

Qualifications for the following posts in S.F.S. Colleges affiliated to M.D. University, Rohtak

1. Data Entry Operator and Computer Operator

- B.A./B.Sc./B.Com or equivalent with one year diploma in computer from a recognized University/Institute OR
- BCA/B.E./B.Tech. in Computer Science or equivalent.

2. Technical Assistant

- B.E/B. Tech. in CSE/IT/ECE or BCA or 3-year Diploma in CSE/IT/ECE from State Technical Board or equivalent with two years experience in relevant field from a recognized Institute/registered Company.

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

*Nejwa*

*Dehiza*  
18/11/16

## 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"> <li>i. Graduate of a recognized University or equivalent.</li> <li>ii. Knowledge of Hindi upto Matric Standard;</li> <li>iii. At least 10 years' experience on a Clerical post.</li> </ul>
2.	Head Clerk	<ul style="list-style-type: none"> <li>i. Graduate of a recognized University or equivalent;</li> <li>ii. Knowledge of Hindi upto Matric Standard;</li> <li>iii. At least 6 years' experience on a Clerical post.</li> </ul>
3.	Assistant	<ul style="list-style-type: none"> <li>i. Graduate of a recognized University or equivalent.</li> <li>ii. Knowledge of Hindi upto Matric Standard.</li> <li>iii. Also possesses at least five years' service on a clerical post.</li> </ul>
4.	Stenographer	<ul style="list-style-type: none"> <li>i. Confirmed Internal Steno-Typist;</li> <li>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.</li> </ul>
5.	Steno-Typist	<ul style="list-style-type: none"> <li>i. 2<sup>nd</sup> 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.</li> <li>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.</li> </ul>
6.	Junior Librarian	<ul style="list-style-type: none"> <li>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.</li> </ul>
7.	Clerk-cum-Typist	<ul style="list-style-type: none"> <li>i. At least graduate from a recognized University;</li> <li>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;</li> <li>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.</li> </ul>
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"> <li>i. 10+2 with at least 60% marks from any recognized University/State or National Board;</li> <li>ii. Neat handwriting in Hindi and English</li> </ul>
10.	Hostel Superintendent (Women Branch)	<ul style="list-style-type: none"> <li>i. B.A./B.Sc./B.Com:</li> <li>ii. Maturity of age, Commanding personality and experience or training in House hold Management including dietetics;</li> </ul> <p><b>Preferential</b></p> <ul style="list-style-type: none"> <li>i. B.A. with Home Science as one of the Elective subject.</li> </ul>
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	<p>i. Ph.D. in Mechanical Engineering alongwith 1st class degree in Mechanical/Production Engineering at Master's/Bachelor's level.</p> <p>ii. Three years experience as Lecturer or equivalent.</p> <p>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.</p> <p>iii. 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.</p>	
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.

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- **BCA/B.E./B.Tech. in Computer Science or equivalent.**

**2. Technical Assistant**

- **B.E/B. Tech. in CSE/IT/ECE or BCA or 3-year Diploma in CSE/IT/ECE from State Technical Board or equivalent with two years experience in relevant field from a recognized Institute/registered Company.**

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



~~CONSTITUTED~~  
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**MINUTES OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR HELD ON 09.05.2018 AT 3.00 P.M. IN THE OFFICE OF THE DEAN ACADEMIC AFFAIRS TO DECIDE/FRAME THE QUALIFICATIONS FOR THE POST OF REGISTRAR/ ADMINISTRATIVE OFFICER, OFFICE ASSISTANT-CUM-ACCOUNTANT, SPORTS OFFICER, COMPUTER PROGRAMMER, STORE KEEPER AND HOSTEL WARDEN WITH THEIR PAY SCALES AND TO SPECIFY THE POSTS WITH THEIR QUALIFICATIONS AND PAY-SCALES IN THE INSPECTION PROFORMA(S) OF B. ARCHITECTURE, B.ED. & M.ED. (SPECIAL) ALONGWITH TO PROPOSE THE CONSTITUTION OF THE SELECTION COMMITTEE FOR MAKING APPOINTMENTS TO THE POSTS OF REGISTRAR/ADMINISTRATIVE OFFICER AND SPORTS OFFICER FOR THE S.F.S. COLLEGES AFFILIATED TO THIS UNIVERSITY.**

The following members were present:-

1. Prof. A.K. Rajan  
Dean Academic Affairs
2. Prof. Rahul Rishi  
Director, U.I.E.T.
3. Sh. Subhash Sharma  
Assistant Registrar (Estt.-NT)
4. Smt. Gian Girdhar  
Assistant Registrar (Colleges)

The Committee after considering all aspects of the proforma(s) devised by the University a few years back regarding inspection of Colleges (Engineering, Management, Law & Education Colleges) & awarding weight-age on account of staff (Teaching and Non-Teaching) decided that the following Qualifications alongwith their Pay-Scales may be prescribed for the posts, detail given as under:-

Sr. No.	Name of Post	Exists in	Grade of the Post	Prescribed Qualification
1.	Registrar/ Administrative Officer	Engineering Colleges	15600-39100 +7600 GP	Master Degree in 2 <sup>nd</sup> class with 10 years experience out of which 5 years as Assistant Professor  OR Master Degree in 2 <sup>nd</sup> class with Administrative experience of atleast 10 years in the capacity of Superintendent and above.
2.	Office Assistant -cum- Accountant	Management Colleges & Education Colleges	9300-34800 +3600 GP	B.Com with 5 years experience in the relevant field. Preference will be given to the candidates having knowledge in the Accountancy
3.	Accounts Officer		9300-34800 +4200 GP (L-6)	M.Com with 50% of the marks and 10 years experience. Knowledge of Accounting procedure is essential.

*(Handwritten signatures)*

4.	Hostel Warden	Education Colleges (Special)	9300-34800 +3600 GP (L-6)	P.G. in any discipline and atleast 5 years experience of supervising Hostels.
5.	Computer Programmer	Law Colleges	9300-34800 +5400 GP (L-9)	First Class B.E./B.Tech (CSE/IT) or MCA/M.Tech. (Computer Science/ Comp. Science and Engg./ Software Engg.) or Equivalent <b>Essential Experience:</b> 2 years (Programming).
6.	Sports Officer	Law Colleges	15600-39100 +6000 AGP (Unrevised)	i. A Master's degree in Physical Education (Two years course) or Master's degree in Sports or an equivalent degree with at least 55% of the marks or its equivalent C.G.P.A. and consistently good academic record. ii. Record of having represented the University/College at the Inter-University/ Inter-Collegiate competitions or the State in National Championship. iii. Passed the Physical fitness test. iv. Qualifying in the National test conducted for the purpose by the UGC or any other agency approved by the UGC.
6.	Store Keeper	Law Colleges	5200-20200 +1900 GP	Graduate in any discipline. Knowledge of Computer and Accounts is essential. Preference be given to the candidates having knowledge of Store Keeping.

The Committee recommended the following Constitution for making appointment to the post of Registrar/Administrative Officer, Hostel Warden and Sports Officer:-

**A. Registrar/Administrative Officer and Hostel Warden:-**

- 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 Professor.

**B. Sports Officer:-**

- 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 Professor in Physical Education

The Committee observed that there are several deficiencies in the existing proforma(s) regarding inspection of Colleges; therefore, the Committee is of the