 20.12.2015 and 15.03.2016, in approving the recommendations of the Committee constituted to frame the Qualifications for the posts of Data Entry Operator/Computer Operator and Technical Assistant for S.F.S. Colleges and Selection Criteria for selection of Non-Teaching posts in Colleges affiliated to this University (either Aided or S.F.S) and conveyed to the all Colleges affiliated to this University vide this office letter No.CB-8/Misc./2015/36688-37235 dated 24.12.2015 & CB-8/Misc./2016/6664-6707 dated 25.03.2016 (Annexure A/25 pages 104-114, already circulated). The letter of State Government dated 12.05.2016 has also been considered by the Vice-Chancellor and the Selection Criteria imposed on Non Govt. Aided Colleges has been withdrawn and conveyed to such Colleges vide this office letter No.CB-8/Misc./2016/11980-12026 dated 06.06.2016 (Annexure A/25A pages 114A-114B, already circulated). The Selection Criteria already conveyed to the Colleges will only be applicable on S.F.S. Colleges.

RESOLVED THAT THE ACTION TAKEN BY THE VICE-CHANCELLOR AS ABOVE BE APPROVED.

[ACTION BY DCDC]

COLLEGES BRANCH

Endst.No.CB-8/Criteria-NT/15/ 12/15-12363 Dated: 20-2-/6

Copy of the above is forwarded to the following for information and necessary action:-

- 1. Principal/Director of all the S.F.S. Colleges affiliated with M.D. University, Rohtak-with the request to make selections of Non Teaching Staff strictly as per selection criteria circulated vide this office letter No.CB-8/Misc./2015/36688-37235 dated 24.12.2015 and No CB-8/Misc./2015/6664-6707 dated 25.03.2016.
- 2. The Principal of all Non-Govt. Aided Colleges affiliated with this University.
- Director, U.C.C., M.D. University, Rohtak- to upload the same at University website.
- 4. Superintendent I/C, Academic Branch, M.D. University, Rohtak- as follow up action.

G. Same.

Superintendent (Colleges) For DCDC

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Qualifications for the following posts in S.F.S. Colleges affiliated to M.D. University, Rohtak

1. Data Entry Operator and Computer Operator

- B.A./B.Sc./B.Com or equivalent with one year diploma in computer from a recognized University/Institute OR
- BCA/B.E./B.Tech. in Computer Science or equivalent.

2. Technical Assistant

- B.E/B. Tech. in CSE/IT/ECE or BCA or 3-year Diploma in CSE/IT/ECE from State Technical Board or equivalent with two years experience in relevant field from a recognized Institute/registered Company.

Desirable: Should be above to handle/maintain and repair the Electronics equipments personally.

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ON:	NTERVIEW HELD AT
	W.D. UNIVERSITY, ROHTAK
OST OF <u>CLERK-CUM-TYPIST</u> IN S.F.S. COLLEGES AFFILIATED WITH	SELECTION CRITERIA-CUM-MERIT LIST ONLY FOR THE POST OF CLERK-CU

7 10								 	
No.									
Candidate's Name									
F/H Name S/Sh.									
D.O.B									
applied for	for								
Actual Basic Quali-	Quali- fication	for the	post						
Exp. if any in	in (yrs.)								
Academ (out of						10 th			
Academic Qualification (out of 24 marks)						12 th U.G P.G			
cation						P.G			
Additional weightage (out of 6 marks)						PGDCA	(2)		
weightanarks)						Ξ.	Sc.		
						MCA	(6)		
Exp. Marks (out	of out	<u>∞</u>							
N.C.C. / Cultural			3)						
Written Test & Typing/	Typing/ Computer	test	15+10=	(out of	25)				
view (out	(out of 9)								
Marks									
mmen dation	dation								

According to above criteria, 75 marks shall be awarded as under:-

N.C.C. (1 mark) – C. Certificate Cultural Activities (1 mark) – Position at Inter-University/National Leve		6. 1/2 mark for each year of experience subject to maximum 8 marks.	PGDCA – (2 Marks) M.Sc. (Computer) – (4 Marks)	 *Additional Weightage on account of Computer Knowledge subject to maximum 6 marks 	4. P.G. (Max. 6 marks)- 50% - upto 60% (2 marks) Above 60%	3. U.G. (Max. 6 marks)- 50% - upto 60% (2 marks) Above 60%	2. 10+2 (Max. 6 marks)- 50% - upto 60% (2 marks) Above 60%	1. Matriculation (Max. 6 marks)- 50% - upto 60% (2 marks) Above 60%
Position at Inter-Univers	University Level/Merit	erience subject to maxim	M.Sc. (Computer	of Computer Knowledge su			_	
sity/National Level	certificate	num 8 marks.	r) – (4 Marks)	bject to maximum 6 marks	_	_	_	_
*			M.C.A. (6 Marks)		(4 marks)	(4 marks)	(4 marks)	(4 marks)
			Aarks)		Above 70%	Above 70%	Above 70%	Above 70%
(1 Mark)	(1 Mark)	(8 marks)		(6 marks)	(6 marks)	(6 marks)	(6 marks)	(6 marks)

* PGDCA/M.Sc. (Computer Sci.)/M.C.A. shall also be given weightage in P.G. Category (cumulative degree holders shall get weightage of the highest level). Interview

There shall be a written test and Typing/ Computer test for the post of Clerk-cum-Typist



(9 Marks) (25 Marks)

SELECTION CRITERIA-CUM-MERIT LIST ONLY FOR THE POST OF ASSISTANT LIBRARIAN/ JUNIOR LIBRARIAN/ LIBRARY S.F.S. COLLEGES AFFILIATED WITH M.D. UNIVERSITY, ROHTAK ATTENDANT/ RESTORER/ LAB. ATTENDANT/ LAB. ASSISTANT/ LAB. TECHNICIAN/LAB. INSTRUCTOR/ LECTURE ASSISTANT IN

Sr.
Candidate's Name
F/H Name S/Sh.
D.O.B
applied for
Actual Basic Qualification for the post
Exp . if any in (yr)
Academic Qualification (out of 24 marks)
Additional weightage (out of 6 marks)
Adl. weighta ge for concern ed stream (3)
Exp. Marks (out of 8)
N.SS./ N.C.C./ Cultural Activities (Out of 3)
Interview (out of 6)
Total Marks
Control of the Contro

According to above criteria, 50 marks shall be awarded as under:-

* PG	9.				7.	6.		Ņ	4.	رب	<u>i</u> 2	
* PGDCA/M.Sc. (Computer Sci.)/M.C.A. shall also be given weightage in P.G. Category (cumulative degree holders shall get	Interview	Cultural Activities (1 mark)-	N.C.C. (1 mark) –	N.S.S. (1 mark) –	1/2 mark for each year of experience subject to maximum 8 marks.	**Additional Weightage for concerned stream subject to maximum 3 marks	PGDCA – (2 Marks)	*Additional Weightage on account of Computer Knowledge subject to maximum 6 marks	P.G. (Max. 6 marks)-	U.G. (Max. 6 marks)-	10+2 (Max. 6 marks)-	Matriculation (Max. 6 marks)- 50% - upto 60%
ci.)/M.C.A. shall als			·C· Certificate	University Level/Merit certificate	of experience subject	concerned stream subject	M.Sc. (Computer) – (4 Marks)	ccount of Computer Kno	50% - upto 60%	50% - upto 60%	50% - upto 60%	s)- 50% - upto 60%
o be given		er-University	τ.	vel/Merit cert	to maximur	to maximum	uter) – (4 Mai	owledge subje	(2 marks)	(2 marks)	(2 marks)	(2 marks)
weightage in P.G. Cates		Position at Inter-University/National Level		ificate	n 8 marks.	3 marks	rks)	ect to maximum 6 marks	Above 60% - upto 70%			
gory (cumul							M.C.A. (6 Marks)		(4 marks)	(4 marks)	(4 marks)	(4 marks)
ative degree							Aarks)		Above 70%	Above 70%	Above 70%	Above 70%
holders shall get	(6 Marks)	(1 Mark)	(1 Mark)	(1 Mark)	(8 marks)	(3 Marks)		(6 marks)	(6 marks)	(6 marks)	(6 marks)	(6 marks)

stream/technology at graduation level in case of Laboratory related positions, whereas similarly to B.Lib./M.Lib. in case of ** The additional weightage of 3 marks shall be given to those candidates who have acquired degree in science library related positions.

weightage of the highest level).

1

SELECTION CRITERIA-CUM-MERIT LIST ONLY FOR THE POST OF SUPERINTENDENT/ HEAD CLERK/ ASSISTANT/STORE KEEPER IN S.F.S. COLLEGES AFFILIATED WITH M.D. UNIVERSITY, ROHTAK

	Sr.
Name	Candidate's
S/Sh.	F/H Name
	D.O.B
applied for	Post
Basic Quali- fication for the post	Actual
any in (yr)	Exp
(out of 24 marks)	Academic Qualification
(out of 6 marks)	Additional weightag
s)	ightage
Marks (out of 11)	Exp.
N.C.C./ Cultural Activities (Out of 3)	N.SS./
view (out of 6)	Inter-
Marks	Total
endation	Recomn

According to above criteria, 50 marks shall be awarded as under:-

(6 Marks)						Interview	8)
(1 Mark)			National Level	Position at Inter-University/National Level	Position at 1	Cultural Activities (1 mark)-	
(1 Mark)				ate	·C· Certificate	N.C.C. (1 mark) –	
(1 Mark)			ficate	University Level/Merit certificate	University l	N.S.S. (1 mark) –	7)
(11 marks)			<i>इ</i> .*!	ximum 11 marks	rience subject to max	1/2 mark for each year of experience subject to maximum 11 marks	6)
	arks)	M.C.A. (6 Marks)	ks)	M.Sc. (Computer) – (4 Marks)	M.Sc. (Con	PGDCA – (2 Marks)	
(6 marks)			et to maximum 6 marks	nowledge subject	ount of Computer K	*Additional Weightage on account of Computer Knowledge subject to maximum 6 marks	5)
(6 marks)	Above 70%	(4 marks)	Above 60% - upto 70%	(2 marks)	50% - upto 60%	P.G. (Max. 6 marks)-	4)
(6 marks)	Above 70%	(4 marks)	Above 60% - upto 70%	(2 marks)	50% - upto 60%	U.G. (Max. 6 marks)-	(3)
(6 marks)	Above 70%	(4 marks)	Above 60% - upto 70%	(2 marks)	50% - upto 60%	10-2 (Max. 6 marks)-	رَ)
(6 marks)	Above 70%	(4 marks)	Above 60% - upto 70%	(2 marks)	50% - upto 60%	Matriculation (Max. 6 marks)- 50% - upto 60%	

^{*} PGDCA/M.Sc. (Computer Sci.)/M.C.A. shall also be given weightage in P.G. Category (cumulative degree holders shall get weightage of the highest level).

2

SELECTION CRITERIA-CUM-MERIT LIST ONLY FOR THE POST OF STENO-TYPIST/ STENOGRAPHER IN S.F.S. COLLEGES AFFILIATED WITH M.D. UNIVERSITY, ROHTAK

No.	
Sr. Candidate's No. Name	
F/H Name S/Sh.	
D.O.B	
Post applied for	
Actual Basic Qualification for the post	
Exp. if any in (yrs.)	
Academic Qualification (out of 24 marks)	10" 12" UG P.G
Additional weightage (out of 6 marks)	PGDCA M. MCA (2) Sc. (6) (4)
Exp. Marks (out of 8)	
N.SS./ N.C.C./ Cultural Activitie s (Out of 3)	
Short Hand/ Computer test 15+10= (out of 25)	
Interview (out of 9)	
Total Marks	
Reco mmen dation	

According to above criteria, 75 marks shall be awarded as under:-

*	9.	.∞			7.	6.		5	4.	دی	2.	
PGDCA/M.Sc. (Computer Sci.)/M.C.A. shall also be given weightage in P.G. Category (cumulative degree holders shall get	Interview	There shall be a shorthar	Cultural Activities (1 mark)-	N.C.C. (1 mark) –	N.S.S. (1 mark) –	1/2 mark for each year of experience subject to maximum 8 marks.	PGDCA – (2 Marks)	*Additional Weightage on account of Computer Knowledge subject to maximum 6 marks	P.G. (Max. 6 marks)-	U.G. (Max. 6 marks)-	10-2 (Max. 6 marks)-	Matriculation (Max. 6 marks)- 50% - upto 60%
ci.)/M.C.A. shall also		nd test and Computer to	Position at Inter	·C· Certificate	University Level/Merit certificate	f experience subject to	M.Sc. (C	count of Computer Know	50% - upto 60% (50% - upto 60% (50% - upto 60% (
be given		est for the	-University		:I/Merit cer	maximu	Computer) -	ledge subj	(2 marks)	(2 marks)	(2 marks)	(2 marks)
weightage in P.G. Cates		There shall be a shorthand test and Computer test for the post of Steno-Typist/Stenographer	Position at Inter-University/National Level		tificate	ım 8 marks.	M.Sc. (Computer) – (4 Marks)	ect to maximum 6 marks	Above 60% - upto 70%			
gory (cumul		nographer					M.C.A. (6 Marks)		(4 marks)	(4 marks)	(4 marks)	(4 marks)
ative degree							1arks)		Above 70%	Above 70%	Above 70%	Above 70%
holders shall get	(9 Marks)	(25 Marks)	(1 Mark)	(1 Mark)	(1 Mark)	(8 marks)		(6 marks)	(6 marks)	(6 marks)	(6 marks)	(6 marks)

weightage of the highest level).



SELECTION CRITERIA-CUM-MERIT LIST ONLY FOR THE POST OF PEON/ SWEEPER/ CHOWKIDAR/ MALI IN S.F.S. COLLEGES AFFILIATED WITH M.D. UNIVERSITY, ROHTAK

 ,			
		No.	Sr.
			Candidate's Name
		S/Sh.	F/H Name
			D.O.B Post
		applied for	Post
	the post	Qualification for	Actual Basic
		(yrs.)	Exp. if any in
10 th 12 th U.G.	(out of 15 marks)	Qualification	Academic
		(out of 7)	Exp. Marks
		(out of 3)	Interview
		Marks	Total
		ion	Recommendat

According to above criteria, 25 marks shall be awarded as under:-

5.	4	ن	iэ		
Interview	1/2 mark for each year of experience subject to maximum 7 marks.	U.G. (Max. 5 marks)-	10-2 (Max. 5 marks)-	Matriculation (Max. 5 marks)- 50% - upto 60%	
	of experience subjec	50% - upto 60%	50% - upto 60%	ks)- 50% - upto 60%	
	et to maximur	(2 marks)	(2 marks)	(2 marks)	
	n 7 marks.	Above 60% - upto 70%	Above 60% - upto 70%	Above 60% - upto 70%	
		(4 marks)	(4 marks)	(4 marks)	
		Above 70% (5 marks	Above 70% (5 marks)	Above 70% (5 marks)	
(3 Marks)	(7 marks)	(5 marks)	(5 marks)	(5 marks)	

(3 Marks)

SELECTION CRITERIA-CUM-MERIT LIST ONLY FOR THE POST OF DATA ENTRY OPERATOR & COMPUTER OPERATOR, AND INTERVIEW HELD AT TECHNICAL ASSISTANT IN S.F.S. COLLEGES AFFILIATED WITH M.D. UNIVERSITY, ROHTAK NO NO

Š	Sr.
Valle	Candidate's
3 3 II.	F H Name
•	D.O.B
for	Post
Qualification for the post	Actual
in (yrs.)	Exp.
(out of 10 marks)	Academic Qualification
(out of	Exp.
Activities (Out of 3)	N.SS./
Practical (Out of 20 marks)	Objective type
(out of 6)	Inter-
	Total
aron	Recommend

According to above criteria, 50 marks shall be awarded as under:-

(20 Marks)					st and Practical	Objective type written test and Practical	7.
(I Mark)				Position at Inter-University/National Level		Cultural Activities (1 mark)-	
(1 Mark)				'C' Certificate).),	N.C.C. (1 mark) –	
(1 Mark)				University Level/Merit certificate	Univ	N.S.S. (1 mark) –	6.
(5 marks)	,,,	ximum 5 marks	ubject to ma	1/2 mark for each year of experience from a recognized Institute/registered Company subject to maximum 5 marks.	experience from	1/2 mark for each year of 6	5.
(4 marks)	(4 marks)	Above 60% (4 marks)	(2 marks)	Below 60% (2 marks)		P.G. (Max. 4 marks)-	4
(4 marks)	(4 marks)	Above 60% (4 marks)	(2 marks)	U.G./3 years diploma in case of Technical Assistant Only(Max. 4 marks)- Below 60% (2 marks)	ase of Technical	U.G./3 years diploma in c	ω
(4 marks)	(4 marks)	Above 60% (4 marks)	(2 marks)	Below 60% (2 marks)		10+2 (Max. 4 marks)-	2.
(4 marks)	(4 marks)	Above 60% (4 marks)	(2 marks)	Below 60% (2 marks)	rks)-	Matriculation (Max. 4 marks)	Т.

F

(6 Marks)

∞ :

Interview