

# Bulletin of Information for Recruitment of Non-Teaching Post



**Indira Gandhi University, Meerpur,  
Rewari-122502**



<b>Table of Contents</b>		
1	Employment Notice	3
2	Important Dates	4
3	Bifurcation of Posts	5
4	Detail of Application Fee	6
5	Important Instructions / Conditions	07-12
6	Qualifications for Direct Recruitment	13
7	Criteria/ Weightage for Direct Recruitment	14-15



**Employment Notice**  
(Advt. No. 29/2024 to 30/2024)

Indira Gandhi University invites online applications from the eligible candidates for recruitment of various Non-Teaching posts against sanctioned vacant posts. Category-wise number of vacant non-teaching posts along with Advt. Nos., detailed instructions, requisite qualifications, pay scales and modalities for selection are given on the University Website [www.igu.ac.in](http://www.igu.ac.in). The link for submission of online application shall be available on the University Website w.e.f. **03.02.2024**. The candidates who had already applied against the post of Training & Placement Officer vide Advt. No. 07/2023 need not apply again. However, they can submit their latest updates through hard copy by **04.03.2024 (05:00 p.m.)**.

**REGISTRAR**



Important Dates		
Sr. No.	Item	Date
1	Date of publication of Advertisement for Non-Teaching Posts	03.02.2024
2	Opening date for submission of online applications	03.02.2024
3	Closing date for submission of online applications	23.02.2024
4	Last date of submission of hard copy of online application form with supporting documents (paginated, self-attested, duly bound/stapled)	04.03.2024

**Address for submission of application form:-**

**Registrar  
Indira Gandhi University, Meerpur  
Rewari-122502 (Haryana)**

**Note:-**

- The applicant must write the advertisement number of the post, name of the post and department on the top of the envelope carrying the application form.**
- The onus of checking of the dates and details from the University website lies with candidates and Email/SMS is an additional service provided by the University and cannot be considered as a right. No correspondence other than this mode will be made or accepted in this regard by Indira Gandhi University.
- Correspondence, if any, will be communicated through valid e-mail ID provided by the candidate in application form; however, it can not be considered as a matter of right.
- The candidates who had already applied against the post of Training & Placement Officer vide Advt. No. 07/2023 need not apply again. However, they can submit their latest updates through hard copy by **04.03.2024 (05:00 p.m.)**.
- The age of the candidate for the above said posts should not be less than 18 years and not more than 42 years without any relaxation in age. The relaxation in age benefit will be provided as per Haryana Govt. rules. However, it should not exceed beyond 52 years in any case. The relaxation in age benefit of one or more categories as per Haryana Government, General Administration Department (General Services-III Branch) letter no. 22/06/2021-1GS-III dated 25.03.2022 and additional Chief Secretary to Govt. of Haryana, Chandigarh letter vide memo no. 18/86-2023 UNP(1) dated 21.11.2023 (**Annexure- VII, 4 pages**).



**Bifurcation of Non-teaching post as per Reservation Policy/Instructions of State Government of Haryana issued from time to time.**

**Abbreviation of Categories:**

UR-Unreserved, PwD (VI) - Persons with Disabilities (Visually Impaired)

Sr. No.	Name of Post and Pay Scale	Total Post	Post Code	Number of Vacancies With Category	Advt. No.
1.	Training & Placement Officer (Level-9)	01	29	UR-01	29/2024
2.	Steno Typist (Level-2)	01	30	PWD(VI)-01	30/2024

**Note:**

1. The qualification and other conditions for the above posts are available on the subsequent pages.
2. Number of posts advertised may increase or decrease, including complete withdrawal without assigning any reason.
3. The reservation has been given as per Haryana Govt. Reservation Policy. However, the reservations of posts are subject to change as per Govt. of Haryana Reservation Policy/norms came in force. Change, if any, will be notified through University Website.



### **Details of Application Fee**

<b>Sr. No.</b>	<b>Category</b>	<b>Fee Details in INR</b>
1.	UR, ESM	Rs. 1000/-
2.	Female of UR of Haryana State Only	Rs. 500/-
3.	Candidates of SC/BC-A/BC-B/EWS Category of Haryana State Only	Rs. 250/-
4.	Candidates of Persons with Benchmark Disabilities of Haryana State Only	NIL

**Note:**

1. Fee once deposited is neither transferable nor refundable/adjustable.
2. Candidates applying for multiple posts will be required to pay separate fee against each post.
3. The fee will be accepted through online mode link given in the online Application Form on the University website i.e. [www.igu.ac.in](http://www.igu.ac.in).



## IMPORTANT INSTRUCTIONS/CONDITIONS FOR NON-TEACHING POST

1. Candidates are advised to visit only official website of the Indira Gandhi University, Meerpur (Rewari) (IGU) i.e. “[www.igu.ac.in](http://www.igu.ac.in)” and be very careful about fake websites and job racketeers.
2. **The candidates applying for multiple posts will have to fill up separate form for each post.**
3. In case conversion formula from CGPA to marks/percentage is not available on the document of the candidate, it will be essentially provided by the candidate from the competent authority of concerned institute/university.
4. In case marks are given in form of the CGPA but conversion formula is not provided by the candidate then CGPA shall be multiplied by default value 9 on a scale of 10 to obtain the percentage marks.
5. To compute the merit points, no rounding shall be carried out. The number should be accurate to three decimal places.
6. University will not be responsible for any sort of delay in the payment of application fee by the candidate due to technical failure or any other issue of the payment mode used by the candidate. If the application fee is not received by IGU within due date/time, the application will be summarily cancelled or rejected.
7. The scores (based on data filled in by the candidate) shall be displayed in the dashboard of the candidate on recruitment portal and candidates can represent if any discrepancy is noticed within stipulated period as notified through an email at [recruitment.nonteaching@igu.ac.in](mailto:recruitment.nonteaching@igu.ac.in) with the subject: Advt. No. xx/yyyy.
8. A candidate whether belongs to UR or reserved category viz. SC/BCA/BCB/ESM/PWD/ESP/EWS should submit only one online application form against **each post code**. Submission of more than one application form against one post code will automatically lead to rejection of candidature.
9. The candidates who were registered for Ph.D. Programme prior to July 11,2009 and have been awarded degree, are required to produce a certificate for fulfillment of the conditions to be issued by the Registrar or Dean Academic Affairs of the concerned university as per **Annexure-I**.
10. The candidates who were registered for Ph.D Programme on or after July 11, 2009 are required to produce a certificate for fulfilment of the provisions of the UGC (minimum standards and procedure for award of Ph.D. degree) Regulations,2009 to be issued by the Registrar or Dean Academic Affairs of the concerned University as per **Annexure-II**.
11. The candidates who obtained their degrees, which are essential for eligibility, from Singhania University (Rajasthan), EIILM University (Sikkim), Manav Bharti University (Himachal Pradesh), Vinayaka Mission University (Sikkim), Global Open University (Nagaland) and Vinayaka Mission University, Salem, Tamilnadu vide notification. D.O No. F 5-4/2014 (CPP-I/PU) dated 05.08.2014 and D.O No. F 10-6/2011 (PS) Misc. dated 06.07.2015 have been declared ineligible for appointment in the University. However, their candidature will be considered for the appointment in the University if they provide the certificate as per **Annexure-III**, in addition to Annexure I or II, whichever is applicable from their universities. Such candidate(s) having degrees issued by the above Universities

through Distance Education Mode will have to provide the certificate duly verified from the Distance Education Council/Distance Education Bureau, New Delhi.

12. The applications received for the posts shall be shortlisted/screened as per selection criteria.
13. Furthermore, in case of candidates who are otherwise eligible, the benefit of such degrees towards marks/weightage/score would also be subject to the providing certificates as per Annexure-III, in addition to Annexure I or II, whichever is applicable.
14. Reserved category candidates shall be considered against UR category strictly as per Govt. letter No. EC/2018/20179-389 dated 26.04.2018 & 12/1-2017 Ad (3) dated 04.06.2018.
15. A relaxation of 5% shall be allowed to the candidates belonging to Scheduled Caste/Scheduled Tribes for the purpose of eligibility.
16. University reserves the right of deciding the disciplines as concerned/allied/ relevant while scrutinizing the applications. The decision of the university shall be final and binding for the candidate.
17. a) The benefit of reservation will be given only to those (SC/ BC-A/ BC-B/ PWD/ ESM/ EWS etc.) applicants who are domicile of State of Haryana.  
b) The applicants seeking reservation under any category e.g. SC/BC-A/BC-B/PWD/EWS/ESM etc. are required to submit the requisite certificate issued by the Competent Authority as prescribed by the State Govt. In case of women candidates, certificate from in-laws (Husband side) will not be entertained. The benefit of reservation to the applicants belonging to Backward Class Category is to be considered strictly as per the provisions of Haryana Backward Class (Reservation in Services and Admission in Educational Institutions) Act, 2016. The applicants who have claimed such reservation are required to produce the requisite certificate along with income certificate issued from the Competent Authority as defined vide State Govt. Notification issued from time to time.

Note-

- (i) The applicants of reserved categories of Haryana for which no vacancy is available/reserved, can apply for the posts in General category, if he/she fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificate for claiming fee concession. Any other relaxation will not be admissible to such applicants.
  - (ii) The reserved category applicants of other states will be considered only against General Category. Such applicants should fulfill all the eligibility conditions as meant for General Category applicants.
  - (iii) Only such PWD candidates who suffer 40% or more relevant disability would be eligible for reservation under that category.
  - (iv) ESM applicants of Haryana claiming benefit will have to produce the fresh eligibility certificate from the concerned Zila Sainik Board to the effect that his/her father has not availed the benefit of re-employment in any Government Service, Public Sector undertaking including Para-Military Forces, in view of State Government instructions. Mere dependent certificate will not be entertained.
  - (v) In case no suitable applicant of EWS category found, the post reserved for same will be filled by general category candidate.
18. All correspondence with the candidate during the recruitment process will be done through a valid email ID provided by the applicant in the application form. IGU shall not be responsible in any manner for non-delivery of E-Mail. It shall be responsibility of the candidate to update himself/herself by visiting the website of IGU i.e. [www.igu.ac.in](http://www.igu.ac.in) and by checking his/her E-Mail Account regularly for



important notifications.

19. In case of integrated program, the percentage marks shall be considered for both the degrees covered under the program (i.e. graduation and post-graduation) as the percentage marks of the integrated program.
20. In case of lateral entry programs, percentage marks given in the degree of awarding university shall be considered final.
21. The following categories of persons shall not be eligible to apply for any position in the University:
  - i. who has been convicted by any Court of Law or any criminal proceedings are pending against him;
  - ii. who is a person of unsound mind and questionable conduct or not medically fit to perform his duties.
  - iii. who has entered into or contracted a marriage with a person having a living spouse; provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these Rules;
  - iv. who is not a citizen of India; and
  - v. any other category of person disqualified for appointment by the Govt. of India/State Govt./UGC from time to time.
22. Candidates, who have obtained degrees or certificates required for fulfilling the eligibility conditions from any Institution declared fake by the University Grants Commission or not recognized by Haryana Government/ Govt. Regulatory Bodies and IGU shall not be eligible for recruitment to the advertised posts and no representation in this regard shall be entertained.
23. The eligibility of every candidate will be determined on the basis of acquired qualifications and communicated to the office by him/her up to the last date fixed for submitting of online applications. No certificate/document will be accepted after the last date of online submission/offline submission.
24. The teaching experience will be considered if the only after acquiring the essential qualification and as per UGC regulation 2018 and state govt. regulation 2022.
25. Post doctorate/Experience shall be counted only if the candidate has worked on Post doctorate fellowship of some govt. funded agencies like CSIR, UGC, ICSSR etc.
26. All the educational qualifications should be from a University/Institution/Board recognized by Govt. of India/State Govt. approved by Govt. Regulatory Bodies and the final result should have been declared on or before the last date of submission of application form.
27. The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the university. In case the result of a particular examination is posted on the website of the university, a certificate issued by the appropriate authority of the university indicating the date on which the result was posted on the website will be taken as the date of passing.
28. As per Ministry of Human Resources Development Notifications No. 44 dated 01.03.1995 published in Gazette of India edition dated 10.06.2015, the Degree obtained through open Universities/ Distance Education Mode needs to be recognized by Distance Education Council, IGNOU (Now Distance Education Bureau). Accordingly, unless such Degrees had been recognized by IGNOU (Now Distance Education Bureau) for the period when the candidates acquired the relevant qualification, these will not be accepted for the purpose of Educational Qualification.
29. No change in the category of any candidate is allowed after submission of application form. No

correspondence/E Mail/phone will be entertained in this regard.

30. The status of shortlisting will be made available on the university website for information of the candidates before interview as per Selection Criteria. In case of any dispute with regard to screening of the applications, the decision of the university shall be final.
31. No TA/DA shall be paid by the University for physical presence in the University for consideration in the selection process.
32. The candidate in the job must apply through proper channel and has to provide “No Objection Certificate” signed by his/her employer as per **Annexure-V**. Candidate may send advance copy of the application but he has to produce NOC at the time of interview. Those not applying through proper channel will not be considered for any benefit of past employment if selected.
33. The entire onus of the content/authenticity of the information being provided in the application form and its attachments shall exclusively rest with the applicant in terms of eligibility for recruitment and for subsequent selection through due process.
34. Candidates should not furnish any particulars that are fake, tempered/ fabricated and should not suppress any material information while filling up the online application form.
35. Mere submission of online application/ permission does not mean that the candidate is eligible for appointment to the post applied for. The eligibility shall be verified at the time of verification of original documents as per the qualifications and terms and conditions of advertisement. If at any stage, it is found that the information furnished by the candidate is fake or incorrect, the candidature will be cancelled, and the candidate will also be liable to legal proceedings.
36. The university shall, in no way, be responsible for any error/ omission/ commission/ suppression of relevant information by the applicant knowingly/ unknowingly/ overtly/ covertly while filling up the application form and uploading the documents required therein. Candidates must ensure that they fulfil all the eligibility conditions on the last date fixed for receipt of application. If on verification at any stage, before or after the selection, it is found that the candidate has not fulfilled any of the eligibility condition(s) as on last date or it is found that the information furnished is false or incorrect, the candidature will be cancelled, and services will be terminated. Applicants will also be liable for criminal/legal prosecution.
37. In case the applicant gets screened/ shortlisted/ selected/ appointed based on the credentials furnished by the applicant which, on scrutiny are, found to be incorrect/ inadmissible/ forged/ fabricated/falsified, applicant’s candidature shall be liable to be cancelled at any stage of the recruitment/ at any time during the tenure of the service and appropriate legal action under applicable law shall be initiated against the applicant. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/ background and has suppressed the said information, then his/her services shall be terminated.
38. The University reserves the right to revise/reschedule/cancel/suspend/withdraw the recruitment process in part or full without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.
39. Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview. The University may restrict the number of applicants to be called for interview on the recommendations of the shortlisting/screening committee, constituted by the Competent Authority.

40. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down for each post, in this advertisement.
41. Candidates must upload the title, index page and other relevant pages of the Journals along with first page of all publications claimed/listed in online application, failing which such publications will not be considered.
42. Research paper will be considered as per UGC public notice no. F.1-1/2018 (Journal/CARE) dated 16<sup>th</sup> September, 2019 as per **Annexure-VI**.
43. The proof of peer reviewed journal status, impact factor (Thomson Reuters); authorship claim etc. should be provided with a valid document, failing which points will not be allotted as per the claim. University will not be responsible for any mistake in score due to lack of valid proof.
44. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/ cancel any communication made to the candidates. In case of any dispute arising out of such a situation, the decision of the University shall be final and binding on the applicant.
45. Canvassing in any form on behalf of any candidate shall disqualify the candidature.
46. The candidate shall be responsible for uploading evidence related to peer reviewed, UGC listed Journals, Thomson Reuters Impact factors related to his/her research papers/books etc. In case of absence of mentioned evidences the research paper/book shall not be considered for the recruitment purpose. Book and book chapter will not be considered without the valid proof of ISBN number.
47. The University reserves the right not to fill any of the vacancies advertised, if circumstance so warrant, without assigning any reason thereof.
48. Any changes/corrigendum/amendments/updation/cancellation notice related to the recruitment process shall be uploaded on official website of IGU i.e. [www.igu.ac.in](http://www.igu.ac.in) only and not in the newspapers. Therefore, candidates are advised to check the University website regularly.
49. Information uploaded on the University website shall not be provided to the candidate under RTI Act, 2005. The uploaded information on the University website shall remain for a specific period only. Therefore, the candidates are advised to download the information and keep the same for future reference. During the recruitment process, neither any application under RTI Act, 2005 shall be entertained nor information shall be provided. Factual information under RTI Act shall be provided only after declaration of final result and completion of the entire recruitment process of this notification subject to condition. Reply shall not be provided for any inferential or speculative question.
50. All original documents in support of the claims should be produced for verification before/at the time of interview if called for.
51. Every provided document shall be duly signed and self-certified by the candidate, else it shall not be considered for assessment.
52. The age of the candidate for the above said posts should not be less than 18 years and not more than 42 years without any relaxation in age. The relaxation in age benefit will be provided as per Haryana Govt. rules. However, it should not exceed beyond 52 years in any case. The relaxation in age benefit of one or more categories as per Haryana Government, General Administration Department (General Services-III Branch) letter no. 22/06/2021-IGS-III dated 25.03.2022 and additional Chief Secretary to Govt. of Haryana, Chandigarh letter vide memo no. 18/86-2023 UNP(1) dated 21.11.2023 (**Annexure- VII, 4 pages**).
53. In the event of two or more candidates obtaining same aggregate marks, the tie-breaking criterion forwarding the ranks will be as follows:
  - a) Candidate with higher marks in written test will be given preference.

- b) If tie still persists, Candidate with higher marks in Experience will be given preference.
  - c) If tie still persists, Candidate with higher marks in Academic Qualifications will be given preference.
54. The hard copy of the application form with all supporting documents must be submitted to the Registrar, Indira Gandhi University, Meerpur, Rewari-122502 (Haryana) on or before 04.03.2024 (05:00 p.m.). The University will not be responsible for any postal delay or wrong delivery, whatsoever. Applications received after due date will not be entertained. Application sent by post in an envelope must be superscripted with the name of the post and Advt. No., and one envelope should contain only one application.
55. All disputes pertaining to the recruitment of these posts shall fall within the jurisdiction of Rewari Court only.



**Qualifications for Direct Recruitment to Various Non-teaching Positions**

Sr. No.	Name of Post	Qualifications
1	Training & Placement Officer	<p>i) First Class B.Tech. and MBA (HR) from a recognised and reputed Institution. OR First Class M.Tech. with PG Diploma (HR) and one year experience as Manager (HRD)/Training and/or Placement Office in reputed organisations.</p> <p>ii) Knowledge of Hindi/Sanskrit up to Matric/10<sup>th</sup> standard.</p> <p><b>Desirable Qualifications-</b> Persons having more than five years' experience as Training &amp; Placement Officer/Industrial Training in India &amp; abroad in a reputed Engineering Institution with proven track record will be given preference.</p>
2	Steno Typist	<p>i) A Bachelor's Degree or its equivalent from any recognized university with at least 50% marks.</p> <p>ii) English short hand at the speed of 80 w.p.m. and transcription thereof at the speed of 20 w.p.m. OR Hindi short hand at the speed of 64 w.p.m. and transcription thereof at the speed of 15 w.p.m. on computer.</p> <p>iii) Candidate should be able to work on computers and with Internet and do data entry efficiently.</p> <p>iv) Knowledge of Hindi/Sanskrit upto Matric Standard.</p>

## CRITERIA FOR SELECTION FOR THE POST OF TRAINING &amp; PLACEMENT OFFICER

Parameters		Maximum Marks
<b>A Academic Record</b>		<b>30</b>
Criteria for Assessment of Academic Record		
	<b>10<sup>th</sup> Or equivalent</b> (% of marks in 10 <sup>th</sup> subtracted by 40) x 0.084	05
	<b>12<sup>th</sup> Or Equivalent</b> (% of marks in 12 <sup>th</sup> subtracted by 40) x 0.084	05
	<b>Graduation</b> (% of marks in UG subtracted by 50) x 0.100	05
	<b>Post Graduation</b> (% of marks in PG subtracted by 50) x 0.200	10
	<b>Ph.D.</b>	05
<b>B</b>	<b>Work experience (Govt./Semi Govt./Govt. Aided/University)</b> (01 Mark for each completed year over and above the minimum required experience of 05 years)	<b>05</b>
<b>C</b>	<b>Written Test will be conducted, if eligible candidates are more than 25 and minimum pass percentage 40% marks</b>	<b>40</b>
<b>D</b>	<b>Domain Knowledge</b>	<b>10</b>
<b>E</b>	<b>Interview</b>	<b>15</b>

## CRITERIA FOR SELECTION FOR THE POST OF STENO-TYPIST

Parameters		Maximum Marks
<b>A Academic Record</b>		<b>20</b>
Criteria for Assessment of Academic Record		
	<b>10<sup>th</sup> Or equivalent</b> (% of marks in 10 <sup>th</sup> subtracted by 40) x 0.084	05
	<b>12<sup>th</sup> Or Equivalent</b> (% of marks in 12 <sup>th</sup> subtracted by 40) x 0.084	05
	<b>Graduation</b> (% of marks in UG subtracted by 50) x 0.100	05
	<b>Post Graduation</b> (% of marks in PG subtracted by 50) x 0.100	05
<b>B</b>	<b>Test on Computer in Stenography</b>  Candidate requires to qualify test on computer in stenography in English without any mistake. One and half marks for each mistake will be deducted from total marks	<b>60</b>
<b>C</b>	<b>Knowledge of Computer</b> i) Certificate – <b>02 Marks</b> ii) Diploma – <b>03 Marks</b> (one year regular diploma (Accountancy), Data Entry/Computer, Stenography, Secretarial Training, etc. from recognized University/Board (Govt./Semi. Govt.) <b>(Provided (i) is not used for acquiring higher qualification)</b> iii) Degree – <b>07 Marks</b> <b>(Provided (i) (ii) are not used for acquiring higher qualification)</b>	<b>10</b>
<b>D</b>	<b>Socio Economic Criteria (As per Haryana Govt. notification)</b>	<b>05</b>
<b>E</b>	<b>Experience</b> Experience as Steno-Typist in a recognized school/reputed Institute/University / Govt. offices/reputed Private Sector duly substantiated by Proper certificate from the competent authority	<b>05</b>

## **GENERAL APTITUDE TEST/WRITTEN TEST**

### **SYLLABUS FOR THE POST OF TRAINING AND PLACEMENT OFFICER**

**Note : -**

- 1) The written Test will comprise of 100 marks which will be reduced proportionately for merit purpose as per selection criteria. The minimum qualifying marks shall be 40% (for SC/ST 38%).
- 2) There will be ¼ negative marks for each wrong answer.
- 3) Duration of test will be 90 minutes
- 4) Questions Type - MCQ

#### **Higher Education System: Governance, Policy and Administration**

Structure of the institutions for higher learning and research in India; formal and distance education; professional/technical and general education; value education; governance.

#### **Indian Universities and their Administration**

Types of Universities, Role of Government in Universities, Administrative Hierarchy, Administrative Branches and their functions, Functions of Statutory Officers, University Accounting and Audit System.

The candidates are expected to have the knowledge of the following rules: The

University Employees (Terms and Conditions) of Service. The

University Act, Statutes and Ordinances.

Governance of Colleges.

Regulations related to various University Examinations and Courses of Study. The

Recruitment Rules (Teaching and Non-Teaching Employees).

Fundamental and Supplementary Rules. State

Civil Services Rules.

Reservations and Concessions for SC, ST, OBC, PH etc. General

Financial Rules.

Leaves Rules

Budget and Accounts.

The Right to Information Act, 2005.

The Public Premises (Eviction of Unauthorized Occupants) Act.

Departmental Proceedings, Punishment and Appeal



### **English Language Test**

Verb, Subject-Verb Agreement, Error Correction, Tenses, Sentence Rearrangement, Adverb, Comprehension, Articles, Grammar, Fill in the Blanks, Unseen Passages, Synonyms, Vocabulary, Idioms & Phrases, Antonyms etc.

### **Quantitative Aptitude and Reasoning Ability Test**

Number System, Percentages, Decimal & Fractions, Average, Simplification, Problems on Ages, Profit and Loss, Time and Work, Ratio and Proportions, Time and Distance, HCF & LCM, Mixtures & Allegations, Simple & Compound Interest, Data Interpretation etc.

Number Series, Coding-Decoding, Non-Verbal Series, Number Ranking, Alphabet Series, Directions, Analogy, Arithmetical Reasoning, Blood Relations, Decision Making, Mirror Images, Clocks & Calendars, Cubes and Dice, Embedded Figures etc.

### **General Science & Computer Knowledge Test**

History of Computers/Generations, Internet, Networking, Input Output Devices, DBMS, M.S. Office, Shortcuts.

### **General Knowledge and Current Affairs**

Questions will be designed to test the ability of the candidate's General Knowledge viz. General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity and Economy, Constitution of India. Important Financial & Economic News, Budget and Five Year Plans, Abbreviations, Awards and Honors, Sports, Important Days, International and National Organizations, Books and Authors, Countries & Capitals etc.

## **GENERAL APTITUDE TEST/WRITTEN TEST**

### **SYLLABUS FOR THE POST OF STENO-TYPIST**

- **Stenography Test: 60 Marks**

Separate qualifying of this test is mandatory. The candidate shall have to qualify stenography test in English at the speed of 80 wpm & transcription thereof at the speed of 20 wpm only on Computer. Only 8% mistakes are permissible. More than 8% mistakes will lead to disqualify.

#### **First Stage:**

A paragraph in English of 240 words will be dictated in 3 minutes to the candidates. Candidates are required to write down the Speech. Candidate has to carefully listen the words and need to write it in the note book. To write the speech in fast way, candidate need to use the technique called "SHORTHAND". The text that candidate has written in the notebook from listening is going to be used in second stage of Skill test.

#### **Second stage:**

In second stage of the test, candidates need to type the text that he has written within 12 minutes on computer only. Admissible Mistakes are 8% i.e. 19 words.

#### **Marking scheme:**

Every mistake accounts for 1.5 marks. Its meaning is in case of 19 mistakes, marks deducted are  $1.5 \times 19 = 28.5$ . So, in a text of 240 words, if five mistakes are there, then marks obtained will be  $60 - 7.5 (1.5 \times 5) = 52.5$

**(For the candidates who registered for Ph.D. Programme prior to July 11, 2009)**

**CERTIFICATE**

Certified that Dr. \_\_\_\_\_ son/daughter of Sh. \_\_\_\_\_

Regn. No. \_\_\_\_\_ has been awarded Ph.D. Degree vide Notification No. \_\_\_\_\_ Dated \_\_\_\_\_. He/She has fulfilled the following conditions prescribed by the U.G.C. under point 3 of U.G.C notification dated 11.07.2016, published in the Gazette of India, New Delhi on 11.07.2016: -

- a) Ph.D. degree of the candidate awarded in regular mode only;
- b) Evaluation of the Ph.D. thesis by at least two external examiners;
- c) Open Ph.D. viva-voce of the candidates had been conducted;
- d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a referred journal;
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

Certified by

Registrar or the Dean Academic  
Affairs of the Concerned  
University

## **Annexure-II**

**(For the candidates who registered for Ph.D. Programme on or after July 11, 2009)**

### **CERTIFICATE**

This is to certify that Mr./Ms. \_\_\_\_\_ Son/daughter of Sh. \_\_\_\_\_  
with Regn. No. \_\_\_\_\_ has been awarded the Degree of Ph.D. on \_\_\_\_\_ in  
the subject of \_\_\_\_\_ on fulfilment of the provision of UGC (minimum  
Standards and Procedure for awards of Ph.D. Degree) Regulations, 2009.

Certified By

Registrar or the Dean Academic  
Affairs of the Concerned  
University

**(The candidate who have obtained their degrees from Singhania University (Rajasthan), EIILM University (Sikkim), Manav Bharti University (Himachal Pradesh), Vinayak Mission University (Sikkim), Global Open University (Nagaland) and Vinayak Mission University, Salem, Tamilnadu and want to claim the benefit of his/her degree are required to submit a certificate from their Universities, in addition to Annexure-I or II whichever is applicable).**

**CERTIFICATE**

This is to certify that Mr./Mrs. \_\_\_\_\_ Son/Daughter of Sh \_\_\_\_\_ has completed his/her degree through the main campus of the \_\_\_\_\_ (Name of University) \_\_\_\_\_ at regular mode with the approval of the Statuary Bodies/ Councils, wherever it is required.

Further, in case of M.Phil./Ph.D. degrees, this is to certify that the University has allocated the supervisor from amongst the regular faculty members in a department or its affiliated PG College/Institutes depending on the number of students per faculty members, the available specialization among the faculty supervisor and the research interest of the student.

Registrar or  
the Dean Academic Affairs of  
concerned University.

**BACKWARD CLASS CERTIFICATE (BLOCK ‘A’ or ‘B’)**

This is to certify that Mr./Ms. \_\_\_\_\_ son/daughter of Sh. \_\_\_\_\_ resident of Village/Town \_\_\_\_\_ Tehsil \_\_\_\_\_ Distt. \_\_\_\_\_ of the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste, which has been notified as Backward Class by the Haryana Government and is placed in Block \_\_\_\_\_ (mention Block ‘A’ or ‘B’).

This is to certify that he/she does not belong to the person/section (Creamy layer) as per State Govt. letter No. 1170-SW(1)-95 dated 07.06.1995 & No. 213-SW(1)-2010 dated 31.08.2010, No.22/22/2004 3GS-III dated 14.06.2016, No.1282-SW(1) dated 28.08.2018 and No. 512-SW (1) 2021 dated 01.12.2021.

This certificate is being issued to him/her on the basis of verification of Sarpanch/Patwari/Kanungo.

Signature with seal of issuing Authority  
Full Name.....  
Designation.....  
Address with Telephone No. With code.....

Sr. No.:.....

Place :.....

Dated :.....

Issuing Authority: Tehsildar or Naib Tehsildar  
Head of Department in case of Govt. employees

**NO OBJECTION CERTIFICATE FROM EMPLOYER**

To

The Registrar,  
Indira Gandhi University,  
Meerpur (Rewari)

This letter is in reference to Mr./Ms./Mrs. \_\_\_\_\_ son/daughter of  
Sh. \_\_\_\_\_ who has been an employee at (Organization name  
\_\_\_\_\_ in the capacity of  
(Designation) \_\_\_\_\_ w.e.f.  
\_\_\_\_\_. The undersigned has no objection if he/she applies for the  
post at Indira Gandhi University, Meerpur (Rewari) and he/she will be relieved from the job in case of  
selection.

Contact for any inquiries.

Sincerely,

Signature with Seal of Head of Institution  
Name of the Official  
Organization Address  
Contact Number

Place: \_\_\_\_\_  
Date: \_\_\_\_\_



विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**  
(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)  
बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

F.1-1/2018(Journal/CARE)

16<sup>th</sup> September, 2019

**PUBLIC NOTICE**

In the interests of Indian academic publishing and the credibility of our research and knowledge production, the UGC reiterates the following :

- (1) The old 'UGC Approved List of Journals' has been replaced with the new UGC-CARE Reference List of Quality Journals' (UGC-CARE List) and with effect from 14<sup>th</sup> June, 2019 research publications only from the journals indexed in UGC-CARE List should be considered prospectively for any academic purpose.
- (2) The Vice Chancellors, Selection Committees, Screening Committees, research supervisors and all/any expert(s) involved in academic/ performance evaluation and assessment are hereby advised to ensure that their decisions in the case of selections, promotions, credit-allotment, award of research degrees etc. must be based on the quality of published work rather than just numbers or a mere presence in peer reviewed or in old UGC Approved List of Journals which is available for reference on the UGC website.

(P.K. Thakur)  
Secretary( Officiating)



From Additional Chief Secretary to Govt., Haryana,  
Higher Education Department,  
Chandigarh.

To The Vice Chancellors of all State Universities of Haryana  
(In the ambit of Higher Education, Haryana) .

Memo.No.18/86-2023 UNP (1),  
Dated, Panchkula, the 21/11/2023

Subject:- Regarding anomalies observed in the maximum age limit in recruitment for various teaching and not teaching posts.

Kindly refer to the subject cited above.

I have been directed to inform you that the State Government has decided all future advertisements by the various State Universities be done based on the Government norms without any relaxations whatsoever.

Recruitments for which advertisements have already been issued before 20.10.2023 based on relaxed age norms are allowed to be concluded logically.

*M. M. D.*  
Deputy Director UNP,  
for Additional Chief Secretary to Govt., Haryana,  
Higher Education Department,  
Chandigarh.

Endst. No. 18/86-2023 UNP (1),

Dated, Panchkula, the 11.2023

A copy of the above are forwarded to the following for information and necessary action:-

1. Secretary to Hon'ble Governor, Haryana.
2. PS to Chief Secretary, Haryana.
3. Secretary to PSCM, Haryana.
4. Secretary to APSCM, Haryana.
5. Secretary to Hon'ble E.M.
6. Chairperson, Haryana State Higher Education Council, Panchkula.
7. PS/PHSE
8. PS/DGHE
9. PS/DGTE
10. PS/Addl. Director Admn.
11. All concerned of UNP Branch

*-Sd-*  
Deputy Director UNP,  
for Additional Chief Secretary to Govt., Haryana,  
Higher Education Department,  
Chandigarh.

**No. 22/06/2021-1GS-III**  
**HARYANA GOVERNMENT**  
**GENERAL ADMINISTRATION DEPARTMENT**

(General Services-III Branch)

Dated: Chandigarh the 25th March, 2022.

To

1. All the Administrative Secretaries to Govt. Haryana.
2. All the Heads of Departments in the State of Haryana,
3. All the Managing Directors of Boards/Corporations in the State of Haryana.
4. All the Divisional Commissioners in Haryana.
5. The Registrar General, Punjab and Haryana High Court, Chandigarh,
6. The Registrar of all the Universities in the State of Haryana.
7. All the Deputy Commissioners in the State of Haryana.

**Subject: Age for entry into Government service or to compete for regular recruitment and relaxation in age under various circumstances.**

Sir/Madam,

I am directed to invite your attention to Government instructions of even number dated 03.02.2021 and to say that lower and upper age limit and relaxation in age under various circumstances shall now be admissible as under :-

- (I) Save as otherwise provided in any Service Rules/Service Bye-laws/Act/Instructions already applicable to the employees of any Department/Board/Corporation etc. of Haryana Government, the lower age limit shall not be less than 18 years for entry into Government service and the upper age limit shall be 42 years. However, where the lower age limit is already more than 18 years and/or upper age limit is less than or more than 42 years in any Service Rules/Service Bye-laws/Act etc. applicable for recruitment to a particular post/service in the respective Department/ Board/Corporation etc. due to nature of duties and/or essential qualification for entry into Government service, the Dept/Board/Corporation it shall be the prerogative of the department to keep it same or to change. In case of change the department shall take approval of CM, CS, FD, LR etc. at their own level.
- (II) Where the upper age limit is 42 years without any relaxation in age the same shall not exceed 52 years for the applicants who are entitled to get the benefit of relaxation in age of one or more categories under various circumstances mentioned below :-

Sr. No.	Categories where relaxation is admissible	No. of years of relaxation
(i)	<b>Scheduled Castes.</b>	5 years' relaxation in age
(ii)	<b>Backward Classes.</b>	5 years' relaxation in age
(iii)	<b>Disabled persons who covered under the Rights of Persons with Disabilities Act, 2016.</b>	(i) 10 years' relaxation in age (+5 years if PwD applicant belongs to S/Caste, S/Tribe, B/Classes, EWS Category) subject to maximum 52 years, for Group C & D Posts, and also for Group A & B Posts where recruitment is made otherwise than through open competitive examination.

		<p>(ii) 5 years' relaxation in age (+5 years if PwD applicant belongs to S/Caste, S/Tribe, B/Classes, EWS Category (subject to maximum 52 years) for Group A &amp; B posts where recruitment is made through open competitive examination.</p> <p>Note.— Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved for PwD or not, provided the post is identified suitable for persons with disabilities.</p>
(iv)	<b>Group C posts of Police Personnel and Prisons Personnel (e.g. Constable, ASI) where upper age limit is less than 42 years.</b>	5 years' relaxation in age to S/Caste, B/Classes and applicants of Economically Weaker Sections (EWS) only. However, relaxation to Ex-servicemen as per rules of Police or Prisons Department, Haryana.
(v)	<b>Wives of military personnel who are disabled while in military service;</b>	5 years' relaxation in age
(vi)	<b>Widowed or legally divorced women;</b>	5 years' relaxation in age
(vii)	<b>Judicially separated women residing separately for more than two years from the date as prescribed for the purpose of age for applicants of other categories.</b>	5 years' relaxation in age
(viii)	<b>Unmarried women.</b>	5 years' relaxation in age
(ix)	<b>Ex-serviceman including Short Service Commissioned Officers and Emergency Commissioned Officers.</b>	<p>Relaxation in age to the extent of his military service added by three years provided—</p> <p>(a) he has rendered continuous military service for a period of not less than six months before his release; and</p> <p>(b) he was released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.</p>
(x)	<b>Persons who have already worked or presently working on adhoc/contract/work-charged/ daily wages basis in any Department/ Board/</b>	Relaxation in age equal to the number of completed years only on equivalent post on adhoc/ contract/work-charged/ daily wages basis excluding the period of break, if any, including any other age relaxation admissible, if any, subject to maximum age of 52 years and also subject to the condition that if once a person has been appointed on regular basis in any Department/ Board/Corporation etc. of Haryana

Corporation of Haryana Government including Government-aided Institutions under Haryana Government.	Government with the benefit of relaxation in age he will not be entitled to avail the same again for any subsequent appointment.
---	--

Note 1.— For appointment of an ex-serviceman to a post of Group A, B, C or D, his age will be calculated keeping in view the actual age minus (actual period of military service plus upto three years of break, if any, between military and civil service). If the resultant age does not exceed the maximum age limit, including the number of years of any other relaxation in age admissible to him, prescribed for the post for which he is seeking appointment he shall be deemed to satisfy the condition regarding age limit.

Note 2.— The upper age limit of an applicant of any category (except Ex-servicemen) shall not exceed 52 years who is entitled to avail the benefit of relaxation in age of one or more of the categories mentioned above.

Note 3.— The experience certificate(s) of equivalent post issued by the Appointing Authority of respective Department/Department/Board/ Corporation/ Government-aided Institutions only shall be valid. Before grant of benefit of relaxation in age, the experience certificate(s) shall be got verified by the HPSC/HSSC from the concerned Appointing Authority(ties).

3. Until necessary amendment is made in the rules by the Finance Department, these instructions shall be applicable with immediate effect instead of the provision which exists in Rule 22 of the Haryana Civil Services (General) Rules, 2016 and in any instructions issued Government prior to these instructions.

4. These instructions may please be brought to the notice of all concerned.

Yours faithfully,

*Tilak Ray*

Superintendent General Services-III,  
for Chief Secretary to Government Haryana./

Endst. No. 22/06/2021-1GS-III

Dated: Chandigarh, the 25th March, 2022

A copy is forwarded to the following for information and necessary action :-

- (i) Additional Chief Secretary to Government Haryana, Finance Department (FR-I Branch) with the request to make necessary amendment in Rule 22 of the Haryana Civil Services (General) Rules, 2016.
- (ii) Secretary, Haryana Public Service Commission w.r.t. their letter No. Exam/7/2020/5829, dated 22.12.2020.
- (iii) Secretary, Haryana Staff Selection Commission.

*Tilak Ray*

Superintendent General Services-III,  
for Chief Secretary to Government Haryana./

\*\*\*\*\*