



Bhagat Phool Singh Mahila Vishwavidyalaya
Khanpur Kalan (Sonepat), Haryana-131305

Office No. 01263-283061, Fax No. 01263-283779, www.bpswomenuniversity.ac.in

Advt. No. R/01/Jan/2017

The first women University in North India equipped with the latest infrastructure and State-of Art facilities, invites applications on prescribed format from the eligible candidates for appointment to following Non-Teaching posts.

NON-TEACHING POSTS FOR MSM INSTITTUE OF AYURVEDA

Sr. No	Name of Post	No of posts	Categories of post	Pay Scale (Rs)
1	Panchkarma Technician	02	Gen	Rs. 5200-20200+2400GP

NON-TEACHING POSTS FOR LULA AHIR (REWARI)

Sr. No	Name of Post	No of Posts	Categories	Pay Scale (Rs)
1	Assistant Registrar	01	Gen	Rs. 15600-39100-5400GP
2	Superintendent	01	Gen	Rs. 9300-34800+4200GP+200SP
3..	Assistant	01	Gen	Rs.9300-34800+3600GP
4.	Clerk-cum-DEO	03	Gen -2 & SC-1	Rs. 5200-20200+1900GP
5.	Library Attendant	01	Gen	Rs. 5200-20200+1900GP
6.	Technical Assistant	01	Gen	Rs. 9300-34800+4000GP
7	Computer Assistant	01	Gen	Rs. 9300-34800+3600GP
8	Sr. Lib Assistant	01	Gen	Rs. 9300-34800+4200GP

NON-TEACHING POSTS FOR KHARAL, NARWANA (JIND)

Sr. No	Name of Post	No of Posts	Categories	Pay Scale (Rs)
1	Assistant Registrar	01	Gen	Rs. 15600-39100-5400GP
2	Superintendent	01	Gen	Rs. 9300-34800+4200GP+200SP
3..	Assistant	01	Gen	Rs.9300-34800+3600GP
4.	Clerk-cum-DEO	03	Gen -2 & SC-1	Rs. 5200-20200+1900GP
5.	Library Attendant	01	Gen	Rs. 5200-20200+1900GP
6.	Technical Assistant	01	Gen	Rs. 9300-34800+4000GP
7	Computer Assistant	01	Gen	Rs. 9300-34800+3600GP
8	Sr. Lib Assistant	01	Gen	Rs. 9300-34800+4200GP

For details of qualifications, specialization & other general instructions/guidelines, application form etc. kindly visit the University website www.bpswomenuniversity.ac.in. The application form complete in all respects and with all required documents along with a Bank Draft of Rs. 500/- for General Category and Rs. 125/- for SC category candidates in favour of Registrar, BPSMV, Khanpur Kalan payable at Kahanpur Kalan and should reach the office of the Registrar latest by 25.02.2017. The University reserves the right to shortlist the candidates for interview on the basis of written examination or any rational criteria.

- Candidates who have already applied for the post of Panchkarma Technician need not to apply again. In case, any applicant wants to submit additional information, he/she needs to apply afresh.

Registrar

NON-TEACHING POSTS FOR LULA AHIR (REWARI)

Sr. No	Post	Qualification	Category	Pay Scale (Rs)
1	Assistant Registrar	Annexure-L	Gen -1	Rs. 15600-39100-5400GP
2	Superintendent	Annexure-L	Gen-1	Rs. 9300-34800+4200GP+200SP
3..	Assistant	Annexure-L	Gen-1	Rs.9300-34800+3600GP
4.	Clerk-cum-DEO	Annexure-L	Gen -2 & SC-1	Rs. 5200-20200+1900GP
5.	Library Attendant	Annexure-L	Gen-1	Rs. 5200-20200+1900GP
6.	Technical Assistant	Annexure-L	Gen-1	Rs. 9300-34800+4000GP
7	Computer Assistant	Annexure-L	Gen -1	Rs. 9300-34800+3600GP
7	Sr. Lib Assistant	Annexure-L	Gen-1	Rs. 9300-34800+4200GP

NON-TEACHING POSTS FOR KHARAL, NARWANA (JIND)

Sr. No	Post	Qualification	Category	Pay Scale (Rs)
1	Assistant Registrar	Annexure-L	Gen -1	Rs. 15600-39100-5400GP
2	Superintendent	Annexure-L	Gen-1	Rs. 9300-34800+4200GP+200SP
3..	Assistant	Annexure-L	Gen-1	Rs.9300-34800+3600GP
4.	Clerk-cum-DEO	Annexure-L	Gen -2 & SC-1	Rs. 5200-20200+1900GP
5.	Library Attendant	Annexure-L	Gen-1	Rs. 5200-20200+1900GP
6.	Technical Assistant	Annexure-L	Gen-1	Rs. 9300-34800+4000GP
7	Computer Assistant	Annexure-L	Gen -1	Rs. 9300-34800+3600GP
7	Sr. Lib Assistant	Annexure-L	Gen-1	Rs. 9300-34800+4200GP

NON-TEACHING POSTS FOR MSM, INSTITUTE OF AYURVEDA

Sr. No	Post	Qualification	Category	Pay Scale (Rs)
1.	Panchkarma Technician	Annexure-L	Gen-2	Rs. 5200-20200+2400GP

Annexure- L

01 Assistant Registrar

- i) Master's degree with at least 50% of the marks OR Bachelor Degree with at least 60% marks and
- ii) Should have 15 years related office experience in University/ Colleges/ Educational Institutions /Govt./Semi Govt. /PSU /Corporations.

OR

Should have 5 years related administrative experience in a Supervisory capacity in University/ Colleges/ Educational Institutions /Govt./Semi Govt. /PSU /Corporations.

02 Superintendent

- i) A Master Degree with 50% marks OR Bachelor Degree with at least 60% marks and
- ii) 5 years' office experience as Assistant from the University/ Colleges/ Educational Institutions/Govt./Semi Govt. /PSU /Corporations

03 Assistant

- i) Master Degree with at least 45% marks OR Bachelor Degree with at least 50% marks and
- ii) 5 years' office experience from the University/Colleges/Educational Institutions /Govt./Semi Govt./PSU/Corporations

04 Clerk- cum- DEO

Graduate with at least 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 depression per hour in MS Word.

05 Library Attendant

10+2 with at least 60% marks and neat handwriting of Hindi & English

06 Technical Assistant

First Class 3 years Diploma in CSE/IT from State Technical Board OR equivalent OR B.Teach. in CSE/IT with at least 50% marks. OR B.Sc (Computer Sciences) with at least 60% marks.

07 Computer Assistant

B.SC. (Computer Sciences) or 3 years Diploma in CSE/IT/ECE from State Technical Board or equivalent or B.Tech. in (CSE/IT/ECE) with 60% marks.

08 Sr. Library Assistant

- i) M. Lib. & I. Sc. with 55% marks
- ii) P.G.D.C.A. or equivalent Diploma /Degree.

09. Panchkarma Technician

Certificate / Diploma in Panchkarma Technician

GENERAL TERMS & CONDITIONS

1. The candidates who are already in the Service of Govt./Semi Govt./PSU/Corporations/University/Colleges/Educational Institutes should apply through proper channel. They may send an advance copy to avoid delay but the application through proper channel should reach before the due date or they should produce "No Objection Certificate" at the time of interview, otherwise they will not be allowed to appear for the interview.
2. Submission of incomplete application i.e. without self attested copies of testimonials /academic career/ experience certificate prescribed fee may render the candidate ineligible.
3. The number of posts is liable to increase or decrease either way, including complete withdrawal, without assigning any reason.
4. Applications should be submitted strictly in the prescribed Proforma. Applications submitted in other than the prescribed Proforma shall be rejected.
5. The University reserves the right not to fill or withdraw any or all of the advertised posts without assigning any reason.
6. The abbreviation Gen stands for General Category, S.C. for Scheduled Caste.
7. Passport size photograph duly attested shall be affixed on the application form.
8. The reserved post will be filled up as per latest Haryana Govt. instruction.
9. 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.
10. The eligibility of the candidates i.e. qualification, experience and age will be considered upto the last date of receipt of application i.e. on 25.02.2017.
11. The experience certificates from Govt./Semi Govt./PSU/Corporations/University/ Colleges/Educational Institutes shall only be considered.
12. Candidates will have to undergo trade test/written test/ Computer typing / Stenography test etc. as applicable and decided by the competent authority wherever applicable.
13. No TA/DA for attending the test / interview etc. will be paid.
14. For each post application be submitted separately with requisite fee.
15. Candidates must write (Application for the post of "----- with category) on the top of envelop in which the application is being submitted.

16. The last date of receipt of applications in the office of Registrar, BPSMV, Khanpur Kalan is 25.02.2017, upto 3.00 P.M. In case, last date is declared a holiday, the application shall be received by 3.00 PM on the next working day. Application received after this date shall be summarily rejected.
17. 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 will be given as per the State Govt. / University rules.
18. Benefit of reservation will be given only to Haryana Domicile candidates.
19. University will not be responsible for any postal delay and applications received late will be rejected.
20. Preference will be given to women candidates.
21. No concession of fee is admissible to the reserved category applicants of other States.
22. Qualification will be determined with regard to the last date fixed for receipt of applications.
23. Candidates applying for a post must ensure that they fulfill 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, it is found that they do not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect their candidature / appointment will be cancelled.
24. The experience will be considered only after acquiring the essential qualification.
25. The Bank Draft of Rs.500/- for General Category and Rs.125/- for SC candidates in favor of **Registrar, BPSMV, Khanpur Kalan payable at Punjab National Bank, Khanpur Kalan (Sonipat)**. The women candidates of Haryana domicile are exempted from the payment of fee of 50% of the requisite fee irrespective of their category.

Note :- i) The benefit of reservation will be given only to those SC candidates who are domicile of Haryana State. The SC/BC-A/BC-B/PHC//EBPG candidates are required to enclose SC Certificate duly issued by the competent authority with the application and in original at the time of interview.



Bhagat Phool Singh Mahila Vishwavidyalaya

Khanpur Kalan (Sonipat), Haryana-131305

Office No. 01263-283061, Fax No. 01263-283779

Application form for Non-Teaching Post

Paste here self
attested photo

For office use

Application Form No..... **To be filed by Applicant**

Amount _____ Demand Draft No

Dated.....Amount-----

1. Name of the Post applied for :

2. Advertisement No. :

3. Name of the Candidate in block letter :
(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. Present Postal Address :_

9. Contact Telephone No. :

10. E-Mail I.D :

11. Permanent Address :_____

12 Academic/Professional qualification(attach self attested copies of mark sheets & certificates)

Sr. No.	Examination passed	Board/University	Year of passing	% Age of marks obtained	Division/Class	Subject/specialization

13 a) Topic of /M.Phil/Theses/Dissertation :

b) Topic of PH.D Thesis :

14. Details of Research Publication

(Attach reprints of research papers) :

a) International Journals :

b) National Journals :

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

Total :

15. Do you belong to any reserved category :

(Scheduled Caste/scheduled Tribes/
Backward Class(BC-A/BC-B)/ EBPGC/Ex-Serviceman /
Physically Handicapped). If yes, state the
Category and attach the self attested copy of
Certificate issued by the competent
Authority.

16. Experience (Attach self 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

17. Details of present employment (Attach Employer's Certificate)

- a) Name of the organization :
- b) Designation :
- c) Pay Scale :
- d) Basic Pay :
- e) Date of Next increment :

18. Basic Pay acceptable :

19. Minimum joining period required :

20. Reference from the two responsible persons of the field and not related to you.

i)

ii)

21. Any other relevant information :

Certified that the above information furnished by me in this application form 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 :

