



Bhagat Phool Singh Mahila Vishwavidyalaya

Khanpur Kalan (Sonipat), Haryana-131305

Office No. 01263-283038, Fax No. 01263-283779, www.bpswomenuniversity.ac.in

Advt. No. R/03/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 UNIVERSITY

Sr. No	Name of Post	No of posts	Categories of post	Pay Scale (Rs)
1	Librarian	01	Gen-01	Rs. 37400-67000+ 10000GP
2	Private Secretary	01	Gen-01	Rs. 15600-39100+6000GP
3	Assistant	03	Gen-01, EBPGC-01,,EXSM SC-1,	Rs. 9300-34800+3600GP
4	Sr. Scale Stenographer	06	Gen-02, EBPGC-1,SC-1,BC-A-1,PH-1	Rs.9300-34800+3600GP
5	Jr. Scale Stenographer	06	Gen-3, EBPGC-1, SC-1,BCA-1	Rs 5200-20200+2400GP
6	Driver	02	EBPGC-1,SC-1	Rs5200-20200+2400GP
7	Steno-Typist cum Clerk	08	Gen-2,SC-1,BC-B-1,EXSMGen-1,ExSM-SC-1,EXSM-BC-A-1,PH-1	Rs.5200-20200+1900GP
8	Clerk	07	Gen-2,BC-B-1, EBPGC-1, BC-A-1,SC-1,EXSM Gen-1	Rs.5200-20200+1900GP
9	Accountant	01	EBPGC-1	Rs. 9300-34800+3600GP
10	Hostel Warden(Female Only)	02	SC-2	Rs. 9300-34800+3600GP
11	Hostel Supervisor(Female Only)	01	SC-01	RS. 9300-34800+3600GP
12	Technical Assistant (Fashion Technology)	01	SC-1	Rs.9300-34800+4000GP
13	Lab Attendant	03	Gen-1,EBPGC-1, SC-1	Rs. 5200-20200+1900GP

14	Executive Engineer (Civil)	01	Gen-1	Rs. 15600-39100+6000 GP
15	Junior Engineer (Civil)	01	Gen-1	Rs. 9300-34800+4000GP
16	Junior Engineer (Electrical)	01	Gen-1	Rs. 9300-34800+4000GP
17	Head Draftsmen (Civil)	01	Gen-01	Rs.9300- 34800+3600GP
18	Divisional Accountant	01	Gen-1	Rs.9300-34800+3600 GP
19	Draftsmen (Civil)	01	Gen-1	Rs. 9300-34800+3600GP

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/BC-A/BC-B/EBPGC candidates of Haryana State only** in favour of Registrar, BPSMV, Khanpur Kalan payable at Khanpur Kalan and should reach the office of the Registrar latest by 28-03-2017. The women candidates of Haryana domicile are exempted from the payment of fee of 50% of the requisite fee irrespective of their category. The EX Servicemen and PH candidate are exempted from payment of application fee. The University reserves the right to shortlist the candidates for interview on the basis of written examination or any rational criteria.

Registrar

Qualifications and Experience

01. Librarian:-

- i) Master Degree in Library Science / Information Science/ Documentation with at least 55% marks or its equivalent grade B in the UGC seven points 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.
- iii) Evidence of innovative Library service and organization of published work.
- iv) Desirable: M.Phil./ Ph.D Degree in Library Science/ Information Science/Documentation/Archives and manuscript Keeping

02. Private Secretary

Graduate with three years experience as Personal Assistant

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.Sr. Scale Stenographer

- 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 or Hindi shorthand at 80 words per minute and transcription thereof at the speed of 15 words per minute up to 4% mistake
- ii) Knowledge of Computer. Candidates required to qualify the test at the speed of 8000 depressions per hour in MS Word.
- iii) One year experience as Jr. Scale Stenographer of University/ Colleges/ Educational Institutions /Govt./Semi Govt. /PSU /Corporations.

05.Jr. Scale Stenographer.

- i) At least 50% Marks in Graduation
- i) Candidate is required to qualify a skill test with 100 words per minute in English Shorthand and ability to transcript the same at the speed of 20 words per minute or Hindi Shorthand at the speed of 80 words per minute and ability to transcript thereof at 15 words per minute up to 8% mistake.

6. Driver.

A) Heavy Transport Vehicle Drivers)

- i) Matric with Hindi or Sanskrit.
- ii) Heavy Transport Vehicle Driving License.
- iii) 3 Years experience of driving a Heavy Transport Vehicle in a University/ Colleges/ Educational Institutions /Govt./Semi Govt. /PSU /Corporations

B) Light Transport Vehicle Drivers

- i) Matric with Hindi or Sanskrit.
- ii) Light Transport Vehicle Driving License.

iii) 3 Years experience of driving a Light Transport Vehicle in a University/ Colleges/ Educational Institutions /Govt./Semi Govt. /PSU /Corporations.

7. 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.

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

8. Clerk

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.

9 .Accountant

- (i) Master Degree with atleast 50% marks OR Bachelor Degree with atleast 60% marks and
- (ii) 5 years office experience in the field of accounts from the University / Colleges/Educational Institutions /Govt./Semi Govt./PSU/Corporations

10. Hostel Warden

- (i) Master Degree with at least 50 % Marks and five yearsqhostel supervising experience from the University/ Colleges/ Educational Institutions /Govt./Semi Govt. /PSU /Corporations.

11. Hostel Supervisor

At least 50% marks in graduate along with one year experience of supervising hostels in University/ Colleges/ Educational Institutions /Govt./Semi Govt. /PSU /Corporations.

12. Technical Assistant (Fashion Technology)

- (i) Three years Diploma in Textiles with atleast 60% marks with 2 years experience

OR

B.Tech (Textiles) with 50% marks

- (ii) CAD/CAM /Pattern making is desirable.

13. Lab Attendant

- i) 10+2 with Science with 50% marks.
- ii) Knowledge of Hindi/Sanskrit up to Matric standard.

POST FOR ENGINEERING CELL

14. Executive Engineer (Civil).

- i) Recognized degree in Civil Engineering or equivalent qualification. Minimum experiences of 10 years against a post not below the rank of Assistant Engineer.

15. Junior Engineer (Civil).

- i) He must have passed 3 years Diploma in Civil Engineering from recognized polytechnic/Institutions.

16. Junior Engineer (Electrical)

- i) He must have passed 3 years Diploma in (Electrical) Engg. From recognized Polytechnic/Institution.

17. Head Draftsmen (Civil)

- i) 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 semi Govt./Govt. Department should be capable of estimating the cost of road work and building work including multistory R.C.C structures from Architect drawing. 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 .

18. Divisional Accountant

- i) Master Degree with at least 50% marks OR Bachelor Degree with at least 60% marks and (ii) at least 5 years experience of checking/preparation of construction bills, preparation and maintenance of accounts as per PWD rules of the University/Colleges/Educational Institutions/Govt./Semi Govt./PSU/Corporations

19. Draftsmen (Civil).

- (i) Diploma in Civil Engineering or Certificate in Draftsmanship awarded by the State Board of Technical education or from any other recognized institution with 5 years experience as Civil Draftsman which is relaxable by two years in suitable cases.

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~~ 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 Performa shall be rejected.
5. The posts has been advertised separately for University, MSM Institute of Ayurveda & BPS Mahila Polytechnic. If a common post has been advertised in the University , MSM Institute of Ayurveda & BPS Mahila Polytechnic, the candidates are required to submit separate applications for the same .
6. The University reserves the right not to fill or withdraw any or all of the advertised posts without assigning any reason.
7. The abbreviation Gen stands for General Category, S.C. for Scheduled Caste., BC-A- Backward Class-A, BC-B-Backward Class-B,EBPGC- Economically Backward Persons in General category, EXSM-Ex Servicemen,PH-Physically Handicapped
8. Passport size photograph duly attested shall be affixed on the application form.
9. The reserved post will be filled up as per latest Haryana Govt. instruction.
10. 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.
11. 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 28-03-2017 up to 3.00 p.m..

12. The experience certificates from Govt./Semi Govt./PSU/Corporations/University/ Colleges/Educational Institutes shall only be considered.
13. Candidates will have to undergo trade test/written test/ Computer typing / Stenography test etc. as applicable and decided by the competent authority wherever applicable.
14. No TA/DA for attending the test / interview etc. will be paid.
15. For each post application be submitted separately with requisite fee.
16. The last date of receipt of applications in the office of Registrar, BPSMV, Khanpur Kalan is 28-03-2017, 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/BC-A,BC-B,EBPGC & EXSM 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 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, 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.
24. The experience will be considered only after acquiring the essential qualification.
25. No enquiry/correspondence will be entertained regarding recruitment status.

Registrar

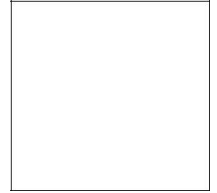


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Application form for Non-Teaching Post



For office use

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

Amount_____

[REDACTED]
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. Mobile No. : _____
10. AADHAR Number : _____
11. Permanent Address : _____

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

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

13. Do you belong to any reserved category :
 (Scheduled Caste/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.

14. 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

15. 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 :

16. Basic Pay acceptable :

17. Minimum joining period required :

18.. 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 :

Date :

Signature of applicant

