



Bhagat Phool Singh Mahila Vishwavidyalaya

Khanpur Kalan (Sonapat), Haryana-131305

(A State University established under Act of Haryana Legislature & recognised by UGC under section 2 (f) and 12 B of the UGC act, 1956)

RECRUITMENT OF NON-TEACHING POSTS

Advt. No. R/01/Jan/2019

Closing date for submission of Applications: 07.02.2019 by 5:00 P.M.

The applications are invited from all eligible candidates for direct recruitment to the following posts. The last date for submission of application is 07.02.2019 till 5:00 P.M. The details of the posts are as under:-

Sl. No.	Name of Post	No. of Posts	Categories of posts	Pay Scale (Rs.) as per 7-CPC
1.	Controller of Examination	01	Gen	Rs. 1,44,200/- 2,18,200/-(L-14)
2.	Librarian	01	Gen	Rs. 1,44,200/- 2,18,200/-(L-14)
3.	Finance Officer	01	Gen	Rs.67,700-1,91,000 (L-11)
4.	Executive Engineer	01	Gen	Rs.67,700-1,91,000 (L-11)
5.	Junior Engineer	02	Civil-01 (Gen) Electrical-01 (Gen)	Rs.35,400-1,12,400 (L-6)
6.	Sr. Scale Stenographer	01	Gen-01	Rs.35,400-1,12,400 (L-6)
7.	Head Draftsman (Civil)	01	Gen	Rs 35,400-1,12,400 (L-6)
8.	Draftsman (Civil)	01	Gen	Rs 35,400-1,12,400 (L-6)
9.	Divisional Accountant	01	Gen	Rs 35,400-1,12,400 (L-6)
10.	Junior Scale Stenographer	06	Gen-04, SC-01, BCA-01	Rs 25,500-81,100 (L-4)
11.	Driver	02	Gen-01,SC-01	Rs 25,500-81,100 (L-4)
12.	Clerk	13	Gen-05, SC-02, BCB-02,ESM (SC)-01,ESM (BCA)-01, ESM(Gen)-02	Rs 19,900-63,200 (L-2)
13.	Steno-Typist-cum-Clerk	16	Gen-09, SC-02,BCA-01,BCB-01,ESM(SC)-01, ESM(BCA)-01, ESM(Gen)-01	Rs 19,900-63,200 (L-2)
14.	Lab Attendant	21	Gen-10, SC-03, BCA-02, BCB-02, ESM (SC)-01, ESM (BCA)-01, ESM (Gen)-02. (Food & Nutrition-03, Chemistry-03, Geography-03, Physics-03, Mathematics-	Rs 19,900-63,200 (L-2)

			03,Physical Education-03,	
15.	Hostel Attendant	02	Gen-01+01Gen for HRDC	Rs 19,900-63,200 (L-2)
16.	Account Clerk	01	Gen-01	Rs 19,900-63,200 (L-2)
17.	Technical Assistant	01	SC-01	Rs 35,400-1,12,400 (L-6)
18.	Superintendent	02	Gen	Rs 44,900-1,42,400 (L-7)
19.	Section Officer (HRDC)	01	Gen	Rs 9300-34,800+4200GP) (As per 6-CPC).
20.	Librarian-HRDC	01	Gen	Rs 9300-34,800+3600GP) (As per 6-CPC).
21.	Technical Officer (ICT) (Temporary but likely to continue under UGC Scheme).	01	Gen	Rs. 15,600-39,100 +5400 GP (As per 6-CPC).

Regional Centre- Lula Ahir (Rewari)

1	Assistant Registrar	01	Gen	Rs. 56,100-1,77,500/ (Level-10)
2	Computer Assistant	01	Gen	Rs 35,400-1,12,400 (L-6)
3	Sr Lib Assistant	01	Gen	Rs 35,400-1,12,400 (L-6)
4	Library Attendant	01	Gen	Rs 19,900-63,200 (L-2)
5	Technical Assistant	02	Gen	Rs 35,400-1,12,400 (L-6)
6	Assistant	02	Gen	Rs 35,400-1,12,400 (L-6)
7	Clerk –cum-DEO	04	Gen-04	Rs 19,900-63,200 (L-2)
8	Superintendent	01	Gen	Rs 44,900-1,42,400 (L-7)

Regional Centre- Kharal (Jind)

1	Assistant Registrar	01	Gen-01	Rs. 56,100-1,77,500/ (Level-10)
2	Computer Assistant	01	Gen-01	Rs 35,400-1,12,400 (L-6)
3	Sr Lib Assistant	01	Gen-01	Rs 35,400-1,12,400 (L-6)
4	Library Attendant	01	Gen-01	Rs 19,900-63,200 (L-2)
5	Technical Assistant	02	Gen-02	Rs 35,400-1,12,400 (L-6)
6	Assistant	02	Gen-02	Rs 35,400-1,12,400 (L-6)
7	Clerk –cum-DEO	04	Gen-04	Rs 19,900-63,200 (L-2)

BPSIHL:-

1	Clerk	01	Gen-01	Rs 19,900-63,200 (L-2)
2	Lab Attendant	02	SC-01, BC-A-01	Rs 19,900-63,200 (L-2)

Details of qualifications, specializations & other general instructions/guidelines for Advertisement

Sr. No.	Name of Post	Prescribed Qualification
1	Controller of Examination	i). A master Degree at least 55% of the marks or its equivalent grade of B in the UGC seven point scale system. ii). At least 15 years of experience as Lecturer (Sr Lecturer/Lecturer with 8 years in Readers grade along experience in educational administration). OR

		<p>Comparable experience in research establishment and/or other institution of higher Education. 15 years of administrative experience out of which 8 years as Deputy Registrar or an equivalent post.</p> <p>Preference will be given to those having experience of various functions of conduct of Examinations, including evaluation, compilation of result and declaration thereof at large organizational level.</p>
2	Librarian	<p>i. A Master's Degree in Library Science / Information Science with at least 55% marks or its equivalent grade for 55% where grading system is practised.</p> <p>ii. A Ph.D. degree in the above discipline and / or allied discipline with consistently good academic record.</p> <p>iii. A minimum 15 years of teaching/ librarian experience of which at least 05 years experience as a deputy librarian in a University Library or 10 years experience as Asst. Librarian in the University or as College Librarian.</p> <p>iv. Evidence of innovative library service and organization of published work and ICT modernization of library. Evidence of published work with a minimum of 05 books and / or publication in indexed/ ISBN/ ISSN numbered journals / books and University developed ISBN/ ISS numbered/ list of journals hosted on the website of the concerned University.</p> <p>v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC.</p>
3	Finance Officer	<p>i). CA/MBA Finance from a reputed institution.</p> <p>ii). At least 5 years experience in financial management.</p>
4.	Executive Engineer	Recognized degree in Civil Engineering or equivalent qualification. Minimum experiences of 10 years against a post not below the rank of Assistant Engineer.
5.	Junior Engineer	<p>Civil/Public Health- He must have passed 3 years Diploma in Civil Engineering from recognised Polytechnic/Institution.</p> <p>Electrical -He must have passed 3 years Diploma in Civil Engineering. From recognised Polytechnic/Institution.</p>
6.	Assistant	<p>i) Bachelor degree with at least 50% marks or Master degree with at least 45%</p> <p>ii) 05 years office experience from the University/ College / Education Institution / Govt./ Semi Govt./ PSU/ Corporations.</p>
7.	Sr. Scale Stenographer	<p>i) At least 50% marks in Graduation with 100 words per minute speed in English Shorthand and ability to transcript the same at the speed of 20 words per minute.</p> <p>or</p> <p>Hindi Shorthand at 80 words per minute and Transcription thereof at 15 words per minute with up to 4% mistakes.</p> <p>ii) Knowledge of Computer. Candidates are required to qualify the test at the speed of 8000 depressions per hour in MS Word.</p> <p>iii) One year experience as Jr. Scale Stenographer of University/ Colleges / Education Institution / Govt./ Semi</p>

		Govt./ PSU/ Corporations.
8.	Head Draftsman (Civil)	<p>Three years diploma Course in a Civil Engg. From a polytechnic recognized by the State Govt. or a certificate in Draftsman Course awarded by the State Govt. for Technical Education or from any other recognized Institution with 5 years experience as Assistant Draftsman in a firm of Civil Engineering of repute or a semiGovt./Govt.Deptt.</p> <p>Should be capable of estimating the cost of road work and building work including multi-storey R.C.C structures from Architect drawing.</p> <p>Should be able to make simple calculations for design of small span of roof, slabs, beams and Lintels in RCC and design minor structures, prepare neat drawing of buildings and structural details, from sketches and also be able to prepare cost analysis of all kinds of Civil Engineering item involved in building construction work.</p>
9.	Draftsman (Civil)	Diploma in Civil Engineering or Certificate in Draftsman ship awarded by the State Board of technical Education or from any other recognized institution with 5 years experience as Civil draftsman which is relax able by two years in suitable cases.
10.	Divisional Accountant	<p>i) Master degree with at least 50% marks or Bachelor Degree with at least 60% marks and</p> <p>ii) At least 05 years experience of checking/ preparation of the construction bills, preparation and maintenance of accounts as per PWD rules of the University/ Colleges/ Educational Institutions/ Govt./Semi Govt./ PSU/ Corporations.</p>
11.	Junior Scale Stenographer	<p>i) At least 50% marks in Graduation.</p> <p>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</p> <p>or</p> <p>Hindi Shorthand at the speed of 80 words per minute and ability to Transcript thereof at 15 words per minute with up to 8% mistakes.</p>
12.	Driver	<p>Heavy Transport Vehicle Drivers</p> <p>i) Matric with Hindi or Sanskrit.</p> <p>ii) Heavy Transport Vehicle Driving License.</p> <p>iii) 03 years experience in driving heavy vehicles in a University/ Colleges/ Educational Institutions/ Govt./Semi Govt./ PSU/ Corporations.</p> <p>(Light Transport Vehicle Drivers)</p> <p>i) Matric with Hindi or Sanskrit.</p> <p>ii) Light Transport Vehicle Driving License.</p> <p>iii) 03 years experience in driving light vehicles in a University/ Colleges/ Educational Institutions/ Govt./Semi Govt./ PSU/ Corporations.</p>
13.	Clerk	Graduate with 50 % marks. The Candidate is required to qualify the written test as well as computer typing test at the speed of 30/25 words in English/Hindi per minute and computer test at the speed of 8000 depressions per

		hour in MS Word.
14.	Steno Typist-cum-Clerk	i) At least 1st Class Graduate. ii) Candidate will have to qualify a skill test with 80 words per minutes in English Shorthand and ability to transcript the same at the speed of 15 words per minute. 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 depressions per hour in MS Word.
15.	Lab Attendant	i) 10+2 with Science with 50% marks. ii) Knowledge of Hindi/Sanskrit up to Matric standard
16.	Hostel Attendant	10+2 pass.
17.	Account Clerk	i) At least 1 st class B.Com. Proficiency in use of computers suitable test may be conducted to short list candidates for the interview.
18	Technical Assistant-	i) First class 3 years Diploma in CSE/IT from State Technical Board OR equivalent OR B. Tech. in CSE/IT with at least 50% marks OR B.Sc. Computer Science with at least 60% marks
19	Superintendent	Master degree with 50% marks Or Bachelor degree with at least 60% marks and 5 years office experience as Assistant from the University /Colleges/Educational institutions /Govt./Semi Govt./PSU/Corporations
20	Section Officer-HRDC	i). Bachelors Degree with at least 60% marks OR Master degree with 55% marks Or Bachelor degree with at least 60% marks ii). and 5 years office experience as Assistant from the University /Colleges/Educational institutions /Govt./Semi Govt./PSU/Corporations
21	Librarian-HRDC	M.Lib with minimum 50 % marks and knowledge of computer with five years Library experience.
22	Technical Officer (ICT)-HRDC Temporary but likely to continue under UGC scheme	ME/M. Tech. CSE/IT with 60 % of marks with minimum five years experience. (University/Training centre Govt Experience will be preferred).
23	Assistant Registrar	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 (For determining good academic record a candidate should either have average of 55% marks in two of the three examination (Not below matric or equivalent) prior to Master Degree or 50% marks in each of these two examinations separately).
24	Computer Assistant	B.Sc. (Computer Science) or 03 years diploma in CSE/IT/ECE from State technical Board or equivalent or B. Tech. in (CSE/IT/ECE) with 60% marks.
25	Sr. Lib Assistant	i) Master of Library & Information Science with 55% marks/ ii) PGDCA or equivalent Diploma/Degree
26	Lib Attendant	10+2 with at least 60% marks and neat hand writing of Hindi & English
27	Technical Assistant	B. Sc. (Computer Science) or First Class 3 years

		Diploma in CSE/IT/ECE from State Technical Board or equivalent or B. Tech in CSE/IT/ECE
28	Clerk-cum-DEO	Graduate with 50 % marks. The Candidate is required to qualify the written test as well as computer typing test at the speed of 30/25 words in English/Hindi per minute and computer test at the speed of 8000 depressions per hour in MS Word.

GENERAL TERMS & CONDITIONS

1. The number of posts is liable to increase or decrease either way, including complete withdrawal, without assigning any reason.
2. Applications should be submitted strictly in the prescribed Proforma. Applications submitted in other than the prescribed Proforma shall be rejected.
3. The abbreviation Gen stands for General Category, S.C. for Scheduled Caste, B.C. for Backward Class, EBP for Economically Backward Person ESM for Ex-Servicemen/ DESM (Dependent of Ex-Servicemen) and P.W.D. Person with Differently abled).
4. The reserved post will be filled up as per latest Haryana Govt. instructions.
5. If applications for any advertised posts are received in large numbers, the appointing authority can hold a written test for short listing the candidates for interview or on the basis of rational criteria. The decision of the appointing authority in all matters including suitability of candidates, mode and criteria for selection etc. will be final and binding on the candidates. No enquiry or correspondence will be entertained in this regard.
6. The eligibility of the candidates i.e. qualification, experience and age will be considered up to the last date of receipt of application.
7. The experience certificates from Govt. / Semi Govt. / Universities shall only be considered and the experience acquired after obtaining the prescribed qualification will only be considered.
8. No TA/DA for attending the test / interview etc. will be paid.
9. The applicant should be between 18 to 50 years as on closing date. Age relaxation to the candidates belonging to reserved categories such as SC, BC, ESM, PWD shall be given as per the State Govt. / University rules.
10. Benefit of reservation will be given only to Haryana Domicile candidates.
11. No concession of fee is admissible to applicants of other States.
12. Candidates applying for a post must ensure that they fulfil all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, if it is found that they do not fulfil any of the eligibility condition or it is found that the information furnished is false or incorrect their candidature / appointment will be cancelled/terminated and may render legal action against him/her.
13. The experience will be considered only after acquiring the essential qualification.
14. The applicants should paste their latest passport size photograph and put their signature on the application form.

15. The application form must be accompanied by Bank Draft of Rs.500/- for General Category and Rs.125/- for SC/BC candidates (The ESM and PWD are exempted from the fee) the women candidates of Haryana domicile are exempted from the payment of fee of 50% of the requisite fee irrespective of their category, in favour of Registrar, BPSMV, Khanpur Kalan, payable at Khanpur Kalan-131305.
16. The candidate who is already in the service of Govt/semi Govt/Universities shall submit their application form through proper channel and submit "NOC" at the time of interview, however he/she shall submit an advance copy of application before the last date to avoid delay otherwise they will not be allowed to appear for the Interview.
17. The applicant must enclose all self attested copies of all testimonials along with the application.
18. **Preference will be given to women candidates.**

Note :- i) The benefit of reservation will be given only to those SC/BC-A/BC-B/PWD/EBPG/ESM and outstanding sportsperson candidates who are domicile of Haryana State. The SC/BC-A/BC-B/PWD/ EBPG candidates are required to enclose SC/BC-A/BC-B/PWD/ EBPG Certificate duly issued by the competent authority with the application and in original at the time of interview. Likewise the Outstanding Sports Person shall be required to produce the sport gradation certificate as per Government instructions duly issued by the competent authority. DESM shall be required to produce the fresh Eligibility Certificate duly issued by the respective Zila-Sainik Board at the time of interview.

DOCUMENTS TO BE ENCLOSED WITH APPLICATION FORM

- (i) Copies of all essential qualifications.
- (ii) Copy of Haryana Domicile Certificate in case of BC/SC/EBPG/ESM/DESM/PWD issued by the competent authority.
- (iii) Passport size photograph duly signed by the candidate.
- (iv) Duly signed application.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are warned that they should not furnish any particular that are false, tempered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/ interview, if a candidate is (or has been) found guilty of:

- (i) Using unfair means during the examinations or
- (ii) Impersonation or procuring impersonation or
- (iii) Misbehaving in the examination hall or taking away the question booklet or any part thereof/ answer-sheet from the examination hall or
- (iv) Resorting to any irregular or improper means in connection with his/her candidature for selection or
- (v) Obtaining support for his/ her candidature by any unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
 - a. To be disqualified from the examination/ interview for which he/she is a candidate
 - b. To be debarred either permanently or for a specific period from any examination or recruitment conducted by the University.

NOTE:

1. The University reserved the rights to supervise the complete recruitment process from offline applications to selection by way of using biometric process and CCTV cameras/ Videography etc.
2. Candidates who have obtained Degrees or Certificates for various courses from any institution declared false by the University Grant Commission or not recognized by Haryana Govt. shall not be eligible for being considered for recruitment to the posts advertised.

DOCUMENTS TO BE BROUGHT AT THE TIME OF INTERVIEW

- (i) All original certificates/ documents/ testimonials of educational qualifications and other documents mentioned in the application form and one set of all these certificates.
- (ii) Candidates who are in employment in Govt./Semi Govt./Public will have to submit "No Objection Certificate" from their employer at the time of interview.

USE OF MOBILE PHONE AND OTHER ELECTRONICS DEVICE IN THE EXAMINATION/INTERVIEW IS STRICTLY PROHIBITED.

REGISTRAR



Bhagat Phool Singh Mahila Vishwavidyalaya

Khanpur Kalan (Sonapat), Haryana-131305

Office No. 01263-283001,283002, Fax No. 01263-283779,

www.bpswomenuniversity.ac.in

(Established under Haryana Act No.31 of 2006)

APPLICATION for Non-Teaching posts

For office use

Application No.....

To be filled by applicant

Amount.....

Demand Draft No/ University Receipt No.....

Dated.....

Paste Passport
Size latest
Photograph not
older than six
months

1. Name of the Post applied for :
2. Advertisement No. :
3. Name of the Candidate in block letters :
(As per Matric Certificate)
4. Father's/Husband's Name (block letters):
5. a) Date of Birth :
b) Place of birth with State :
6. Nationality :
7. Marital Status :
8. Domicile of Haryana State (Yes or No) :
9. Present Postal Address :

10. Contact Telephone / Mobile No. :
11. E-Mail I.D./ADHAR No. :
12. Permanent Address :

13. Academic/Professional Qualification (Attach attested copies of mark sheets & certificates)

Sr. No	Exam passed	Board/University	Year of passing	% age of marks obtained	Division	Subject/Specialization

14. a) Topic of M. Phil :
Dissertation

b) Topic of Ph.D. Thesis :

15. Details of Research Publication (Attach reprints of research papers) :

a) International Journals :

b) National Journals :

c) International/National Conference/ Seminar/Workshop etc. :

Total :

16. Do you belong to any reserved category :
(Scheduled Caste/Scheduled Tribes/Backward Class / Economically Backward Class/ Ex-Serviceman/Physically Handicapped) If yes, state the Category and attach the attested copy of Certificate issued by the competent Authority.

17. Experience (Attach attested copies of relevant certificates):-

Sr. No	Organization/ Dept.	Post held	Basic Pay & Pay scale drawn/being drawn	From	To	Total Experience	Reason for leaving

18. Details of present employment (Attach self attested Employer's Certificate)

a) Name of the organization :

b) Designation :

c) Pay Scale :

d) Basic Pay :

- e) Date of Next increment :
- 19. Basic Pay acceptable :
- 20. Minimum joining period required :
- 21. Reference from the two responsible persons of the field and not related to you
 - i)
 - ii)
- 22. Any other relevant information :

I certified that the above information furnished by me in this application is correct and true and nothing has been concealed therein. I also undertake to accept the liability for any action under the rules for any wrong-statement or concealment of facts on my part.

Place :

Signature of applicant

Date :



Bhagat Phool Singh Mahila Vishwavidyalaya

Khanpur Kalan (Sonapat), Haryana-131305
(A state University established by Act 31 of 2006)

Advt. R-01/Jan/2019

Last date for receipt of application: 07.02.2019

The applications are invited from all the eligible candidates for different non-teaching posts of the University and its both regional centre(s) for further details of advertisement please visit University website www.bpswomenuniversity.ac.in.

Registrar