



Guru Jambheshwar University of Science and Technology started its journey on October 20, 1995 under Haryana State Legislative Act No. 17 of 1995 at Hisar, Haryana State of India to impart education on the frontiers of Technology, Pharmacy, Environmental Studies, Non-conventional Energy Sources, Mass Media and Management Studies.

Today the university is rock standing on three hundred seventy two acres of lush green land with 18 Teaching Departments classified in 7 Faculties for coordinated teaching in particular and effective governance in general. The University at present offers 45 Regular Programmes on Campus including B.Tech, M.Tech, B.Pharma, M.Pharma, B.Physiotherapy, M.Physiotherapy, M.Sc, M.B.A, M.Com and M.C.A. etc. with Ph.D. degree programme in all the Departments. The University also offer 17 Programmes through Distance Mode. These Distance Education Programmes stand approved by the joint committee of UGC, AICTE and DEC.

The University is recognized by the University Grants Commission (UGC) under Section 2(f) for recognition of degrees on 11.1.1996 and under section 12(B) of the UGC Act to be eligible for central assistance on 7.2.1997.

The University has been accredited 'A' Grade by National Assessment and Accreditation Council (NAAC), in 2002 as grade 'A' and has been re-accredited as grade 'A' with (CGPA 3.26), in 2009. Thereafter, the University has also been re-accredited third time as "A" Grade with (CGPA 3.28) by National Assessment and Accreditation Council (NAAC), Bangalore for a period of five years from 10.12.2014 to 09.12.2019.

Further, fifteen Colleges/Institutes of Engineering and Management are affiliated to this University and they are offering B.Tech., M.Tech., MBA, BBA, MCA, BCA, B.Arch., M.Arch. programmes.

**DETAIL OF POSTS ALONG WITH QUALIFICATIONS, PAY SCALE & NO. OF POSTS**

<b><u>Sr. No.</u></b>	<b><u>Name of Post/Pay Scale</u></b>	<b><u>Qualifications</u></b>	<b><u>No. of Posts</u></b>
1.	Controller of Examinations 37400-67000+ 10000 GP	<p>I. A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>II. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years' of service in the AGP 8000 and above including as Associate Professor along with experience in education administration</p> <p align="center"><b>Or</b></p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p align="center"><b>Or</b></p> <p>15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post</p> <p><b>Desirable:</b> Knowledge of IT based office Management &amp; Communication Skills.</p>	<b>01 (Gen.)</b> Direct/ Deputation
2.	Secretary to Vice-Chancellor 15600-39100 +7600 GP	<p>A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale; alongwith:-</p> <p>I. Nine year's experience as Assistant Professor in the AGP of Rs, 6000 and above with experience in educational administration,</p> <p align="center"><b>OR</b></p> <p>II. Comparable experience in research establishment and/or in an institution of higher education,</p> <p align="center"><b>OR</b></p> <p>III. Five Year of administrative experience as Assistant Registrar or in an equivalent post.</p> <p><b>Desirable:</b> Knowledge of IT based office Management &amp; Communication Skills.</p> <p align="center"><b>Age limit-60 years</b></p>	<b>01 (Gen.)</b> Direct/ Deputation
3.	System Analyst 9300-34800 +5400 GP	<p>M.Sc. in Computer Science/IT/ Software Engineering with 55% marks.</p> <p align="center"><b>OR</b></p> <p>MCA with 55% marks</p> <p align="center"><b>OR</b></p> <p>Master in Engineering/Technology in Computer Science/Computer Science &amp; Engineering/IT/Software Engineering with 55% Marks.</p> <p align="center"><b>Age Limit- 18-50</b></p>	<b>01 (Gen.)</b>

4.	Clerk 5200-20200 +1900 GP +40 SP	I. Graduation Degree from any recognized University. II. The candidate will have to qualify the written test as prescribed by the competent Authority. III. The Candidate will have to qualify the Type-Test at the speed 30 w.p.m. in English or 25 w.p.m. in Hindi converted with equivalent key depressions in computers. IV. Candidate should be able to work computers and with Internet and data entry efficiently <b>Age Limit- 18-50</b>	<b>Total Posts-07</b> EBP-03, SC-01, BCA-01, BCB-01. BCB (ESM)-01
5.	Steno Typist (English) 5200- 20200 + 1900 GP +100 SP	I. Graduation Degree from any recognized University. II. English Shorthand at the speed of 80 w.p.m and transcription thereof at the speed of 20 w.p.m. on computer. III. Candidate should be able to work on computers and with Internet and do data entry efficiently. <b>Age Limit-18-50</b>	<b>Total posts-10</b> (Gen-02,EBP-01 BCB-01 ESM(SC)01 ESM(GEN)-02 ESM(BCA)-01 ESM(BCB)-01 SC(OSP)-01
6.	Library Attendant-cum- Restorer 5200-20200 + 1900GP	Senior Secondary <b>Age Limit- 18-50</b>	<b>01 (Gen)</b>
7.	Peon 4440-7440+ 1300GP+30SP	Middle Pass <b>Age Limit-18-50</b>	<b>Total posts-36,</b> GEN-04, SC-05, BCA-03,BCB-03, EBP-09, PH 01 GEN(ESM)-05 BCA(ESM)-02 BCB(ESM)-02 SC(ESM)-01 SC(OSP)-01

## CRITERIA FOR SELECTION

### **CONTROLLER OF EXAMINATIONS:-**

A.	Academic Qualifications	40 Marks	40% marks of excess of 55% of 10+2, Bachelor degree and Master degree.
B.	Experience	20 Marks	04 marks for Administrative experience for each year.
C.	Interview	20 Marks	
D.	Job Profile/Domain knowledge	20 Marks	

### **SECRETARY OF VICE CHANCELLOR & SYSTEM ANALYST:-**

<b>Sr. No. 1</b>	<b>Academic Record</b>	<b>40 Marks</b>
(i)	Minimum Academic Qualifications	No Marks
(ii)	03 marks each for obtaining more than 55% but less than 60% marks at Matric, 10+2, Bachelor and Master's level.	12 Marks
(iii)	06 Marks each of obtaining 1 <sup>st</sup> Division in Metric, 10+2, Bachelor Degree and Master Degree.	24 Marks
(iv)	Additional marks for obtaining 65% or above marks at Master's level.	04 Marks
<b>Sr. No. 2</b>	<b>Experience</b>	<b>20 Marks</b>
	04 marks for each year of experience in the relevant field to maximum of 05 years experience	
<b>Sr. No. 3</b>	<b>Domain Knowledge:</b> Conceptual Clarity, Overall field Knowledge, Knowledge of ICT.	<b>20 marks</b>
<b>Sr. No. 4</b>	<b>Interview</b>	<b>20 marks</b>

### **CLERK:-**

A.	Written Test	50 marks	Minimum qualifying marks 45% (40% for SC).																												
B.	Type Test on Computer	38 Marks	<p>Marks for Type Test (For English)</p> <table style="width: 100%; border: none;"> <tr> <td>Type Speed (WPM)</td> <td>Marks to be awarded</td> </tr> <tr> <td>30</td> <td>30</td> </tr> <tr> <td>31</td> <td>31</td> </tr> <tr> <td>32</td> <td>32</td> </tr> <tr> <td>33</td> <td>33</td> </tr> <tr> <td>34</td> <td>34</td> </tr> <tr> <td>35 and above</td> <td>38</td> </tr> </table> <p>Marks for Type Test (for Hindi)</p> <table style="width: 100%; border: none;"> <tr> <td>Type Speed (WPM)</td> <td>Marks to be awarded</td> </tr> <tr> <td>25</td> <td>30</td> </tr> <tr> <td>26</td> <td>31</td> </tr> <tr> <td>27</td> <td>32</td> </tr> <tr> <td>28</td> <td>33</td> </tr> <tr> <td>29</td> <td>34</td> </tr> <tr> <td>30 and above</td> <td>38</td> </tr> </table> <p>If a candidate having type speed in points i.e. 30.2 then he/she may be awarded marks as 30.2 in English and similarly if type speed in Hindi is 26.3 it will amount to 31.3.</p>	Type Speed (WPM)	Marks to be awarded	30	30	31	31	32	32	33	33	34	34	35 and above	38	Type Speed (WPM)	Marks to be awarded	25	30	26	31	27	32	28	33	29	34	30 and above	38
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C.	Interview	12 Marks																													

**STENO TYPIST:-**

A.	Academic Qualifications	28 Marks	40% marks of excess of 55% of 10+2, Bachelor & Master degree.
B.	Shorthand Test	60 Marks	½ marks will be deducted for 1 mistake from the total marks of Shorthand Test. This condition will be applicable only on qualifying candidates who qualify the shorthand Test having maximum 8% mistakes in English i.e. 32.
C.	Interview	12 Marks	

**LIBRARY ATTENDANT CUM RESTORER:-**

A.	Academic Qualifications	60 Marks	i. Graduate - 20 marks, with first division - 30 Marks ii. Post Graduate - 20 marks, with first division -30 Marks
B.	Experience	Maximum-28	04 marks per completed year as Library Attendant subject to maximum of 28. The experience should be in a govt./semi govt./ statutory autonomous body and of affiliated School/College/ Institution.
C.	Interview	12 Marks	

**PEON:-**

A.	Qualifications	Maximum:60	i. Middle - 40 marks ii. Matric - 50 marks iii. Matric 1 <sup>st</sup> Division - 60 marks
B.	Experience	Maximum:28	04 marks per completed year as Peon subject to maximum of 28. The experience should be in a govt./ semi govt./ statutory autonomous body like bank/ corporation, etc.
C.	Interview	Maximum:12	
Note : In case of candidates bracketing in final score, the elder one in age will be senior in merit.			

## **Important instructions**

### **Submission of online application form Advt. No. 5/2016**

1. The prescribed application format is available on the University website to apply online. The fee of Rs. 500 (Rs. 125/- for SC/BC/EBPGC/ESM/PWD) and 50% concession in fee for women candidates may be deposited either through Net Banking or Debit Card/Credit Card & E-challan (depositing on any CBS branch of Punjab National Bank) separately for each post. The Net Banking/Debit Card/Credit Card & E-challan transaction charges will be extra as applicable. If the candidate applies for more than one post, he/she is required to deposit the fee separately for each post and apply separate application form.
  - ❖ The online application forms are available on the University website w.e.f. 05.10.2016 from 9:00AM.
  - ❖ Last date to generate and download e-challan is 02<sup>nd</sup> November 2016, 5:00PM.
  - ❖ Last date for payment of fee through e-challan is 03<sup>rd</sup> November 2016 (upto working hours of Punjab National Bank).
  - ❖ Last date for payment of fee through Net-Banking or Debit/Credit Card is 04<sup>th</sup> November 2016, 5:00PM.
2. The downloaded copy of application form duly filled in along with all other documents in support of educational qualifications and experience should reach the office of Deputy Registrar (Estt.) of this University latest by **11<sup>th</sup> November 2016**. The candidate must be eligible on the last date for submission of application form as per the prescribed qualifications. Those who are in service should send their applications through proper channel also.
3. Concession in application fee is applicable to the candidates of Haryana only.
4. In case of large number of applications for any post, University may devise a method based on merit or a written test will be conducted for short listing the candidates.
5. The University reserves the right not to fill any of the posts advertised without assigning any reason.
6. In case candidates for the post of Steno-typist in the categories of ESM are not found available/suitable, such post will be filled from General Category candidates.
7. OSP means Outstanding Sports Person.
8. Those who have already applied earlier for the post of (System Analyst- 1/2014), (Steno-Typist-2/2014) & (Peon-2/2010) may apply fresh online form and they need **not to deposit fees** with their application forms. However, the candidate will have to mention Diary No. of his/her previous application. Failure to apply fresh will not constitute any valid ground for consideration for selection procedure. Any claim for refund of fee will not be entertained.
9. Reservation of posts will be for Haryana Residents only and as per the reservation policy of State Govt.
10. The Name of post, pay scale, no. of post & Qualifications are available at **<http://www.gjust.ac.in/onlinejobs>**

11. The selection criteria for non-teaching posts are available at <http://www.gjust.ac.in/onlinejobs>.
12. The degrees obtained by the candidates through Distance Education Mode/ Correspondence Mode must be approved by AICTE-UGC-DEC (now DEB) Proof of the same be enclosed.
13. Before submission of online application form, candidate must have scanned his/her latest photograph and signature in JPEG/JPG format only, for uploading as a part of submission of online application.
  - The latest photograph must be a PASSPORT SIZE with maximum dimension of maximum size (width 132px height 170px) minimum size (width 102px, height 140px). Maximum file size should be 75 kb.
  - Signature must be done by the candidate himself/ herself in a white paper with a black pen. The signature image maximum Size (width 210px height 80px) minimum size (width 210px, height 40px). Maximum file size should be 50 kb.
14. The candidates are advised to carefully check all the details before final fee deposit of the application form. After fee confirmation, your application form details cannot be changed or edited.
15. Candidates are advised to be in touch with “NEWS/EVENTS” on the GJUS&T website. Other information will also be supplied on candidate’s Registered Mobile Number (RMN).
16. After registration, an automatic generated User ID will be shown on the website; you are advised to keep User ID/Reference No. and password secretly for your own use only and not to be disclosed this to any other person(s). **In the event of sharing of password, candidate shall be solely responsible for the change of registration/application details** etc. In the event of forgetting of password, the same can be retrieved by the candidate on replying the queries by the system on the **Forgot Password** available on the GJUS&T website.