Indira Gandhi University
Meerpur-Rewari

इंदिरा गांधी विश्वविद्यालय
मीरपुर-रेवाड़ी

(A State University under Haryana Act No. 29 of 2013)

Advt. No.4/2019

Applications, on the prescribed form, are invited from the eligible candidates for various non-teaching posts i.e. Controller of Examination, Librarian, Secretary to Vice-Chancellor & Assistant Librarian so as to reach in the office of Registrar, Indira Gandhi University, Meerpur-Rewari latest by 25.09.2019. For qualifications, pay scales, procedure of applying, selection criteria, application form, General Instructions and other relevant conditions/details etc, please visit the University website www.igu.ac.in

REGISTRAR

INDIRA GANDHI UNIVERSITY, MEERPUR (REWARI)
(A State University Established under Haryana Act. No. 29 of 2013)

Advt. No. 4/2019 (Non-Teaching Post)

S.No.	Name of Post	No. of Post	Pay Scale (s)
1	Controller of Examination	UR - 01	As per 7th CPC
2	Librarian	UR - 01	As per 7th CPC
3	Secretary to Vice-Chancellor	UR - 01	As per 7th CPC
4	Assistant Librarian	UR - 01	As per 7th CPC

DETAILS OF QUALIFICATION/ ELIGIBILITY CONDITIONS/AGE

A) QUALIFICATION/ELIGIBILITY CONDITIONS

Sr. No.	Name of the Post	Qualifications
1.	Controller of Examinations	(i) Master's Degree with at least 55% marks from a recognized Institution/University or an equivalent grade in a point scale wherever grading system is followed. (i) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above, including as Associate Professor along with experience in education administration. **OR** Comparable experience in research establishment and/or other institutions of higher education. **OR** 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. Preference will be given to those having experience of various functions of conduct of examinations, including evaluation, compilation of result and declaration thereof at an educational institution. (iii) Knowledge of Hindi/Sanskrit upto Matric/10th Standard.
2.	Librarian	(i) Master's degree in Library Science/ Information Science/ Documentation Science or equivalent professional degree with at least 55% marks or an equivalent grade in point scale wherever grading system is followed. (ii) At least ten years' experience as a Librarian at any level in a University (i.e. 10 years' experience as Asstt. Librarian or as Deputy Librarian or 10 years' combined experience of both posts) or 10 years' experience as College Librarian. (iii) Evidence of innovative library service, including integration of ICT in library. (iv) Ph.D. degree in Library Science/ Information Science/ Documentation Science/ Archives & Manuscripts Keeping in accordance with University Grants Commission (Minimum Standards and Procedure for Award of M.Phil. /Ph.D. Degree) Regulations, 2009 and their amendments from time to time. (v) Knowledge of Hindi/Sanskrit upto Matric/10th Standard.
3.	Secretary to Vice-Chancellor	(i) Master's degree with atleast 55% marks or its equivalent grade of 'B' in UGC grade from a recognized Institution/University or an equivalent grade in a point scale wherever grading system is followed. (ii) Nine years' of experience as Assistant Professor in the Academic Level 10 and above with experience in educations administration **OR** Comparable experience in research establishment and/or other institutions of higher education **OR** 5 years' of administrative experience as Assistant Registrar or in equivalent post. OR Atleast 10 years of administrative experience as Personal Assistant or Private Secretary in Government Institution /Boards/Corporation etc. (iii) Should have good knowledge of working on computer. (iv) Knowledge of Hindi/Sanskrit upto Matric/10th Standard.

4	Assistant Librarian	(i) Master's degree in Library Science/ Information Science/ Documentation Science or equivalent professional degree with at least 55% marks or an equivalent grade in point scale wherever grading system is followed.
		(ii) A consistently good academic record, with knowledge of computerization of a library. Good academic record means that the candidate should have atleast 50% marks separately in any two degrees or 55% average of any two degrees below graduation level (10th, 10+2, Bachelor degree).
		(iii) Besides fulfilling the above qualification, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time.
		(iv) Knowledge of Hindi/Sanskrit upto Matric/10th Standard.

B) Age 18 years to 50 years as on closing date for Receipt of Application:

Upper age is relaxable-

a) for those already employed in the University on temporary/adhoc basis- to the extent of period for which the post has been held by him on adhoc/temporary basis;

General Conditions/Instructions/Guidelines regarding

PROCESSING FEE/RESERVATION/SELECTION CRITERIA/SYLLABI

FOR

WRITTEN/SKILL TEST/INTERVIEWS ETC.

1. **BEFORE APPLYING, APPLICANTS MUST ENSURE THEIR ELIGIBILITY IN REFERENCE TO THE QUALIFICATIONS REQUIRED FOR THE CONCERNED POST.**
2. The application forms must be neatly and legibly filled in by the candidates in his own handwriting.
3. Name of the post applied for must be super-scribed at the top of the envelope as under: "Application for the post of _____".
4. Applications will be accepted only on prescribed format obtainable from University website www.igu.ac.in.
5. The candidates must ensure their eligibility as on the last date of submission of application form.
6. Separate application forms must be submitted for each position/post.
7. The downloaded application forms must be accompanied with a Demand Draft of prescribed fee (given below) in favour of Registrar, Indira Gandhi University, Meerpur, Rewari.

S.No. of posts	General Candidates	
	All candidates (except Haryana resident female)	Haryana resident female only
1 to 4	Rs. 1000/-	Rs.500/-

8. Application forms must reach the office of the Registrar, Indira Gandhi University, Meerpur, Rewari on or before closing date i.e 25.09.2019 upto 5:00 PM.
9. Self-attested photocopies as supporting documents must be enclosed with the application forms. Original documents will have to be shown at the time of the interview/screening.
10. Incomplete applications or application received after the last date given or those not on the prescribed format or not enclosed with required fee, will not be entertained and are liable to be rejected.
11. 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 form and accompanied by prescribed application fee, copies of certificate/testimonials etc. They may also submit No Objection Certificate from the Employer at the time of interview.
12. Information regarding written test and/or interview will be displayed on the University website. The candidates are advised to regularly check the same. Wherever the written test is conducted, the eligibility of candidates will be only for the candidates who pass the written test.
13. The minimum eligibility condition and criteria of selection etc., wherever applicable is also displayed on the website of the University. The Qualification and experience acquired on the last date of Receipt of application will be entertained.
14. The University follows reservation policy as per Haryana Govt. Rules and the benefit of reservation will be available to candidates of Haryana State only.
15. The University may not fill any of the posts so advertised without assigning any reason.
16. The University reserves the right to shortlist candidates on the basis of 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 informed of their status being as such.

17. Concealment of facts or supply of wrong information/documents shall result in cancellation of candidature in addition to legal action.
18. The candidates will submit their claim of weightage on a separate sheet attached to the application forms in the light of selection criteria to be verified at the office level
19. No TA/DA for appearing in the test/interview etc will be paid.
20. Canvassing in any form by the Candidate will disqualify.

Abbreviation   UR - Unreserved

REGISTRAR

Serial No ....

INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI
APPLICATION FORM FOR NON-TEACHING POSTS

Application No. ....
(To be filled in by the office)

A signed passport size recent photograph of the candidate duly attested by a gazetted officer must be pasted here

NOTE :

i) The application form and the bio-data should be properly filled in completely.

ii) Self Attested copies of all Certificates/Testimonials should be attached with the application form. Originals will have to be shown at the time of the interview/screening.

iii) The application form accompanied with fee (as per point No. 7 mentioned in General Instructions in the shape of Demand Draft drawn in favour of Registrar, Indira Gandhi University, Meerpur, Rewari should reach in the O/o Registrar, Indira Gandhi University, Meerpur, Rewari. The Demand Draft in favour of Registrar, I. G. University, Meerpur, Rewari should be payable at Oriental Bank of Commerce, I. G. University, Meerpur, Branch (CODE – ORBC0101817) Rewari.

iii) Incomplete form and those received after the expiry of prescribed date will not be entertained and will stand rejected summarily.

iv) Only eligible candidates should apply for the position /post.

v) Use separate form for each position/post.

vi) Prescribed qualifications/other eligibility conditions may be seen on the University website **www. igu.ac.in**.

1. a) Post applied for _____Dept._____
   (Give the full and correct name of the post)

   b) Advertisement No. _____

   c) Specialization applied for as per Advt. _____

   d) Date of attaining eligibility for the post and ground thereof. _____

2. a) Name in Full (in block letters) _____

   b) Father's Name _____

   c) Mother's Name _____

3. a) Present Postal Address _____
   _____

   b) Permanent Address _____
   _____

   c) Phone No. with STD Code _____
   Mobile No. _____

   d) E-mail Address _____

4. a) Date of Birth _____

   b) Age as on last date of receipt of application (................. Year..................... Months)

   c) Place of Birth _____

5. a) Nationality of candidate _____

   b) Do you belong to SC/BC/Ex-Serviceman/ Physically Handicapped 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)

(say Yes or No)   _____

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 posts   _____

    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. Bank Draft(s) Nos.............................. Date ....   Amount Rs.

    ....

10. **REFERENCES:** (These persons should be professionally competent, who are well acquaintedwith some aspect of 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. For applicants having done Post Graduate or Post doctoral research, the Research Supervisor must be listed.)

i)   Name   _____

Occupation or Position   _____

Address   _____

                                       _____

ii)   Name   _____

Occupation or Position   _____

Address   _____

                                       _____

11.   **Educational Qualifications (from Matriculation onwards)**

Exam. Passed	Subject	Univ./ Board	Year of Passing	Class or Division	Max. Marks	Marks Obtained (Accurate)	% of Marks	Distinctions, if any
Matric								
Hr. Sec./ Pre-Univ./ Inter/10+2								
B.A./B.Sc./ B.Com.								
M.A./M.Sc./ M.Com.								
M.Phil.								
Ph.D (Date ofRegn. of Ph.D.)								
NET/SET/etc.								
Any other exam.								

Note:- Attested copies of certificates in support of qualifications be attached with this application.

12.   Topic of Research in Ph.D. ....
....

13.   Field of Specialization...
....

14.   Employment: - Give particulars concerning all periods of employment, including professional nature.

Name of Employer/ Institution	Designation of the Post held and its pay scale	Duration of appointment		Basic Pay & allowances separately	Reasons for leaving
		From	To		

15. Total experience: (for teaching position/post) Teaching Experience (To be mentioned from the date of meeting the eligibility requirement for the post applied.

Post Held	Name of the college/Institution	Nature of Post	From	To	Total			UG Experience	PG Experience
		Whether permanent/Regular/ Adhoc/Contractual with pay scale/Consolidated Salary			Yrs.	M	D		

Research

Post Held	Name of the college/Institution	Research						Guiding Research				
		From	To	Total				From	To	Total		
				Yrs.	M	D				Yrs	M	D

16.　　*List of Publication:-

Publication A.	Published B.	Single co-authorship C.	Inter-National Journals D.	National Journals E.	State Journals F.
1. a) Books b) Chapters					
2. Papers					
3. Abstracts					
4. Journals					
5. Patents					
6. Fabrications					

*Attach a list of Publications in respect of each category mentioned above.

17.　　No. of Symposia/Conferences/Work-shops/Seminars/Committees attended.
　　　National ....
　　　International ....

18.　　Give particulars of Prize, Medal, and Merit won, distinctions, if any :-

　　　i)　　　　　　　　　　　　　　　　iii)

　　　ii)　　　　　　　　　　　　　　　　iv)

19.　　List of the certificates (attested copies) attached:-

　　　i)　　　　　　　　　　　　　　　　vi)

　　　ii)　　　　　　　　　　　　　　　　vii)

　　　iii)　　　　　　　　　　　　　　　　viii)

　　　iv)　　　　　　　　　　　　　　　　ix)

　　　v)　　　　　　　　　　　　　　　　x)

20.   Additional   information,   if   any   (attach   separate   sheet,   if   required

....

....

....

....

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed therein. There are no circumstances which may impair my fitness for employment in the I. G. University, Meerpur, Rewari.

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./Organization) is recommended and forwarded for consideration for the post of .... to the Registrar, I.G. University, Meerpur, Rewari. In case, he/she is selected for employment in the I. G. University, Meerpur, Rewari he/she will be relieved of his/her present position.

Signature of the Head
of the office/organization
(Seal of Officer)

Place ....

Date ....

CRITERIA FOR SELECTION TO THE POST OF CONTROLLER OF EXAMINATIONS

Selection Criteria:

A)	**Academic Qualifications**	**30 Marks**
B)	**Knowledge of Computer**	**05Marks**
C)	**Work Experience** (University/Govt./Semi Govt./Govt. Aided/ Examination Body/Professional Institution)	**15 Marks**
D)	**Additional Responsibility**	**10 Marks**
E)	**Examination related work experience etc.**	**10 Marks**
F)	**Domain Knowledge**	**15 Marks**
G)	**Interview**	**15 Marks**

A)   Academic Qualification

i.	Minimum Essential Qualification (Good Academic Record plus Masters Degree With at least 55% of the marks or its equivalent Grade of B in the UGC seven point scale).	00 Marks
ii.	10th	06% of percentage of 60% and above
iii.	12th	06% of percentage of 60% and above
iv.	Graduation	07% of percentage of 60% and above
v.	Post-Graduation	07% of percentage of 60% and above
vi.	Ph.D	04 Marks

B)	**Knowledge of Computer** (From Govt./Semi Govt./Govt. Aided Institutes)	**05 Marks**
i.	Certificate	01 Mark
ii.	Diploma	02 Marks
iii.	Degree	04 Marks

[Provided (i)/(ii) are not used for acquiring higher qualification]

C)	**Experience**		**15 Marks**
	Experience as Professor/Associate Professor/Deputy Registrar in University/Govt./Semi Govt./Govt. Aided/Examination Body/ Professional Institution		(01 Mark for each completed year after essential requirements for experience)

D)   **Additional Responsibilities**   **10 Marks**

i.	NAAC work as Coordinator	05 Marks
ii.	Member of Steering Committee	02 Marks
iii.	Bursar/NSS/DSW/DYCA/Chief Warden/Warden/Proctor	05 Marks (01 marks for each completed year)

E)   **Examination Work Experience**   **10 Marks**

Centre Supdt. (1 mark per Semester)	05 Marks
Dy. Centre Supdt. (½ Mark per Semester)	04 Marks
Observer (½ Mark per duty)	02 Marks
Convener/Chairman/Member of Flying Squad (2 marks per 7days)	02 Marks
Convener/Chairman UMC Committee (02 marks per year)	02 Marks
Member UMC Committee (01 mark per year)	02 Marks
Paper Setter (01 mark per five papers)	02 Marks
Paper Evaluator (01 mark per five papers)	02 Marks
Chief Secrecy Officer/Coordinator Spot Evaluation Centre/ Secrecy Officer (01 mark per year)	02 Marks

E)   **Domain Knowledge**   **15 Marks**

E)   **Interview**   **15 Marks**

i. Knowledge of Examinations	07 Marks
ii. Communication Skills	04 Marks
iii. Overall Personality	04 Marks

Selection Criteria for the post of Librarian

(a) Academic/Research score for the Post of Librarian

Sr. No.	Academic/Research Activity	Marks	Self-Assessment
1.	**Research Papers in Peer-Reviewed or UGC listed Journals**	10 per paper	
2.	**Publications (other than Research Papers)**		
	(a) Books authored which are published by:		
	International publishers	12	
	National Publishers	10	
	Chapter in Edited Book	05	
	Editor of Book by International Publisher	10	
	Editor of Book by National Publisher	08	
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	
	Book	08	
3.	**Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**		
	(a) Development of Innovative pedagogy	05	
	(b) Design of new curricula and courses	02 per curricula/ course	
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits -05 marks/credit)	20	
	MOOCs (developed in 4 quadrant) per module/lecture	05	
	Content writer/subject matter expert for each module of MOOCs (atleast one quadrant)	02	
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	

	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	
	e-Content (developed in 4 quadrants) per module	05	
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	
	Editor of e-content for complete course/paper/e-book	10	
4	**(a) Research guidance**		
	Ph.D.	10 per degree awarded 05 per thesis submitted	
	M.Phil./P.G dissertation	02 per degree awarded	
	(b) Research Projects Completed		
	More than 10 lakhs	10	
	Less than 10 lakhs	05	
	(c) Research Projects Ongoing:		
	More than 10 lakhs	05	
	Less than 10 lakhs	02	
	(d) Consultancy	03	
	(e) Experience	1 mark per year on the post of Asstt. Librarian / Dy. Librarian subject to a maximum of 10 marks.	
5	**(a) Patents**		
	International	10	
	National	07	

	(b) *Policy Document (Submitted to an International body/organisation like UNO /UNESCO/ World Bank/ International Monetary Fund etc. or Central Government or State Government)		
	International	10	
	National	07	
	State	04	
	(c) Awards/Fellowships		
	International	07	
	National	05	
6.	***Invited lectures/ Resource Person/paper presentation in Seminars/ Conferences/full paper in Conference Proceedings(Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)**		
	International (Abroad)	07	
	International (within country)	05	
	National	03	
	State/University	02	

a. **Research score for research papers would be augmented as follows** (Impact factor to be determined as per Thomson Reuters list):

S. No.	Description	Marks
1	Paper in refereed journals without impact factor	05
2	Paper with impact factor less than 1	10
3	Paper with impact factor between 1 and 2	15
4	Paper with impact factor between 2 and 5	20
5	Paper with impact factor between 5 and 10	25
6	Paper with impact factor >10	30

(a)   **Two authors:** 70% of total value of publication for each author

(b)   **More than two authors:** 70% of total value of publication for the First/Principal / Corresponding author and 30% of total value of publication for each of the joint authors.

(c)   **Joint projects:**   Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceedings, then it can be claimed only once.

- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.

- * For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

- The research score shall be from the minimum of three categories out of six categories.

#However, if the working experience is less than one year, then the marks shall be reduced proportionately.

Number of candidates to be called for interview: University will decide

Minimum academic/research score for the post of University Librarian: 120
Note: Score for contributions made during the period from the date of eligibility to the
        date of advertisement

   (c)   Selection criteria for the Post of Librarian:

S. No.	Particulars of Activity	Maximum Marks
1	120	Nil
2	121 and above	1 mark/10 points
3	Domain Knowledge	30
4	Interview	20

(f) Selection Criteria for Assistant Librarian

a. Academic/Research Score for the Post of Asstt. Librarian

S.No.	Activity	Score				Maximum Marks	Self-Assessment
A.	**Academic Record**						
1	10+2	80% & above = 10	60% to less than 80% = 8	55% to less than 60% = 5	55% or less = 00	10	
2	Graduation	80% & above = 10	60% to less than 80% = 8	55% to less than 60% = 5	55% or less = 05	10	
3	Post-graduation	80% & above = 20	60% to less than 80% = 18	55% to less than 60% = 15	55% (50% in case SC/ST) to less than 60% = 0 (Zero)	20	
4	M.Phil.	60% and above = 07	55% to less than 60% = 05	Less than 55% = 0 (Zero)		20	
	Ph.D.	20					
5	NET with JRF	07				07	
	NET	05					
	SLET/SET	03					
6	Research Publications (2marks for each research publication published in Peer-Reviewed or UGC-listed Journals or International/ National Conferences)	05				5	
8	Working experience (2 marks for one year each)	5 (Entire period will be added up, but no marks for the part of period less than one year)				5	
9	Awards					03	
	International/ National Level Awards given by International Organisations/Govt. of India / Govt. of India recognised National Level Bodies)	03					
	State-Level (Awards given by State Government) or Gold Medal at UG/PG level	02					
	Total Score					80	

b) Selection Criteria for the Post of Asstt. Librarian

S.No.	Particulars of Activity	Max. Marks
1.	Academic/Research Score	80%
2.	Screening test	30%
3.	Domain Knowledge	20
4.	Interview	20

Subject specific screening test

25% questions will be from General awareness and   Total Marks: 100

75% from Syllabus of Library Science prescribed for NET   Duration: 90 Minutes

There will be ¼ negative marks for each wrong question.

NOTE:- The candidate will be short listed. For one post 10 candidates and for every additional post 3 candidate will be called for interview. On the basis of screening test.

Selection Criteria for the post of Secretary to Vice-Chancellor

Sr. No.	Particulars	Maximum Marks
(A).	Academic Record	30 Marks
(B).	Degree/Diploma/Certificate in Computer Sci./Computer Engg. From recognized University /Institute	05 Marks
(C).	Work Experience (University/Govt./Semi Govt./ Professional Institutions)	10 Marks
(D).	**Screening Test:** (i) Skill Test (Computer) (ii) Written Test (Hindi and English Language	**40 Marks** 20 Marks 20 Marks
(E).	Domain Knowledge	10 Marks
(F)	Interview	05 Marks

(A) Academic Qualification   **30 Marks**

   (i) Minimum Essential Qualifications (Good Academic Record) having Master Degree with at least 55% of the marks or its equivalent Grade of B in the UGC seven pints scales)   00 Marks

   (ii) 10th 06% of percentage of 60% and above

   (iii) 12th 06% of percentage of 60% and above

   (iv) Graduation   07% of percentage of 60 and above

   (v) Post-Graduation   07% of percentage of 60% and above

   (vi) Ph.D.   04 marks