

Indira Gandhi University Meerpur-
Rewari



इंदिरा गाँधी विश्वविद्यालय
मीरपुर रेवाड़ी

A State University Established under Haryana Act No. 29 of 2013)
Recognized u/s 12-B & 2(f) of UGC Act, 1956

ADVT. NO. 07/2021

Online applications are invited from eligible candidates for the following non-teaching posts as per 7th CPC Pay:

S.No.	Name of Posts	No. of Posts	Category	Level of pay
1	Transport Supervisor	01	Un-reserved	Level -6 as per 7 th CPC
2	Supervisor Youth Welfare	01	Un-reserved	Level -6 as per 7 th CPC
3	Hostel Supervisor	01	Un-reserved	Level -6 as per 7 th CPC
4	Manager Hospitality	01	Un-reserved	Level -6 as per 7 th CPC
5	Store-Keeper	01	Un-reserved	Level -6 as per 7 th CPC (sub-judicious)
6	Care Taker	01	Un-reserved	Level - 2 as per 7 th CPC

The detailed information/instructions/eligibility criteria/age/application fee etc. are available on the University website www.igu.ac.in. The last date of submission of online application form is 15.07.2021. The Hard copy of online submitted application form alongwith photocopies of required certificates and documents should reach "The Registrar, Indira Gandhi University, Meerpur, Rewari latest by 26.07.2021 (5:00 p.m). The candidates are also requested to visit the University Website regularly for updates/corrigendum/amendment/interview etc, if any, with respect to above advertisement. The candidates who had applied for the post of Supervisor Youth Welfare against earlier Advt. No. 4/2020 has been withdrawn, candidate may apply afresh application form through online. He /She may claim application fee by producing the proof of applied the concerned post up to 26.07.2021 to the Deputy Registrar, Establishment Branch, Indira Gandhi University, Meerpur (Rewari).

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NOTE:

1. Number of posts advertised may increase or decrease, including complete withdrawal without assigning any reason.
2. Age: 18 to 50 years (Maximum) as on closing date for receipt of online application.
3. University reserves the right to fill-up or not to fill-up any of the advertised posts.

General Instructions and Terms & Conditions

1. Details of qualifications and selection criteria for the Transport Supervisor, Supervisor Youth Welfare, Hostel Supervisor, Manager Hospitality, Store-Keeper and Care Taker are given in **Annexure – A** and **Annexure-B** respectively.
2. Reservations, where indicated, are applicable only to the residents of Haryana.
3. Incomplete applications and those received after due date on any account, including postal delay, or/and without the prescribed fee, shall be summarily rejected.
4. The number of posts may increase or decrease, depending on requirement and availability. Any of the posts here advertised may be withdrawn at any time without assigning any reason.
5. Instructions for filling up online application form are available on university website.
6. Application Processing Fee for the post of Transport Supervisor, Supervisor Youth Welfare, Hostel Supervisor, Manager Hospitality, Store Keeper, Care Taker as under can be paid online (Net Banking/Credit Card/ Debit Card) through University website as per the above schedule:

Sr. No.	Category	Fee Details in INR
1.	General Category (Male of Haryana & other States/ Female of other than Haryana State/Male & Female of Reserved category of other than Haryana State)	Rs. 1000
2.	Female of General Category of Haryana State Only	Rs. 750

Note:

- (i) Fee once deposited against an application form is neither transferable non-refundable/adjustable.
 - (ii) Candidates applying for multiple posts will be required to pay separate fee against each post code if these posts have separate post codes.
 - (iii) The fee will be accepted only through online mode link given in the online Application Form on the University Website i.e. **www.igu.ac.in**
7. Only candidates found eligible by the Screening Committee will be called for interview. *Those declared* ineligible will not be informed of their status being as such. Candidates are thus advised to make sure before applying that they are indeed eligible for a given post both in terms of minimum eligibility conditions and the required specialization attached therewith, if any.
 8. The University reserves the right to shortlist candidates on the basis of objective criteria.
 9. Canvassing in any form may lead to cancellation of candidature.
 10. The candidate(s), who are in employment in Universities/ Govt./Semi. Govt./Public undertakings should send their applications through proper channel. However, candidates are advised to submit the advance copy of the application form on or before the last date or submit "No Objection Certificate" from their employer at the time of interview.
 11. The prescribed essential qualifications do not entitle a candidate to be called for interview. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/ suitability of the candidates, or the criteria for selection, etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.

12. No TA/DA shall be paid to the candidates for attending the written test/interview etc.
13. The selection committee may decide its own method of evaluating the domain knowledge/ performance of the candidates in interview.
14. **Concealment of facts or supply of wrong information will result in cancellation of candidature at any stage in addition to legal action.**
15. The hard copy of the online application form along with self-attested copies of required relevant documents uploaded on website must be submitted in stipulated time in the office of **REGISTRAR, INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI - 122502. Candidate should append complete copies of research papers published.**
16. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issuance of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidate(s).
17. In case of any dispute(s), any suit, or legal proceeding against the University, the territorial jurisdiction shall be restricted to the Courts in Haryana at District Court Rewari OR Punjab & Haryana High Court, Chandigarh.
18. The following categories of persons shall not be eligible to apply for any position in the University:
 - (a) Who has been convicted by any Court of Law or any criminal proceedings are pending against him.
 - (b) Who has entered into or contracted a marriage with a person having a living spouse.
 - (c) Provided that the Competent Authority or the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules and
 - (d) Any other category of person disqualified for appointment by Govt. of Haryana/ Indira Gandhi University, Meerpur, Rewari.

Abbreviations:

UR: Unreserved

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Annexure-A

Advertisement No. 07/2021

QUALIFICATION/ELIGIBILITY CONDITIONS

Sr. No.	Name of the Post	Qualifications
1	Transport Supervisor	(i) A Bachelor's Degree in Computer Science with 50% marks from a recognized University/Institution or its equivalent. (ii) With 05 years experience of Supervisory level. (iii) Knowledge of Hindi/Sanskrit up to Matric/10 th Standard.
2	Supervisor Youth Welfare	(i) A Bachelor's Degree from a recognized University/Institution or its equivalent. (ii) With 05 years experience of Supervisory level. (iii) Knowledge of Hindi/Sanskrit up to Matric/10 th Standard.
3	Hostel Supervisor	(i) A Bachelor's Degree in Hotel Management and Catering Technology/ Tourism with 50% marks from a recognized University/Institution or its equivalent. (ii) With 05 years experience of Supervisory/ Manager Level. (iii) Knowledge of Hindi/Sanskrit up to Metric/10 th Standard.
4	Manager Hospitality	(i) A Bachelor's Degree in Hotel Management and Catering Technology/ Tourism with 50% marks from a recognized University/Institution or its equivalent. (ii) Candidates is required to qualify the computer typing test at the speed of 30 words in English per minute and computer test at the speed of 8000 depressions per hour in MS word.. (iii) With 05 years experience of Supervisory/ Manager Level. (iv) Knowledge of Hindi/Sanskrit up to Matric/10 th Standard.
5	Store Keeper	(i) A Bachelor's Degree with 50% from a recognized University/Institution or its equivalent. (ii) Candidates is required to qualify the computer typing test at the speed of 30 words in English per minute and computer test at the speed of 8000 depressions per hour in MS word. (iii) With 05 years experience in University system. (iv) Knowledge of Hindi/Sanskrit up to Matric/10 th Standard.

6	Care Taker	<p>(i) A Bachelor's Degree in Hotel Management and Catering Technology/ Tourism with 50% marks from a recognized University/Institution or its equivalent.</p> <p>(ii) Candidates is required to qualify the computer typing test at the speed of 30 words in English per minute and computer test at the speed of 8000 depressions per hour in MS word.</p> <p>(iii) Knowledge of Hindi/Sanskrit up to Matric/10th Standard.</p>
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Annexure-B

Advertisement No. 07/2021

SELECTION CRITERIA FOR SELECTION TO THE POST OF TRANSPORT SUPERVISOR

A) Academic Qualifications

50 Marks

i.	10 th	10% of percentage of marks obtained	Maximum Marks-10
ii.	12 th	15 % of percentage of marks obtained	Maximum Marks-15
iii.	Graduation	20 % of percentage of marks obtained	Maximum Marks-20
iv.	Post-Graduation	05% of percentage of marks obtained	Maximum Marks-05

B) Experience

10 Marks

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

(01 Mark for each completed year over and above the minimum required experience of 05 years)

C) Domain Knowledge

20 Marks

D) Interview

20 Marks

Annexure-B

SELECTION CRITERIA FOR SELECTION TO THE POST OF SUPERVISOR YOUTH WELFARE

A) Academic Qualifications

50 Marks

i.	10th	10% of percentage of marks obtained	Maximum Marks-10
ii.	12th	15 % of percentage of marks obtained	Maximum Marks-15
iii.	Graduation	20 % of percentage of marks obtained	Maximum Marks-20
iv.	Post- Graduation	05% of percentage of marks obtained	Maximum Marks-05

B) Experience

10 Marks

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

(01 Mark for each completed year Over and
Above the minimum required experience of 05 years)

C) Domain Knowledge

20 Marks

D) Interview

20 Marks

Annexure-B

SELECTION CRITERIA FOR SELECTION TO THE POST OF HOSTEL SUPERVISOR

A) Academic Qualifications

50 Marks

i.	10th	10% of percentage of marks obtained	Maximum Marks-10
ii.	12th	15 % of percentage of marks obtained	Maximum Marks-15
iii.	Graduation	20 % of percentage of marks obtained	Maximum Marks-20
iv.	Post- Graduation	05% of percentage of marks obtained	Maximum Marks-05

B) Experience

10 Marks

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

(01 Mark for each completed year over and above the minimum required experience of 05 years)

C) Domain Knowledge

20 Marks

D) Interview

20 Marks

Annexure-B

SELECTION CRITERIA FOR SELECTION TO THE POST OF MANAGER HOSPITALITY

A) Academic Qualifications

45 Marks

i.	10th	10% of percentage of marks obtained	Maximum Marks-10
ii.	12th	15 % of percentage of marks obtained	Maximum Marks-15
iii.	Graduation	15 % of percentage of marks obtained	Maximum Marks-15
iv.	Post- Graduation	05% of percentage of marks obtained	Maximum Marks-05

B) Typing Test Marks

10 Marks

(10% of typing net speed in English)

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.

The test of computer typing shall be in English Language only (may be alpha-numeric with all punctuations etc.)

- *The process will start with the holding of computer typing test first. Only those candidates who qualify the typing test will be called for Interview.*

C) Experience

05 Marks

(Govt./Semi Govt./Govt. Aided/University/
3-5 Star Category Hotel/Professional Institution)

(01 Mark for each completed year)

D) Domain Knowledge

20 Marks

E) Interview

20 Marks

SELECTION CRITERIA FOR SELECTION TO THE POST OF STORE KEEPER**A) Academic Qualifications****45 Marks**

i.	10 th	10% of percentage of marks obtained	Maximum Marks-10
ii.	12 th	15 % of percentage of marks obtained	Maximum Marks-15
iii.	Graduation	15 % of percentage of marks obtained	Maximum Marks-15
iv.	Post- Graduation	05% of percentage of marks obtained	Maximum Marks-05

B) Typing Test Marks**10 Marks**

(10% of typing net speed in English)

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.

The test of computer typing shall be in English Language only (may be alpha-numeric with all punctuations etc.)

- *The process will start with the holding of computer typing test first. Only those candidates who qualify the typing test will be called for Interview.*

C) Experience**05 Marks**

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

(01 Mark for each completed year)

D) Domain Knowledge**20 Marks****E) Interview****20 Marks**

SELECTION CRITERIA FOR SELECTION TO THE POST OF CARE TAKER**A) Academic Qualifications****45 Marks**

i.	10 th	10% of percentage of marks obtained	Maximum Marks-10
ii.	12 th	15 % of percentage of marks obtained	Maximum Marks-15
iii.	Graduation	15 % of percentage of marks obtained	Maximum Marks-15
iv.	Post- Graduation	05% of percentage of marks obtained	Maximum Marks-05

B) Typing Test Marks**10 Marks**

(10% of typing net speed in English)

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.

The test of computer typing shall be in English Language only (may be alpha-numeric with all punctuations etc.)

- *The process will start with the holding of computer typing test first. Only those candidates who qualify the typing test will be called for Interview.*

C) Experience**05 Marks**

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

(01 Mark for each completed year)

D) Domain Knowledge**20 Marks****E) Interview****20 Marks**