

Indira Gandhi University
Meerpur-Rewari



इंदिरा गांधी विश्वविद्यालय
मीरपुर-रेवाड़ी

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

Advt. No.3/2019

Applications, on the prescribed form, are invited from the eligible candidates for non-teaching post of Assistants (Gen.-06, BCA-02, BCB-01, SC-03, EWS-02 & Gen. (ESM) -01) so as to reach in the office of Registrar, Indira Gandhi University, Meerpur- Rewari latest by 30.07.2019. 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. 3/2019 (Non-Teaching Post)

S.No	Name of Posts	No. of Posts	Category	Level of pay as per 7 th CPC
1	Assistant	15	Gen.- 06 BCA-02 BCB-01 SC-03 EWS- 02 Gen (ESM)-01	Level-6 (Rs. 35400-112400)

Advertisement No. 03/2019

DETAILS OF QUALIFICATION/ ELIGIBILITY CONDITIONS/AGE

A) QUALIFICATION/ELIGIBILITY CONDITIONS

Sr.No.	Name of Post	Qualifications and Experience for Direct Recruitment
1	Assistant	<p>i) Bachelor's Degree with at least 50 % marks from a recognized University.</p> <p>(ii) Five years' experience as Clerk in the pay scale of Rs. 5200-20200+1900GP in a UGC recognized University/ Institution/Government/Government-Aided College/Institution/Public Sector Undertaking/ Research Establishment /Examination Body.</p> <p>(iii) Candidates is required to qualify the written test as well as the computer typing test at the speed of 35/25 words in English/Hindi per minute and computer test at the speed of 8000 depressions per hour in MS word.</p> <p>(iv) Hindi/Sanskrit up to Matric standard.</p>

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

i) Upper age is relaxable-

- a) to the extent of five years for Scheduled Caste and three years for Backward Class candidates or as may be decided/notified by the Govt. from time to time of Haryana domicile;
- b) for Ex-Servicemen- as per instructions of the Haryana Government, as amended from time to time;
- c) 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;

Advertisement No. 3/2019

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, Oriental Bank of Commerce, Meerpur, Branch (IFSC Code ORBC0101817).

S.No.	General Candidates		SC/BC Candidates of Haryana State only		ESM candidates of Haryana State only
	Male & Female (out of Haryana State)	Female of Haryana Resident only	Male	Female	Male/Female
1 to 7	Rs. 500/-	Rs.250/-	Rs. 130/-	Rs. 65/-	Rs. 65/-

The Dependents of ESM are required to pay the fee as per category i.e. General, SC or BC

8. Application forms must reach the office of the Registrar, Indira Gandhi University, Meerpur, Rewari on or before closing date i.e 30.07.2019 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. In case no suitable candidate of ESM category is found, the same will be filled up from the dependents of ESM category of the respective category, therefore, the eligible dependents candidates of ESM category may also apply.
16. The University may not fill any of the posts so advertised without assigning any reason.
17. 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.
18. Concealment of facts or supply of wrong information/documents shall result in cancellation of candidature in addition to legal action.
19. 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
20. No TA/DA for appearing in the test/interview etc will be paid.
21. Canvassing in any form by the Candidate will disqualify.

Abbreviations: SC: Scheduled Caste
BC-A: Backward Class 'A'
BC-B: Backward Class 'B'
ESM: Ex-Serviceman,
EWS –Economically Weaker Section.

REGISTRAR

CRITERIA FOR SELECTION TO THE POST OF ASSISTANT

Selection Criteria:

A) Computer Typing (Test-A)	35 Marks
B) General Aptitude Test (Test-B)	45 Marks
C) Academic Qualifications	10 Marks
D) Work Experience (Govt. /Semi Govt./Govt. Aided/University/Authority of Haryana/or Any other State Govt. /Govt. of India)	05 Marks
E) Socio Economic Criteria	05 Marks

Note:-

- The process will start with the holding of computer typing test first. Only those candidates who qualify the typing test will be called for screening test or for General Aptitude Test (B).

(A) Computer typing test:-

A) Syllabus and other details for computer typing

1. Text for computer typing to be copied shall be prescribed on the monitor only (no hard copy) of 400 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.)

(B) General Aptitude Test (Screening test):-

NOTE:-

1. Max Marks 100
2. Time 90 Minutes
3. There will be ¼ negative marks for each wrong answer.
4. Test will comprise of 100 marks which will be reduced proportionally to 45.
5. Questions will be objective type (MCQ).
6. Question paper will comprise of five sections. Each section will carry 20 marks.

Syllabus FOR General Aptitude Test (Screening Test -B)

Section-1 (General Knowledge and Current Affairs)

20 Marks

General knowledge about all aspects of India-History and Civilization, Economy, Geography, Society, Politics and Government, Defence etc. and some common aspects about other countries such as Capitals, Prime Ministers, Presidents, Geographic Locations, National and International Affairs etc.

Section-2 (General Science)

20 Marks

Syllabus up to 10th standard as approved by the Haryana Board of School Education.

Section-3 (English & Hindi)

20 Marks

Syllabus up to 10th standard as approved by the Haryana Board of School Education.

Section-4 (Arithmetic and Reasoning and Computer Knowledge)

20 Marks

Arithmetic: Syllabus up to 10th standard as approved by the Haryana Board of School Education.

Reasoning: Verbal and Non Verbal.

Historical Development of Computers, Generations of Computer, Types of Computers, Components, Types of Memories, Input Devices (Keyboard, mouse etc.) Output Devices (all types 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, Date Transmission Medium Historical Development of Internet, Internet Browsers, Search Engines, WWW, Website, Home Page, E-Mail Concepts etc. and M.S. Office.

Section -5 (History Current Affairs, Literature, Geography and EVS.)

20 Marks

C) Academic Qualifications

10 Marks

- | | | |
|------|---|----------|
| i) | Minimum Essential Qualification
(Graduation with at least 50% marks) | 00 Marks |
| ii) | Graduation with 51 – 60% marks | 02 Marks |
| iii) | Graduation with more than 60% marks | 04 Marks |
| iv) | Any two or three years degree course in Computer Sc./
IT/Computer Engg. After graduation | 03 Marks |
| v) | 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 weight age shall not be counted for these) | 03 marks |

D) Work Experience

05 Marks

(Govt./Semi Govt./Govt. Aided/
University/Collage/Professional Institution)

(01 mark for each completed year of
experience in clerical cadre)

E) Socio –Economic Criteria

(As per Haryana Notification)

05 Marks

APPLICATION FORM FOR NON-TEACHING POSTS

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 may be seen on the University website www.igu.ac.in.

1. a)	Post applied for (Give the 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)	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. Dated Amount Rs.

10. **REFERENCES:** (These persons should be professionally competent, who are well acquainted with 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

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

14. Sports and co-curricular activities:-
Give particulars of Medal in State level/National level/International level, NCC-C Certificate , NSS Merit Certificate, and other, if any :-

- i) iii)
- ii) iv)

15. Information about Socio- Economic Weightage as per criteria, if applicable:-
List of the certificates (attested copies) attached:-

- i) vi)
- ii) vii)
- iii) viii)
- iv) ix)
- v) x)

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

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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

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Date

(Signature of the candidate)

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Miss/Mrs./Shri/Dr., who is at present workingas 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.

Place

Date

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

