



INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

(A State University Established under Haryana Ordinance No. 03 of 2013)

ADVERTISEMENT NO. 02 of 2014

Applications are invited on the prescribed form obtainable from the University web site www.igu.ac.in so as to reach in the office of **Registrar, Indira Gandhi University, Meerpur, Rewari** by **02.03.2014 upto 05:00 PM.**

Budgeted Non-Teaching Posts:

Sr. No.	Name of the Posts	No. of Posts	Pay Scales
1.	Controller of Examinations	01 (UR)	Rs. 37400-67000+10000 GP, PB-4
2.	Librarian	01 (UR)	Rs. 37400-67000+10000 GP, PB-4
3.	Finance Officer	01 (UR)	Rs. 15600-39100+6000 GP, PB-3
4.	Deputy Registrar	03 (UR)	Rs. 15600-39100+7600 GP, PB-3
5.	Secretary to VC	01 (UR)	Rs. 15600-39100+6000 GP, PB-3
6.	System Analyst	01 (UR)	Rs. 15600-39100+6000 GP, PB-3
7.	Assistant Registrar	03 (UR)	Rs. 15600-39100+5400 GP, PB-2
8.	Programmer	01 (UR)	Rs. 9300-34800+5400 GP, PB-2
9.	Private Secretary to VC	01 (UR)	Rs. 9300-34800+4200 GP, PB-2, (Rs. 200 SP+ 200 SA for arduous nature of duties).
10.	Superintendent	05 (UR-04, SC-01)	Rs. 9300-34800+4200 GP, PB-2 (Rs. 200 SP).
11.	Landscape Officer	01 (UR)	Rs. 9300-34800+4200 GP, PB-2
12.	Personal Assistant	01 (UR)	Rs. 9300-34800+3600 GP, PB-2
13.	Junior Engineer (Civil-01 & Electrical-01)	02 (UR)	Rs. 9300-34800+3600 GP, PB-2
14.	Security Officer	01 (UR)	Rs. 9300-34800+3600 GP, PB-2
15.	Manager Hospitality	01 (UR)	Rs. 9300-34800+3600 GP, PB-2
16.	Assistant Director Youth Welfare	01 (UR)	Rs. 9300-34800+3300 GP, PB-2

17.	Warden	03 (UR)	Rs. 9300-34800+3300 GP, PB-2
18.	Assistant Security Officer	01 (UR)	Rs. 9300-34800+3200 GP, PB-2
19.	Assistant	10 (UR-03, UR(ESM)-01, EB (Gen.)-01, SBC-01, BC(A)-01, BC(B)-01, SC-02)	Rs. 9300-34800+3200 GP, PB-2
20.	Transport Supervisor	01 (UR)	Rs. 9300-34800+3200 GP, PB-2
21.	Supervisor Youth Welfare	01 (UR)	Rs. 9300-34800+3200 GP, PB-2
22.	Staff Nurse	01 (UR)	Rs. 9300-34800+3200 GP, PB-2
23.	Hostel Supervisor	02 (UR)	Rs. 9300-34800+3200 GP, PB-2
24.	Yoga Teacher	01 (UR)	Rs. 5200-20200+2800 GP, PB-1
25.	Hostel Care Taker (Female)	01 (UR)	Rs. 5200-20200+2400 GP, PB-1
26.	Care Taker	01 (UR)	Rs. 5200-20200+2400 GP, PB-1
27.	Sanitary Inspector	01 (UR)	Rs. 5200-20200+2400 GP, PB-1
28.	Stenographer	01 (UR)	Rs. 5200-20200+2400 GP, PB-1
29.	Steno Typist (English-04) (Hindi-01)	05 (UR-04, SC-01)	Rs. 5200-20200+1900 GP, PB-1 (Rs. 100 SP)
30.	Clerk	17 (UR-03, UR(PWD)-02, UR(ESM)-02, EB(Gen.)-03, SBC-02, BCA-02, SC-02, SC(ESM)-01)	Rs. 5200-20200+1900 GP, PB-1 (Rs. 100 SP)
31.	Library Attendant	01 (UR)	Rs. 5200-20200+1900 GP, PB-1
32.	Lab-Attendant	01 (UR)	Rs. 5200-20200+1900 GP, PB-1

Age limit: 18 to 40 years on the last date of receipt of application, relaxable on cogent grounds in special cases by the competent authority. Relaxation in upper age limit for candidates belonging to Schedule Caste and Backward Classes of Haryana State only will be admissible as per Haryana Government instructions in this regards

Only those possessing prescribed qualifications and experience as given in the enclosed **Annexures-A** may apply alongwith attested copies of testimonials of each examinations/cases of the required/concerned course (s) (from Matric onwards) with application fee of Rs. 600/- (Rs. 150/- for SC/BC of Haryana State only) for Sr. No. 01 to 11 and Rs. 400/- (Rs. 100/- for SC/BC of Haryana State Only) for Sr. No. 12 to 32. The application fee be enclosed with the form in the shape of Demand Draft drawn in favour of Registrar, Indira Gandhi University, Meerpur, Rewari and sent to the Registrar, Indira Gandhi University, Meerpur, Rewari latest by 02.03.2014 upto 05:00 PM or by next day in case of

Government Holiday falls on last date. Separate application be submitted for each post alongwith required fee.

Only Hard Copy of Application in Prescribed Form obtainable from University website www.igu.ac.in will be acceptable and no online application is acceptable.

The ESM and PWD candidates of Haryana State only are exempted from application fee. Only such persons would be eligible for reservation in services/posts who suffer from not less than 40% of relevant disability.

The number of posts may vary depending on requirement and availability. Any of the posts here advertised may be withdrawn from being filled up at any time without assigning any reason. Incomplete applications, those received without the prescribed fee, and/or received late on any account including postal delay shall be summarily rejected.

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. Candidates are thus advised to make sure before applying that they are indeed eligible for a given post in terms of the minimum eligible conditions.

Candidates applying for the post of Librarian as per UGC qualifications are required to send seven copies of filled Performance Based Appraisal System (PBAS) in proper performa as well as to submit five duly bound sets of reprints of their minimum ten publications along their applications. 400 points consolidated API score as based on Performance Based Appraisal System (PBAS) shall be needed which the candidates should calculate and justify on their own enclosing necessary documentary evidence in support of their claim.

The benefit of reservation will be available to the candidates of Haryana State only.

In case no suitable candidate of ESM category is found, the same will be filled up from the dependants of ESM category of the respective category. Therefore, eligible dependants of ESM category may also apply.

Qualifications and experience acquired as on the last date of receipt of the application will be entertained. Knowledge of Computer is also essential.

Candidates who are in employment in Govt./Semi Govt./Public undertakings should send their applications through proper channel, or submit "No Objection Certificate" from their employer at the time of interview.

A screening test for short listing the candidates for the post of **Programmer** will be held by the University the date and time will be decided later on and put on University website i.e. www.igu.ac.in and also published in the News Papers. No separate call letter/intimation will be sent to the candidates

by the University. Only the candidate qualifying in the screening test will be called for interview. Final eligibility will be checked at the time of interview.

No Objection Certificate from the present employer if already in service will be required to be submitted at the time of interview.

The vacancies of Clerk also include the posts which are likely to fall vacant in near future. A panel shall be drawn and as and when a post becomes available, the same shall be filled up from the panel as per roster points. Final eligibility of each candidate will be checked in the case of Clerk at the time of interview. A Written test of General Aptitude and Computer Typing test will be held for recruitment to the post of Clerk/Steno Typist/Stenographer/Library Attendant in addition to test of shorthand where applicable, the date for which will be put on University web site i.e. www.igu.ac.in and also published in News Papers.

It will be decided by the University to conduct written test in addition to Interview for recruitment to other post also.

Abbreviations: UR: Unreserved, SC: Scheduled Caste, BC: Backward Class, ESM: Ex-Serviceman, PWD: Persons with Disability, SBC: Special Backward Class, EB(Gen): Economically Backward in General Category.



INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

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Annexure 'A'

Qualifications prescribed for the various posts of non-teaching staff

Advertisement No. 02/2014

Designation & Scale	No. of Post	Qualification
Controller of Examinations Pay Scale Rs. 37400-67000+10000/- GP	01 (UR)	(i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. (ii) At least 15 years of experience as Lecturer (Sr. Scale/Lecture with eight years in Reader's grade alongwith experience in educational administration) OR Comparable experience in research establishment and/or other institutions of higher education. OR 15 years of administrative experience of which 8 years as Deputy Registrar or on an equivalent post. (iii) Hindi/Sanskrit upto Matric standard. Preference will be given to those having experience of various functions of conduct of examinations, including evaluation, compilation of result and declaration thereof, at a large organizational level.
University Librarian Pay Scale Rs. 37400-67000+10000/- G.P. (UGC)	01 (UR)	i) Master Degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade of B in the UGC seven point's scale and consistently good academic record set out in these regulations. ii) At least thirteen years as a Deputy Librarian in a University Library or Eighteen years experience as a College Librarian. OR Deputy Librarian completing service of three years in the AGP of Rs. 9,000 and otherwise eligible as per conditions prescribed by the UGC and if any by the University, shall also be eligible to be considered for appointment to the post of Librarian through open recruitment.

		<p>iii) Evidence of innovative Library service and organization of published work.</p> <p>iv) Desirable: M.Phil/Ph.D degree in Library Science/Information Science/Documentation/Achieves and manuscript keeping.</p> <p>(v) Hindi/Sanskrit upto Matric standard.</p>
Finance Officer Pay Scale Rs. 15600-39100+6000/- GP	01 (UR)	<p>i) C. A. With 2 years experience Or M.Com preferably (Finance) and SAS with 2 years experience Or MBA preferably (Finance) and SAS with 2 years experience</p> <p>ii) Candidate should be well versed in PWD Accounts, Budgeting Planning, Audit Procedure etc</p> <p>iii) Hindi/Sanskrit upto Matric standard.</p>
Deputy Registrar Pay Scale Rs. 15600-39100+7600/- GP	03 (UR)	<p>(i) A Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.</p> <p>(ii) Five years of experience as a Lecturer in a College or a University with experience in educational administration. OR Comparable experience in research establishment and/ or other institutions of higher education. Or five years of administrative experience as Assistant Registrar or in an equivalent post.</p> <p>(iii) Hindi/Sanskrit upto Matric standard.</p>
Secretary to VC Pay Scale Rs. 15600-39100+6000/- GP	01 UR)	<p>(i) M.A./M.com/M.Sc./MBA with minimum 50% marks OR B.A./B.Com/B.Sc./BBA & L.L.B. with minimum 50% marks. OR B.E./B.Tech with 1st division or its equivalent.</p> <p>(ii) Should have 10 years administrative experience in a supervisory capacity in Govt. / Semi Govt. Or professional/ Educational University / Organization.</p> <p>(iii) Should have good knowledge of working on Computers.</p> <p>(iv) Hindi/Sanskrit upto Matric standard.</p>
System Analyst Pay Scale Rs. 15600-39100+6000/- GP	01 (UR)	<p>(i) First class B.E/B.Tech(CSE/IT) or MCA/M.Tech (Computer Science/Computer Sc. & Engg./Software Engg.) or equivalent and</p>

		<p>Experience:</p> <ul style="list-style-type: none"> • Minimum of 02 years of experience as a Software Engineer/Programmer/software Developer or experience in implementation of ERP or e-Governance Project of the organization/enterprise preferably University/Educational/Institution/IT Sector, etc. • The experience should be after acquiring the minimum qualification for the post. • Good Exposure of J2EE, core Java, Swings, Struts 2, MySQL / Oracle, XML, Java script, Java Web servers and Application servers. • Good Knowledge of Programming Languages: HTML/DHTML/PHP/Java Script or latest tools / technologies. • Knowledge of usability and browser compatibility issues. • Experience may be relaxed by the University in case of deserving candidate having appropriate expertise on relevant software projects and experience in the relevant tools/technology development. • The applicants possessing relevant certification (such as MCP, MCSE, Red Hat Linux/Linux Certification, CCNA, Sun Java Certification, etc.) may be given preference by the university. <p>Job Responsibility (In absence of the Senior System Analyst (SSA), System Analyst (SA) shall perform all the responsibilities of the SSA)</p> <ul style="list-style-type: none"> • Performing all responsibility as a software developer/software engineer. • Helping in execution of the ongoing e-governance and Campus-wide Network projects of the university. • Module coding and integrating/plugging in the existing software/e-Governance project. • Supervising University Call Centre operation and service delivery upto customer satisfaction. • Performing day-to-day jobs of the university as assigned by the Director/SSA. • Developing the software modules for newly emerged requirements of the university and maintaining the existing software solutions/e-Governance/ERP projects. • Directing/Assisting the Technical Assistants (Software/Database/Network Support) for any kind of relevant existing/new assignment/task/job/ project. • Performing all duties relating to software
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		<p>development, network management, data centre etc assigned by the Director/SSA.</p> <ul style="list-style-type: none"> • Liaisoning with all the concerned stakeholder (such as university branches, teaching departments, colleges/institutions, students, etc.) to help/execute the task. • Conducting necessary training for the University staff (non-teaching/teaching) to help them becoming well conversant with the e-Governance related day-to-day jobs or for future tasks. • Taking all possible measures for university Network/Database/web Security. • Any other kind or responsibility assigned by the university. <p>(ii) Hindi/Sanskrit upto Matric standard.</p>
Assistant Registrar Pay Scale Rs. 15600-39100+5400/- GP	03 (UR)	<p>(i) Good Academic record plus Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>(ii) Hindi/Sanskrit upto Matric standard.</p>
Programmer Pay Scale Rs. 9300-34800+5400/- GP	01 (UR)	<p>(i) First Class B.E./B. Tech. (CSE/IT) or MCA/M. Tech. (Comp. Sc./Comp. Sc. & Engg./Software Engg.) or equivalent.</p> <p>Essential Experience: 2 years (Programming)</p> <p>(ii) Hindi/Sanskrit upto Matric standard.</p>
Private Secretary to VC Pay Scale Rs. 9300-34800+4200/- GP (PB-2) (Rs. 200 SP + 200 SA for arduous nature of duties)	01 UR)	<p>(i) Graduate with 5 years experience as Personal Assistant with good interpersonal skills fluency in English with effective communication skills.</p> <p>(ii) The candidate should be computer literate with Microsoft proficiency, excellent shorthand speed of 120 w.p.m and accurate computer typing speed of 45 w.p.m</p> <p>(iii) Hindi/Sanskrit upto Matric standard.</p>
Superintendent Pay Scale Rs. 9300-34800+4200/- GP + 200 SP	05 (UR-04, SC-01)	<p>(i) Bachelor Degree with 5 years experience as Assistant/Deputy Superintendent in any Govt. Institute/University / Examination body.</p> <p style="text-align: center;">Or</p> <p>Matriculate / Higher Secondary with 10 years as Assistant/Deputy Superintendent in any Govt. Institute/University / Examination body.</p> <p>(ii) Hindi/Sanskrit upto Matric standard.</p>
Land Scape Officer Pay Scale Rs. 9300-34800+4200/- GP + 200 SP	01 (UR)	<p>i) B.Sc. in Botany or B.Sc. (Agri.) with Horticulture as special subject.</p> <p>ii) At least five years experience of establishing and maintaining gardens with reference to practices involved in the growing of fruits and flowering plants,</p>

		shrubs etc. Desirable: M.Sc. Degree in Land Scape Horticulture. (iii) Hindi/Sanskrit upto Matric standard.
Personal Assistant Pay Scale Rs. 9300-34800+3600/- GP	01 (UR)	(i) Bachelor Degree with 5 years experience as Senior Scale Stenographer in any Govt. Institute/University / Examination body. Or Matriculate / Higher Secondary with 10 years experience Senior Scale Stenographer in any Govt. Institute/University / Examination body. (ii) Hindi/Sanskrit upto Matric standard.
Junior Engineer (Civil) Pay Scale Rs. 9300-34800+3600/- GP	01 (UR)	(i) He must have passed 3 years National Certificate Course in Civil Engineering from recognized polytechnic/ Institution. (ii) Hindi/Sanskrit upto Matric standard.
Junior Engineer (Electrical) Pay Scale Rs. 9300-34800+3600/- GP	01 (UR)	(i) He must have passed 3 years National Certificate Course in Electrical Engineering from recognized polytechnic/ Institution. (ii) Hindi/Sanskrit upto Matric standard.
Security Officer Pay Scale Rs. 9300-34800+3600/- GP	01 (UR)	(i) Graduate with two years experience e in the administration/similar capacity or retired JCO in the India Army/equivalent rank in the Para Military or retired S.I/A.S.I. in the Police. (ii) Good Physique. (iii) Hindi/Sanskrit upto Matric standard. Age Limit:50 years
Manager Hospitality Pay Scale Rs. 9300-34800+3600/- GP	01 (UR)	1. Graduate from recognized University. 2. Has at 5 years experience in catering in supervisory capacity in Govt. Dept. or a hotel or a restaurant of repute of five year supervisory experience in management of tourist bungalow, Guest-house or Hotel of repute. 3. Diploma in Hotel Management and catering from any recognized catering Institute in India or abroad and 3 years administrative experience in Govt. Dept. 4. Hindi/Sanskrit upto Matric standard.
Assistant Director Youth Welfare Pay Scale Rs. 9300-34800+3300/- GP	01 (UR)	Qualification: At least 2 nd Class Master's Degree with at least five years experience or organizing Youth Leadership Training camp Youth Festival and other related activities. Hindi/Sanskrit upto Matric standard.

Warden Pay Scale Rs. 9300-34800+3300/- GP	03 (UR)	Post Graduate with at least five years experience of Supervising Hostels Hindi/Sanskrit upto Matric standard.
Assistant Security Officer Pay Scale Rs. 9300-34800+3200/- GP	01 (UR)	Essential: Bachelor's degree and good physique. Or Retired JCO of the Indian Army Or Retired S.I./A.S.I of the Police. Hindi/Sanskrit upto Matric standard. Desirable: Experience as Security Officer. Maximum age limit is 50 years for retired JCO and retired S.I./A.S.I., other things being equal Sportsman will be preferred.
Assistant Pay Scale Rs. 9300-34800+3200/- GP	10 (UR-03, UR(ESM)-01, EB(Gen)-01, SBC-01, BC(A)-01, BC(B)-01, SC-02)	Bachelor Degree with 5 years experience as Clerical Cadre Or Matriculate / Higher Secondary with 10 years Clerical Cadre in the University / Examination body.
Transport Supervisor Pay Scale Rs. 9300-34800+3200/- GP	01 (UR)	i) Graduate with ITI Certificate in Motor Mechanic/ Automobile Engineering. ii) Driving License of heavy duty vehicle. iii) Hindi/Sanskrit upto Matric standard.
Supervisor Youth Welfare Pay Scale Rs. 9300-34800+3200/- GP	01 (UR)	1. Post Graduate in any discipline. 2. Diploma in Translation. 3. Knowledge of computer, preferably with some formal hands on training in Computer. 4. Hindi/Sanskrit upto Matric standard. Desirable: Diversified experience of at least five years with various social organizations.
Staff Nurse Pay Scale Rs. 9300-34800+3200/- GP	01 (UR)	i) Should be registered 'A' or 'B' division/grade Nurse with Punjab/Haryana Nurses registration council or B. Sc. Nursing. ii) Hindi/Sanskrit upto Matric standard.
Hostel Supervisor Pay Scale Rs. 9300-34800+3200/- GP	02 (UR)	A Graduate with general awareness of some office experience and record of extracurricular activities. Relaxable: in the case of Ex-serviceman Hindi/Sanskrit upto Matric standard.
Yoga Teacher Pay Scale Rs. 5200-20200+2800/- GP	01 (UR)	a) B.A./B.Sc./B.Com Degree of a recognized University. b) Diploma in Yoga from a Govt. recognized Institute. c) Hindi/Sanskrit upto Matric standard.

Hostel Care Taker (Female) Pay Scale Rs. 5200-20200+2400/- GP	01 (UR)	A Graduate with general awareness some office experience and record of extra-curricular activities. Hindi/Sanskrit upto Matric standard.
Care Taker Pay Scale Rs. 5200-20200+2400/- GP	01 (UR)	Graduate with two year's Post Graduate Diploma in Tourism & Hotel Management from any recognized University/Institute. Hindi/Sanskrit upto Matric standard.
Sanitary Inspector Pay Scale Rs. 5200-20200+2400/- GP	01 (UR)	One and half year multipurpose health works training course. 5 years service as MPHWS and 6 months promotional training in any Institute approved by Govt.
Stenographer Pay Scale Rs. 5200-20200+2400/- GP	01 (UR)	i) Graduate with at least 50% marks from recognized University or its equivalent ii) Candidate will have to qualify a skill test with 100 words per minutes in English Shorthand and ability to transcript the same at the speed of 20 words per minute upto 8% mistake. iii) Candidate will have to qualify a written test and Computer typing test at the speed of 30 WPM in English and Computer test at the speed of 8000 depressions per hour in MS Word. iv) Hindi/Sanskrit upto Matric standard
Steno Typist (English) Pay Scale Rs. 5200-20200+1900/- GP + 100 SP	04 (UR-03, SC-01)	i) Graduate with at least 50% marks from recognized University or its equivalent 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% mistakes are allowed). ii) Hindi/Sanskrit upto Matric standard
Steno Typist (Hindi) Pay Scale Rs. 5200-20200+1900/- GP + 100 SP	01 (UR)	i) Graduate with at least 50% marks from recognized University or its equivalent Qualifies a test in Stenography in Hindi at the speed of 80 W.P.M. and transcription thereof on Computer at the speed of 15 W.P.M. (8% mistakes are allowed). ii) Hindi/Sanskrit upto Matric standard
Clerk Pay Scale Rs. 5200-20200+1900/- GP	17 (UR-03, UR(PWD)-02, UR(ESM)-02, EB(GEN)-03, SBC-02, BC(A)-02, SC-02, SC(ESM)-01)	i) Graduate with at least 50% marks from recognized University or its equivalent ii) Proficiency in use of Computers. iii) Candidate will have to qualify a written test and typing test at the speed of 30/25 words in English/Hindi per minute and computer test at the speed of 8000 depression per hour in MS Word. iv) Hindi/Sanskrit upto Matric standard

Library Attendant Pay Scale Rs. 5200- 20200+1900/- GP	01 (UR)	i) Bachelor of Library & Library Science with at least 55% marks. ii) Typing on Computer with a speed of 30 w.p.m. iii) Knowledge of Library & Information Management System. iv) Hindi/Sanskrit upto Matric standard
Lab-Attendant Pay Scale Rs. 5200- 20200+1900/- GP	01 (UR)	i) 10+2 with Science with 50% marks and B. Sc./B.E./B.Tech. ii) Hindi/Sanskrit upto Matric standard