

**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

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**ADVT. NO. 01/2021**

Online applications are invited from eligible candidates for the posts of Controller of Examinations (UN-01), Librarian (Gen.-01) Rs. 144200-218200 as per 7<sup>th</sup> CPC Pay Matrix Level-14 and Steno-Typist - 05 (Gen.-03, EWS-01 & SC-01) Rs. 19900-63200 as per 7<sup>th</sup> CPC Pay Matrix Level-2. The detailed information/instructions/eligibility criteria/age/application fee etc. are available on the University website [www.igu.ac.in](http://www.igu.ac.in). **The last date of submission of online application form is 17.02.2021.** 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 27.02.2021 (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 Controller of Examinations and Librarian against earlier Advt. No. 4/2019 has been withdrawn, candidate may apply afresh application form through online.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 27.02.2021.

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**REGISTRAR**

**NOTE:**

1. Number of posts advertised may increase or decrease, including complete withdrawal without assigning any reason.
2. Category of reservation may be changed as per Haryana Govt. Notification/ Guidelines or due to any inadvertent error or clarification.
3. Age: 18 to 50 years (Maximum) as on closing date for receipt of online application.
4. University reserves the right to fill-up or not to fill-up any of the advertised posts.

**REGISTRAR**

## General Instructions and Terms & Conditions

1. Details of qualifications and selection criteria for the Controller of Examinations, Librarian and Steno Typist 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. It is mandatory that for the candidate to upload and enclose the proof of his/her publication work, which are refereed/peer reviewed/ UGC listed/ CARE listed/ Scopus listed. The impact factor of Thomson Router will be considered with documentary proof.
6. Instructions for filling up online application form are available on university website.
7. The claim under socio economic criteria, if any, shall be admissible to those candidates only, who would fill the details of the requisite certificate (**Proforma attached –Annexure E1**) such as name of issuing /attesting authority i.e. Executive Magistrate, date of issue and reference no. etc. failing which, no certification benefits shall be considered after last date of filling online applications.
8. Application Processing Fee for the post of Controller of Examinations and Librarian 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.	<b>General Category</b> (Male of Haryana & other States/ Female of other than Haryana State/Male & Female of Reserved category of other than Haryana State)	Rs. 2000
2.	Female of General Category of Haryana State Only	Rs. 1000

9. Application Processing Fee for the post of Steno-Typist 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.	<b>General Category</b> (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. 500
3.	Male and Female of SC/EWS Category of Haryana State Only	Rs. 250

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

10. 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.
11. One's claim for a given specialization must be backed by credible evidence in terms of research publications in peer reviewed Research Journals, and/or Ph.D in that subject.
12. The University reserves the right to shortlist candidates on the basis of objective criteria.
13. Canvassing in any form may lead to cancellation of candidature.
14. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
15. 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.
16. 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.
17. No TA/DA shall be paid to the candidates for attending the written test/interview etc.
18. The selection committee may decide its own method of evaluating the domain knowledge/ performance of the candidates in interview.
19. Concealment of facts or supply of wrong information will result in cancellation of candidature at any stage in addition to legal action.
20. Only relevant Teaching/Research Experience of UG/PG teaching in recognized Universities/Colleges/Research Organizations after acquiring the eligibility qualifications shall be considered.
21. Experience as Assistant Professor (temporary, adhoc, contract with full workload) after becoming eligible for the post is countable towards teaching experience.
22. 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.
23. 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).
24. 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.

25. EWS (**Economically Weaker Section**) candidates shall be required to produce Certificate as per instructions of the Haryana Government. *The validity period of eligibility of children including step-children, legally adopted children of ESM will be attaining the age of 25 years or on ceasing to be dependents whichever is earlier for getting the benefit of reservation under ESM category. Unemployed /unmarried/divorced/widowed-daughters will be eligible irrespective of age for getting the benefit of reservation under ESM category.*
26. 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, **SC:** Scheduled Caste, **EWS:** Economic Weaker Section

**REGISTRAR**

Advertisement No. 01/2021DETAILS OF QUALIFICATION/ ELIGIBILITY CONDITIONS

Sr. No.	Name of Post	Qualifications and Experience for Direct Recruitment
1	Controller of Examinations	<p>1) Master's Degree with at least 55%marks or its equivalent grade of B in UGC seven-point scale. The date of award of Master's Degree shall serve as the basis of counting of experience wherever applicable.</p> <p>2) At least 15 years <b>regular and continuous</b> experience either as</p> <p>(i) Lecturer in Senior Scale and above as per 5<sup>th</sup> CPC or</p> <p>(ii) Assistant Professor in AGP of Rs. 7000/- and above as per 6<sup>th</sup> CPC or</p> <p>(iii) Assistant Professor in Academic Level 11 and above as per 7<sup>th</sup> CPC, wherever applicable.</p> <p style="text-align: center;">Or</p> <p>8 years of <b>regular and continuous</b> service as,</p> <p>(i) Reader/Lecturer in Selection Grade and above as per 5<sup>th</sup> CPC or</p> <p>(ii) Assistant Professor in AGP of Rs. 8000/- and above as per 6<sup>th</sup> CPC or</p> <p>(iii) Assistant Professor in Academic Level 12 and above as per 7<sup>th</sup> CPC or</p> <p>(iv) Associate Professor</p> <p>Wherever applicable along with the experience in educational administration.</p> <p style="text-align: center;">Or</p> <p>Comparable <b>regular and continuous</b> experience in research establishment and /or other institutions of higher education with the pay scale equivalent /higher to as above.</p> <p style="text-align: center;">Or</p> <p>15 years <b>regular and continuous</b> administrative experience from the level of Deputy Superintendent or equivalent post out of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>3. Preference will be given to those having experience of various functions of conduct of examinations, including compilation of result and declaration thereof at an educational institute.</p> <p>4. Working knowledge of examination software and result automation.</p> <p>5. Knowledge of Hindi/Sanskrit up to Matric /10<sup>th</sup> standard.</p>

2	Librarian	<p>(i) A Master's Degree in Library Science /Information Science /documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record. 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 (10<sup>th</sup> , 10+2, Bachelor degree).</p> <p>(ii) At least thirteen years as a Deputy Librarian in the University library or eighteen years' experience as a College Librarian.</p> <p>(iii) Evidence of innovative library service and organization of published work.</p> <p>(iv) Ph.D. Degree in Library Science /Information Science /Documentation Science /Archives &amp; 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.</p> <p>(v) Knowledge of Hindi /Sanskrit up to Matric /10<sup>th</sup> standard.</p>
3	Steno Typist	<p>Graduate with at least 50% marks from recognized University or its equivalent and qualifies a test in Stenography in English at the speed of 80 w.p.m. and transcription thereof on computer at the speed of 15 w.p.m. (8% mistake are allowed). Hindi/Sanskrit up to Matric Standard.</p>

**CRITERIA FOR SELECTION TO THE POST OF CONTROLLER OF EXAMINATIONS****Selection Criteria:**

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

**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. 10 <sup>th</sup>	06% of percentage of 60% and above
iii. 12 <sup>th</sup>	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]**



<b>C) Experience</b>	Experience as Professor/Associate Professor/Deputy Registrar University/Govt./Semi Govt./Govt. Aided/Examination Body/ Professional Institution	<b>15 Marks</b> (01 Mark for each in completed year after essential requirements for experience)
<b>D) Additional Responsibilities</b>	<ul style="list-style-type: none"> <li>i. NAAC work as Coordinator</li> <li>ii. Member of Steering Committee</li> <li>iii. Bursar/NSS/DSW/DYCA/Chief Warden/Warden/Proctor</li> </ul>	<b>10 Marks</b>  05 Marks 02 Marks 05 Marks (01 marks for each completed year)
<b>E) Examination Work Experience</b>	<ul style="list-style-type: none"> <li>Centre Supdt. (1 mark per Semester)</li> <li>Dy. Centre Supdt. (½ Mark per Semester)</li> <li>Observer (½ Mark per duty)</li> <li>Convener/Chairman/Member of Flying Squad (2 marks per 7days)</li> <li>Convener/Chairman UMC Committee (02 marks per year)</li> <li>Member UMC Committee (01 mark per year)</li> <li>Paper Setter (01 mark per five papers)</li> <li>Paper Evaluator (01 mark per five papers)</li> <li>Chief Secrecy Officer/Coordinator Spot Evaluation Centre/ Secrecy Officer (01 mark per year)</li> </ul>	<b>10 Marks</b>  05 Marks 04 Marks 02 Marks 02 Marks 02 Marks 02 Marks 02 Marks 02 Marks 02 Marks
<b>F) Domain Knowledge</b>		<b>15 Marks</b>
<b>G) Interview</b>	<ul style="list-style-type: none"> <li>i. Knowledge of Examinations</li> <li>ii. Communication Skills</li> <li>iii. Overall Personality</li> </ul>	<b>15 Marks</b>  07 Marks 04 Marks 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.	<b>Research Papers in Peer-Reviewed or UGC listed Journals</b>	10 per paper	
2.	<b>Publications (other than Research Papers)</b>		
	<b>(a) Books authored which are published by:</b>		
	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>(b) Translation works in Indian and Foreign Languages by qualified faculties</b>		
	Chapter or Research paper	03	
	Book	08	
3.	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>		
	<b>(a) Development of Innovative pedagogy</b>	05	
	<b>(b) Design of new curricula and courses</b>	02 per curricula/ course	
	<b>(c) MOOCs</b>		
	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	

	<b>(d) E-Content</b>		
	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	<b>(a) Research guidance</b>		
	Ph.D.	10 per degree awarded 05 per thesis submitted	
	M.Phil./P.G dissertation	02 per degree awarded	
	<b>(b) Research Projects Completed</b>		
	More than 10 lakhs	10	
	Less than 10 lakhs	05	
	<b>(c) Research Projects Ongoing:</b>		
	More than 10 lakhs	05	
	Less than 10 lakhs	02	
	<b>(d) Consultancy</b>	03	
	<b>(e) Experience</b>	1 mark per year on the post of Asstt. Librarian / Dy. Librarian subject to a maximum of 10 marks.	
5	<b>(a) Patents</b>		
	International	10	
	National	07	

	<b>(b) *Policy Document (Submitted to an International body/organisation like UNO /UNESCO/ World Bank/ International Monetary Fund etc. or Central Government or State Government)</b>		
	International	10	
	National	07	
	State	04	
	<b>(c) Awards/Fellowships</b>		
	International	07	
	National	05	
6.	<b>*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)</b>		
	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:**

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

## CRITERIA FOR SELECTION TO THE POST OF STENO TYPIST

### Selection criteria:

- |   |          |
|---|----------|
| A) Academic Qualifications                                  | 20 Marks |
| B) Test on Computer in Stenography                          | 60 Marks |
| C) Knowledge of Computer                                    | 10 Marks |
| D) Work Experience  |          |
| (Govt./Semi Govt./Govt. Aided/University/Examinations Body) | 05 Marks |
| E) Socio Economics Criteria                                 | 05 Marks |

### **A) Academic Qualification 20 Marks**

- |     |                  |                                    |
|-----|------------------|------------------------------------|
| i   | 10 <sup>th</sup> | 05% of percentage of 55% and above |
| ii  | 12 <sup>th</sup> | 05% of percentage of 55% and above |
| iii | Graduation       | 05% of percentage of 55% and above |
| iv  | Post-Graduation  | 05% of percentage of 55% and above |

### **B) Test on Computer in Stenography 60 Marks**

Candidate requires to qualify test on computer in stenography in English without any mistake. One and half marks for each mistake will be deducted from total marks

### **C) Knowledge of Computer 10 Marks**

(From Govt./Semi Govt./Govt. Aided Institutes

(i) Certificate 02 Marks

(ii) Diploma 03 Marks

One year regular Diploma (Accountancy),  
Data Entry/Computer, Stenography, Secretarial  
Training etc.) from recognized University /Board  
(Govt./Semi Govt.)

**(Provided (i) is not used for acquiring higher qualification)**

(iii) Degree 07 Marks

**(Provided (i) (ii) are not used for acquiring higher qualification)**

### **D) Experience 05 Marks**

Experience as Steno-Typist in a recognized School (one mark for each  
/reputed Institute/University /Govt. Offices /reputed one years' experience)  
Private Sector duly substantiated by Proper certificate  
from the competent authority.

### **E) Socio Economic Criteria 05 Marks**

UNDERTAKING

I.....,Son / Daughter of.....

aged.....,years,R/o.....,District

....., do hereby submit the following information for claiming marks under the Socio-economic criteria namely:-

(1) That I am to apply for the post of ..... in Indira Gandhi University, Meerpur (Rewari) against Advt.No. ...., Dated .....

(2) That my Aadhaar No. / PAN Card No. / Voter ID No. (if any) is .....

(3) That neither the applicant nor any person among the applicant's family viz. father, mother, spouse, brothers and sons is, was or has been a regular employee in any Department / Board / Corporation/ Company/ Statutory Body/ Commission / Authority of Government of Haryana or any other State Government or Government of India.

(4) That as no person as mentioned above had been in employment, I may be allotted marks under the socio-economic criteria.

(5) That I fully understand that the marks are given on the basis of information supplied by me and if at any stage it is found that the information has been provided wrongly then not only my service can be terminated on the ground of supply of wrong information even if without these marks also my name would have figured within the select list / recommendation list. I also understand that criminal action can be taken against me for providing wrong / false information.

(6) That the deponent shall not take advantage of the certificate(s) issued by the Competent Authority if in meantime any other eligible person in my family obtains the benefits thereof in the recruitment.

Place:-

DEPONENT

Date:-

VERIFICATION:-

Verified that the contents of all the above paras are true to my knowledge and belief and nothing has been concealed therein.

Place:-

DEPONENT

Date:-