

Indira Gandhi University  
Meerpur-Rewari



इंदिरा गांधी विश्वविद्यालय  
मीरपुर-रेवाड़ी

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

**Advt. No.5/2019**

Applications, on the prescribed form, are invited from the eligible candidates for various non-teaching posts i.e. Deputy Registrar (Gen.-02), Assistant Registrar (Gen.-01) and XEN (Gen.-01) so as to reach in the office of Registrar, Indira Gandhi University, Meerpur- Rewari latest by 15.10.2019 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](http://www.igu.ac.in)

REGISTRAR



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

**Advt. No. 5/2019 (Non-Teaching Post)**

S.No.	Name of Post	No. of Post	Pay Scale (s)
1	Deputy Registrar	Gen - 02	As per 7 <sup>th</sup> CPC
2	Assistant Registrar	Gen- 01	As per 7 <sup>th</sup> CPC
3	XEN	Gen-01	As per 7 <sup>th</sup> CPC

**Advertisement No. 05/2019**

**DETAILS OF QUALIFICATION/ ELIGIBILITY CONDITIONS/AGE**

**A) QUALIFICATION/ELIGIBILITY CONDITIONS**

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>Qualifications</b>
1.	Deputy Registrar	(i) Master's degree with atleast 55% marks from a recognized Institutions/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 educational administration <b>OR</b> Comparable experience in research establishment and/or other institutions of higher education <b>OR</b> 5 years' of administrative experience as Assistant Registrar in equivalent post in recognized University, Institutions Govt./Govt. Aided/PSU/Exam. body. (iii) Should have good knowledge of working on computer. (iv) Knowledge of Hindi/Sanskrit upto Matric/10th Standard.
2.	Assistant Registrar	(i) Good Academic Record plus Master's degree with atleast 55% marks from a recognized University/Institution or an equivalent grade "B" in UGC in a point scale wherever grading system is followed. <b>For determining good academic record-</b> a candidate should have average of 55% marks in two /three examinations not below matric or equivalent prior to master degree or 50% marks each of three two examinations separately. (ii) Five years' of experience in a supervisory capacity in a university/examining body conducting public examinations or in a public funded educational institute. (iii) Should have good knowledge of working on computer. (iv) Knowledge of Hindi/Sanskrit up to Matric/10th Standard.
3	XEN	(i) B.Tech./BE in Civil Engineering with at least 60% marks from a recognized university approved by AICTE. (ii) 10 years' experience as SDO/Assistant Engineer in a UGC recognized University/ Institutions/ Govt./Aided/affiliated Colleges/ Public Sector Undertakings. (iii)The candidate should have fair knowledge of working on Computers with Proficiency in MS Office. (iii)Hindi/Sanskrit upto Matric 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;

**Advertisement No. 5/2019**

**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](http://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 3	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 15.10.2019 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.
21. Number of posts can be increased or decreased or can be withdrawn also.

**REGISTRAR**

**APPLICATION FORM**

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](http://www.igu.ac.in).

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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 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
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 of Regn. 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.....





## 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.

Place .....

Date .....

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

## CRITERIA FOR SELECTION TO THE POST OF ASSISTANT REGISTRAR/DEPUTY REGISTRAR

### Selection Criteria:

A) Screening Test	50 Marks
B) Academic Qualifications	25 Marks
C) Work Experience (Govt./Semi Govt./Govt. Aided/University/ Examination Body/Professional Institution)	05 Marks
D) Domain Knowledge	08 Marks
E) Interview	12 Marks

### (A) Screening Test

#### NOTE:

1. Max. Marks : 100
2. Time : 90 Minutes
3. There will be  $\frac{1}{4}$  negative marks for each wrong answer
4. Maximum 100 marks of the test will be reduced proportionally to 50.
5. Question paper will be of Objective Type (Multiple Choice).
6. There will be five sections of the Question Paper. Marks of each section are given against it.

## SYLLABUS

### Section-I

20 Marks

#### (Higher Education System: Governance, Policy and Administration)

Structure of the institutions for higher learning and research in India; formal and distance education; professional/technical and general education; value education; governance.

#### (Indian Universities and their Administration)

Types of Universities, Role of Government in Universities, Administrative Hierarchy, Administrative Branches and their functions, Functions of Statutory Officers, University Accounting and Audit System.

The candidates are expected to have the knowledge of the following rules:

- The University Employees (Terms and Conditions) of Service.
- The University Act, Statutes and Ordinance.
- Governance of Colleges.
- Regulations related to various University Examinations and Courses of Study.
- The Recruitment Rules (Non-Teaching Employees).

- Fundamental and Supplementary Rules.
- State Civil Services Rules.
- Reservations and Concessions for SC, ST, OBC, PH etc.
- General Financial Rules.
- CCS (Leaves Rules).
- Budget and Accounts.
- The Right to Information Act, 2005.
- The Public Premises (Eviction of Unauthorized Occupants) Act.

## **Section-II**

**20 Marks**

### **English Language Test**

Verb, Subject-Verb Agreement, Error Correction, Tenses, Sentence Rearrangement, Adverb, Comprehension, Articles, Grammar, Fill in the Blanks, Unseen Passages, Synonyms, Vocabulary, Idioms & Phrases, Antonyms etc.

## **Section-III**

**20 Marks**

### **Quantitative Aptitude and Reasoning Ability Test**

Number System, Percentages, Decimal & Fractions, Average, Simplification, Problems on Ages, Profit and Loss, Time and Work, Ratio and Proportions, Time and Distance, HCF & LCM, Mixtures & Allegations, Simple & Compound Interest, Data Interpretation etc.

Number Series, Coding-Decoding, Non-Verbal Series, Number Ranking, Alphabet Series, Directions, Analogy, Arithmetical Reasoning, Blood Relations, Decision Making, Mirror Images, Clocks & Calendars, Cubes and Dice, Embedded Figures etc.

## **Section-IV**

**20 Marks**

### **General Science & Computer Knowledge Test**

History of Computers/Generations, Internet, Networking, Input Output Devices, DBMS, M.S. Office, Shortcuts.

## **Section-V**

**20 Marks**

### **General Knowledge and Current Affairs**

Questions will be designed to test the ability of the candidate's General Knowledge viz. General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity and Economy, Constitution of India.

Important Financial & Economic News, Budget and Five Year Plans, Abbreviations, Awards and Honors, Sports, Important Days, International and National Organizations, Books and Authors, Countries & Capitals etc.

### Short Listing:

A merit list of the entrance test shall be prepared, out of which the candidates called for interview shall be restricted to 10 times for first post and three each for each additional post advertised.

### B. Academic Qualifications

**25 Marks**

- |      |  |                                    |
|------|--|------------------------------------|
| 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.  | 10 <sup>th</sup>   | 02% of percentage of 60% and above |
| iii. | 12 <sup>th</sup>   | 04% of percentage of 60% and above |
| iv.  | Graduation   | 06% of percentage of 60% and above |
| v.   | Post-Graduation  | 08% of percentage of 60% and above |
| vi.  | Additional qualification (Regular Diploma/ M.Sc./MCA in Comp. Sc./IT from recognized University/Board (Govt./Semi Govt.)   | 5% of percentage of 50% and above  |

### C. Experience (Govt./Semi Govt./Govt. Aided/University/ Examination Body/ Professional Institution)

**05 Marks**

(01 Mark for each completed year of experience at Supervisory level Or teaching experience as Asstt. Professor )

### D. Domain Knowledge

**08 Marks**

### E. Interview

**12 Marks**

### Selection Criteria for the post of XEN (Executive Engineer)

Sr. No.	Particulars	Marks	Maximum Marks
1.	<b>Academic Record</b> (i) Basic Qualification upto 60% marks (ii) Above 60%	Nil ½ marks for each %	20 marks
	<b>Higher Qualification</b> PG Degree in Structures /Structural/Civil Engineering		10 Marks
2.	<b>Experience:</b> (i) Upto 10 years' experience as Assistant Executive Engineer (ii) Above 10 years' experience	Nil 1 Mark for each six months	20Marks
3.	<b>Additional Work Experience</b> (i) Working on 3D Structural Analysis and Design Software (STAAD. Pro.) (ii) Working on design of steel, concrete, timber, glass, membrane and tensile structural using RFEM (3D FEA Structural design) (iii) Working on software like Auto CAD/3D Max		10 Marks 10 Marks 10 Marks
4.	Domain Knowledge		10 Marks
5.	Interview		10 Marks