

Special Recruitment Drive for Physically Handicapped Persons

1. Assistant Librarian / Documentation Officer

Pay Band: Rs. 15600-39100 (PB-3) + AGP Rs. 6000

Essential:

1. Master's degree in Library Science / Information Science / Documentation or an equivalent professional degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record (5% relaxation in marks for SC / ST / PH category)
2. Qualifying in the National level test conducted (NET) for the purpose by the UGC or any other agency approved by the UGC.

Desirable:

Experience in computerization of Library.

Age Limit: Preferably below 35 years

2. Assistant Registrar / Assistant Controller of Examination / Administrative Officer

Pay Band: Rs. 15600-39100 (PB-3) + GP Rs. 5400

Essential:

Good academic record plus Master's degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC / ST / PH category).

Desirable:

1. At least three years experience in supervisory or equivalent cadre in a Group B post in a government department / University / Educational or Research Institution / Teaching and / or Research Experience along with proven administrative capabilities.
2. LLB or MBA or CA / ICWA or MCA or M.Phil / Ph.D qualification.

Age Limit: 35 years.

Note:

1. The incumbent should possess good communication and analytical skills and aptitude for drafting / noting in English. Should be able to coordinate / liaise with other divisions / departments and participate in discussions with senior functionaries and Academicians.
2. He is expected to handle independently one or more functions related to Educational Administration / Examinations / General Administration / Purchase / Establishment / Accounts & Finance / Project Management / HR / Legal.
3. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge of the administrative aspects relating to educational administration; the selection being based on the performance of the candidates in written test and interview. The scheme of the examination and weightage etc is given below.
4. All the direct recruits should possess working knowledge of computers.

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the posts in the common cadre of **Assistant Registrar/Assistant Controller of Examination/ Administrative Officer** by direct recruitment.

I. Scheme of the Examination:

Written Test			Interview/ Personality Test
Objective Type (150 questions)	Time:2 hours	Max. marks allowed: 150 marks	Max. marks allowed: 150 marks
Descriptive Type	Time: 2 hours	Max. marks Allowed: 150 marks	
Total Marks (150 + 150 + 150)			450 marks

II. Components of Written Test:

COMPONENTS		DURATION:	
		NO. OF QUESTIONS	MARKS
(A)	Test of General Studies	150	150
(B)	Educational Administration and Management	--	150
TOTAL			300

Note:

1. The questions shall generally be on the minimum qualification level.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PH category in each section i.e., Section-A and Section-B of the test components.
4. Answer script of Section-B of a candidate would be evaluated only if he qualifies in Section-A of test components.
5. The candidates may write Section-B of written test either in English or Hindi.

III. Syllabus:

Section A: Test of General Studies (Objective Type)

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

Questions on General Science will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well educated person who has not made a special study of any particular scientific discipline. In current events, knowledge of significant national and international events will be tested. In History of India, emphasis will be on broad general understanding of the subject in its social, economic and political aspects. Questions on the Indian National Movement will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence. In Geography, emphasis will be on Geography of India. Questions on the Geography of India will relate to physical, social and economic Geography of the country, including the main features of Indian agricultural and natural resources. Questions on Indian Polity and Economy will test knowledge of the country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India. On general mental ability, the candidates will be tested on reasoning and analytical abilities.

Section B: Educational Administration and Management (Descriptive Type)

The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field, Basic concepts and principles of Public Administration including Organization, hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff.

Personnel Administration including recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship.

Financial Administration including budget, formulation and execution of budget.

Application of Information Communication Technology (ICT) and other modern technologies in the University system.

IV. Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

3. Assistant Director, DHMI

Pay Band: Rs. 15600-39100 (PB-3) + GP Rs. 5400

Essential:

1. A Master's degree in a Hindi or any of the following Social Science subjects namely Political Science, History, Economics, Commerce with adequate knowledge of English and Hindi, with at least 55% marks or an equivalent grade of B in the seven point scale with letter grade O, A, B, C, D, E & F.
2. At least three years' teaching and / or research work relating to the field of promotion of Hindi Language / high standard translation / book publishing work in Hindi.

Desirable:

1. M.Phil or Ph.D in Hindi with published work.
2. Experience in Book Promotion, Printing & Publication in promotion of Hindi language for higher education.

Note:

Preference will be given to candidates who are holding additional Master's degree in Hindi or Social Sciences.

Age Limit: 45 years.

4. Hindi Officer

Pay Band: Rs. 9300-34800 (PB-2) + GP Rs. 4200

Essential:

1. Master's degree of a recognized University or equivalent in Hindi with English as a subject at the degree level. OR Master's degree of a recognized University or equivalent in English with Hindi as a subject at the degree level. OR Master's degree of a recognized University or equivalent in any subject with Hindi and English as a subject at the degree level. OR Master's degree of a recognized University or equivalent in any subject with Hindi medium & English as a subject at the degree level. OR Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level.
2. At least five years' experience of terminological work in Hindi and / or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature. OR Five years' experience of Teaching, Research, Writing or Journalism in Hindi.

Desirable:

- i) Knowledge of Sanskrit and / or a Modern Indian Language.
- ii) Administrative experience.
- iii) Experience of organizing Hindi classes or workshop for noting and drafting.

Age Limit: 40 years.

5. Stenographer (English)

Pay Band: Rs. 5200-20200 (PB-1) + GP Rs. 2400

Essential:

1. Passed Sr. Secondary School (10+2) Examination or its equivalent examination.
2. Shorthand speed of 80 words per minute and typing speed of 40 words per minute in English.

Desirable:

1. Knowledge of Computers.
2. Diploma in Computer and / or Office Management and Secretarial Practice.

Note:

1. All the candidates for direct recruitment will be required to appear in a written test to adjudge their ability of expression and knowledge relating to their work. Those who qualify in written test will be required to qualify Shorthand Test and Typing Test. The selection being based on the performance of the candidates in written test and interview.
2. All direct recruits should qualify a typing test in computer within one year from their appointment and before completion of their probation period.

Age limit: 27 years.

6. Library Attendant

Pay Band: Rs. 5200-20200 (PB-1) + GP Rs. 1800.

Essential:

Passed 10th or equivalent examination from any Central / State Education Board or Govt. recognized Institution.

Desirable:

1. Certificate in Library Science / Library & Information Science.
2. Computer as a subject at Secondary level or Basic Course in Computers from any Institution.

The incumbent is expected to perform duties as specified from time to time by the competent authority.

Age limit: 30 years

7. Laboratory Attendant:

Pay Band: Rs. 5200-20200 (PB-1) + GP Rs. 1800

Essential:

Should have passed Senior Secondary Examination or its equivalent Examination with Science Subject.

Desirable:

Should have worked in a Science Laboratory at University level or Research Institution for a minimum period of one year.

Age Limit: Preferably below 30 years.

Note:

The University reserves the right to conduct written test for other posts also. Scheme of examination, components of written test, syllabus etc., if any, will be intimated to the candidates concerned in advance.

REGISTRAR