

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Copy of extract of Reso. No. 10 of the Meeting of the Executive council held on 12-10-2012.

10. Qualification and constitution of Selection committee for non-teaching posts in self Financed Colleges.

Considered the recommendations of the Academic Council made vide Reso. No. 7 of its meeting held on 16.08.2012 that the qualifications and constitution of Selection committee for non-teaching posts in Self Financing Colleges of Education be adopted in all other Self Financing Colleges/Institution:

1. That the qualifications for non-teaching staff and technical support staff as had been in the Self Financing Colleges of Education vide Reso. No. 16 of Executive Council's meeting held on 27.09.2006 also be adopted with certain amendments (**Annexure A/4 pages 158-160, already circulated**) in all the Self Financing Colleges/Institutions.
2. That the following constitutions of Selection committee for non-teaching staff and technical support staff except for the post of College Librarian in all Self Financing Colleges affiliated with this University be adopted:
 - i) Representative of Managing Committee (Chairman or his/her nominee).
 - ii) Director/Principal of the College.
 - iii) One nominee of the University, who shall be of the rank of Superintendent/Assistant Registrar/ Deputy Registrar. In the case of selection of Steno-Typist and to other technical posts, the nominee shall be from the relevant field.

RESOLVED THAT THE RECOMMENDATIONS OF THE ACADEMIC COUNCIL AS ABOVE BE APPROVED.

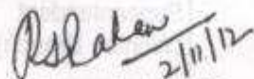
[ACTION BY DCDC]

MAHARSHI DAYANAND UNIVERSITY ROHTAK
(COLLEGES BRANCH)

Endst. No. CB-VIII/NT/12/_14839-15260 Dated :5-11-2012

Copy of the above is forwarded to the Principals/Directors of all the Self Financing Education/ Degree/Engineering/Management/Architecture/Law colleges affiliated with M.D. University, Rohtak for information and necessary action.

2. The Incharge (Academic), M.D. University, Rohtak-as follow up action.
3. The Director/Incharge, University website, Computer Centre, M.D. University, Rohtak. He is requested kindly to display the same on the University website for information of all concerned.


2/11/12
Superintendent (Colleges)
For DCDC

Qualifications for Non-teaching Staff and Technical Support Staff in all Self Financing Colleges affiliated with M.D. University, Rohtak.

Sr.No.	Designation of Post	Qualifications for Direct Recruitment
1.	Superintendent	<ul style="list-style-type: none"> i. Graduate of a recognized University or equivalent. ii. Knowledge of Hindi upto Matric Standard; iii. At least 10 years' experience on a Clerical post.
2.	Head Clerk	<ul style="list-style-type: none"> i. Graduate of a recognized University or equivalent; ii. Knowledge of Hindi upto Matric Standard; iii. At least 6 years' experience on a Clerical post.
3.	Assistant	<ul style="list-style-type: none"> i. Graduate of a recognized University or equivalent. ii. Knowledge of Hindi upto Matric Standard. iii. Also possesses at least five years' service on a clerical post.
4.	Stenographer	<ul style="list-style-type: none"> i. Confirmed Internal Steno-Typist; ii. Bachelor's Degree with a speed of 100 words per minute in English Shorthand and ability to transcript the same at the speed of 20 words per minute. 4% mistakes are permissible.
5.	Steno-Typist	<ul style="list-style-type: none"> i. 2nd class Matriculate/Hr. Secondary/Pre-University/Intermediate or B.A./B.Sc./B.Com with 80 words per minute speed in English Shorthand and ability to transcribe it at the speed of 15 w.p.m. 8% mistakes are permissible. ii. Knowledge of Computer. Candidates will also be required to qualify the test at the speed of 8000 depressions per hour in M.S. Word.
6.	Junior Librarian	<ul style="list-style-type: none"> i. B.A./B.Sc./B.Com of a recognized University with Certificate in Lib. Sc. or Degree/Diploma in Lib. Sc. from a recognized Institution.
7.	Clerk-cum-Typist	<ul style="list-style-type: none"> i. At least graduate from a recognized University; ii. Candidate will be required to qualify in a written test and test in type-writing at the speed of 30 w.p.m. in English/Hindi; iii. Knowledge of Computer, Candidate will also be required to qualify the test at the speed of 8000 depressions per hour in M.S. Word.
8.	Laboratory Attendant	Diploma in ITI with 2 years experience. For Science Subjects. Matric with Science & 3 years experience on lower post.
9.	Library Attendant	<ul style="list-style-type: none"> i. 10+2 with at least 60% marks from any recognized University/State or National Board; ii. Neat handwriting in Hindi and English
10.	Hostel Superintendent (Women Branch)	<ul style="list-style-type: none"> i. B.A./B.Sc./B.Com; ii. Maturity of age, Commanding personality and experience or training in House hold Management including dietetics; <p>Preferential</p> <ul style="list-style-type: none"> i. B.A. with Home Science as one of the Elective subject.
11.	Laboratory Assistant	Matric with Science, three years experience in the lower post.

12.	Peon		Matriculate
13.	Chowkidar		Middle Pass
14.	Peon-cum-Safai Karamchari		Illiterate
15.	Mali		Literate with adequate professional working knowledge
16.	Librarian		As prescribed by UGC
17.	Workshop Superintendent	i. ii. iii.	Ph.D. in Mechanical Engineering alongwith 1st class degree in Mechanical/Production Engineering at Master's/Bachelor's level. Three years experience as Lecturer or equivalent. If Ph. D. candidates are not available, the candidate with 1st class Master's Degree as well as 1st class at Bachelor level in Mechanical/production Engineering will also be considered but such candidate shall have to complete his/her Ph.D. degree within 7 years. 5 years experience as Lecturer or its equivalent in the UGC/AICTE approved scale of Lecturer in the recognized University/College affiliated with recognized University/National Level research Institute.
18.	Lab. Technician/ Instructor		Diploma in relevant subject with 3 year Experience, OR ITI with 5 year Experience OR B.Tech. Degree.

Pay Scales for non-teaching staff and Technical Support Staff shall be as framed by the State Govt./University from time to time.

RECOMMENDATIONS OF THE ACADEMIC COUNCIL AS ABOVE BE
APPROVED

Qualifications as per Estt. Branch, MDU, Rohtak

1. Data Entry Operator and Computer Operator

- First class BCA or First class 3-year Diploma in CSE/IT/ECE from State Technical Board or equivalent.

Experience

- 3 years experience in software support/handling/development for an enterprise (preferably a university or its equivalent size).
- Proficient in software handling/installation and good exposure of software development tools/languages and software maintenance/update tasks.
- Good Exposure of J2EE, Core Java, Swings, Struts 2, My SQL / 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.
- Person(s) with MCSE/Java/Oracle Certification or other relevant certification may be given preference.
- Person(s) matching exactly the specific nature of job responsibility may be given preference.

2. Technical Assistant (Software Support/Network Support/data base Support)

- First class BCA or First class 3-year Diploma in CSE/IT/ECE from State Technical Board or equivalent.

3. Technical Assistant

- B.E/B. Tech. in Electronics or diploma or three years course in Electronics from a recognized Institution with experience of maintenance and repairs of Electronics equipments by him/her at least 2 years in teaching research Institution.

Desirable: Should be above to handle/maintain and repair the Electronics equipments personally.