

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)
'A+' GRADE NAAC Accredited



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ADVT. No. 01/2024

Applications on the prescribed online form for the various non-teaching posts are invited on regular basis. The online applications forms will be available on the University website w.e.f. **25.01.2024** and the last date for submission of application forms on the university website will be **16.02.2024**. The copy of qualifications may be downloaded from University website. Detailed information with regard to number of posts, qualifications, selection criteria, instructions etc. may be seen on the University website (www.gjust.ac.in).

REGISTRAR

Details of Posts with Qualifications, Selection Criteria, pay level & No. of Posts with category:

| Sr. No. | Name of Post | Number of Post | Qualifications | Criteria | Maximum Marks | |
|---------|---|-----------------|---|---|---------------|----|
| 1 | Assistant Director (FPL-11) Under SFS | Gen-01 Total-01 | Master Degree with at least 55% of the marks from the University recognized by the UGC or an equivalent degree of Foreign University; Desirable: 1. Should be able to work on computer efficiently; 2. Excellent in oral and written communication in Hindi and English. | Written Test The written test is of total 100 marks and 50% marks of the obtained marks by a candidate will be counted for putting the same in drawing the merit list in case of written test. | | 50 |
| | | | | Marks obtained 55% but less than 60% marks in requisite qualification. | 10 | 15 |
| | | | | Marks obtained more than 60% and above marks in requisite qualification. | 15 | |
| | | | | Domain knowledge | | 20 |
| | | | | Interview | | 15 |
| 2. | Assistant Workshop Superintendent (FPL-9) Under SFS | Gen-01 Total-01 | B.E./B. Tech in (Mechanical Engg. with 50% marks). Desirable: 1. Should be able to work on computer efficiently; 2. Excellent in oral and written communication in Hindi and English. | Written Test The written test is of total 100 marks and 50% marks of the obtained marks by a candidate will be counted for putting the same in drawing the merit list in case of written test. | | 50 |
| | | | | Marks obtained 50% but less than 60% marks in requisite qualification. | 10 | 15 |
| | | | | Marks obtained 60% and above marks in requisite qualification. | 15 | |
| | | | | Domain knowledge | | 20 |
| | | | | Interview | | 15 |
| 3. | Information Scientist (FPL-9) | Gen-01 Total-01 | 1. B.E./B. Tech (Computer/IT) with atleast 50% marks OR Master Degree in Computer Application (MCA) with 50% marks OR Consistently good academic record with 50% marks in Master in Library Science/Library & Information Science/Information Science/Documentation Science and PGDCA (Post Graduate Diploma in Computer Applications). 2. Should have good working knowledge of computerized system of library/Internet/document management. Desirable: 1. Should be able to work on computer efficiently; | Written Test The written test is of total 100 marks and 50% marks of the obtained marks by a candidate will be counted for putting the same in drawing the merit list in case of written test. | | 50 |
| | | | | Marks obtained 50% but less than 60% marks in requisite qualification. | 10 | 15 |
| | | | | Marks obtained 60% and above marks in requisite qualification. | 15 | |
| | | | | Domain Knowledge | | 20 |
| | | | | Interview | | 15 |

| | | | | | | |
|----|------------------------------------|--|--|--|----|-----------|
| | | | 2. Excellent in oral and written communication in Hindi and English. | | | |
| 4. | Assitant Technical Officer (FPL-7) | Gen-01 Total-01 | 1. Master degree first Class from recognized University /Institute OR B.Sc. first class from Recognized University /Institute with more than 10 years experience as Lab Attendant. Desirable: Knowledge of computer applications | Written Test General Knowledge, General English, General Science, Computer Fundamentals, Quantitative Aptitude and Reasoning Ability Test. | | 50 |
| | | | | Marks obtained 50% but less than 60% marks in requisite qualification. | 10 | 15 |
| | | | | Marks obtained 60% and above marks in requisite qualification. | 15 | |
| | | | | Domain Knowledge | | 20 |
| | | | | Interview | | 15 |
| 5. | Junior Programmer (FPL-7) | PWD - 01, SC-02, Gen-01, BCA-01 Total-05 | B.E./B.Tech. in Computer Science & Engineering, Computer Science, Software Engineering/Information Technology with atleast 50% marks OR Master's degree in Computer Application/Computer Science/Software Engineering/IT/CSE or equivalent with at least 50% marks. Desirable: Should be familiar with Programming Techniques and code writing commonly used Software packages. | Written Test The written test is of total 100 marks and 50% marks of the obtained marks by a candidate will be counted for putting the same in drawing the merit list in case of written test. | | 50 |
| | | | | Marks obtained 50% but less than 60% marks in requisite qualification. | 10 | 15 |
| | | | | Marks obtained 60% and above marks in requisite qualification. | 15 | |
| | | | | Domain Knowledge | | 20 |
| | | | | Interview | | 15 |
| 6. | Security Officer (FPL-6) | Gen-01 Total-01 | i. Bachelor's Degree with five years' experience as Security Supervisor/supervisory position in security in a Govt. Office, Educational Institute/ Private Organization of repute; OR Persons who have served in the Army or such Uniformed service at JCO level or equivalent or above with at least Class 10th standard pass or Army Class I examination or an equivalent examination. ii. Holding a valid Driving License to ride Jeep/Motor Cycle. iii. Holding a valid Arm License Desirable: (i) Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para Military Forces. (ii) Should be able to speak English and Hindi. | Written Test General Knowledge, General English, General Science, Computer Fundamentals, Quantitative Aptitude and Reasoning Ability Test. | | 70 Marks |
| | | | | Domain Knowledge (Job Proficiency Test) | | 25 Marks |
| | | | | *Socio Economic | | 05 Marks |
| | | | | Total | | 100 Marks |
| 7. | Lab Tech. Instrumentation (FPL-6) | Gen-01 Total-01 | 1. B.E/B.Tech (Instrumentation /Electronic & Instrumentation) from institution recognized by Govt. of Haryana with 50% Marks. OR M.Sc/ M.Pharma with 55% marks from institution recognized by Govt. of Haryana OR | Written Test General Knowledge, General English, General Science, Computer Fundamentals, Quantitative Aptitude and Reasoning Ability Test. | | 70 Marks |
| | | | | Domain Knowledge (Job Proficiency Test) Practical in relevant Lab and via on Lab. Procedures & Good Practices, Safety Precautions, Handling & Maintenance of Equipments, Preparation of SOPs for equipment's, Maintenance of Lab. Records, safety protocol regarding radiations | | 25 Marks |

| | | | | | |
|-----|---------------------------------|-------------------------------|---|--|-----------|
| | | | B.Sc. with atleast 55% marks along with one year Lab. Tech./ Instrumentation diploma. | *Socio Economic | 05 Marks |
| | | | | Total | 100 Marks |
| 8. | Junior Engineer (Civil) (FPL-6) | PWD-01 Total-01 | B.E./B.Tech (Civil) with at least 50% marks from institution recognized by Govt of Haryana. OR Three year diploma in Civil engineering from recognized Institute affiliated to State Board of Technical Education /Equivalent with at least 60% marks. | Written Test General Knowledge, General English, General Science, Computer Fundamentals, Quantitative Aptitude and Reasoning Ability Test. | 70 Marks |
| | | | | Domain Knowledge (Practical Test) related to Civil Engineering work i.e Entries in MB, Calculation & checking of estimate as per HSR, Knowledge of HSR and B&R rules, etc. | 25 Marks |
| | | | | *Socio Economic | 05 Marks |
| | | | | Total | 100 Marks |
| 9. | Accountant (FPL-6) | Gen-02 Total-02 | 1. Bachelor degree (Commerce) from a recognized University with atleast 50% marks. 2. Desirable: Good Knowledge of Computer Applications and Proficiency in Tally and other accounting software's. | Written Test General Knowledge, General English, General Science, Computer Fundamentals, Quantitative Aptitude and Reasoning Ability Test. | 70 Marks |
| | | | | Domain Knowledge (Job Proficiency Test) Maintaining of cash book, ledgers, and awareness about TAX & GST rules of Govt. of Haryana /Govt. of India, Knowledge of Talley and related software, operation of Internet /E-mails and Computer fundamentals. | 25 Marks |
| | | | | *Socio Economic | 05 Marks |
| 10. | Library Assistant (FPL-6) | Gen-02 Total-02 | 1. Bachelor Degree in Library Science/Library & Information Science from a recognized University with at least 55% marks 2. Knowledge of Computer with typing speed of 30 WPM in English. Desirable: Good Knowledge of computer applications. | Written Test General Knowledge, General English, General Science, Computer Fundamentals, Quantitative Aptitude and Reasoning Ability Test. | 70 Marks |
| | | | | Domain Knowledge (Job Proficiency Test) | 25 Marks |
| | | | | *Socio Economic | 05 Marks |
| | | | | Total | 100 Marks |
| 11. | Hostel Care Taker (FPL-4) | PWD-01, BCA-01 Total-02 | Graduate degree with 50% marks from recognized University. Desirable: Knowledge of Computer Application | Written Test General Knowledge, General English, General Science, Computer Fundamentals, Quantitative Aptitude and Reasoning Ability Test. | 70 Marks |
| | | | | Domain Knowledge (Job Proficiency Test) Maintaining of stock book & Ledgers, operation of Internet /E-mails and Computer fundamentals. | 25 Marks |
| | | | | *Socio Economic | 05 Marks |
| | | | | Total | 100 Marks |
| 12. | Accounts Clerk (FPL-2) | Gen-01 Total-01 | 1. Bachelor's degree from recognized University/ Institute. 2. Matric with Hindi or Sanskrit as one of the subject. 3. Typing speed of 30 words per minute in English converted with equivalent key depression as the typing speed would be tested on computers. Desirable: | Written Test General Knowledge, General English, General Science, Computer Fundamentals, Quantitative Aptitude and Reasoning Ability Test. | 70 Marks |
| | | | | Domain Knowledge (Job Proficiency Test) Maintaining of cash book, ledgers, and awareness about TAX & GST rules of Govt. of Haryana /Govt. of India, Knowledge of Talley and related software, operation of Internet /E-mails and Computer fundamentals. | 25 Marks |
| | | | | *Socio Economic | 05 Marks |

| | | | | | | |
|-----|-----------------------|------------------------------------|---|--|---|------------------|
| | | | Good Knowledge of Computer Applications and Proficiency in Tally and other accounting software's. | Total | | 100 Marks |
| 13. | Lab Attendant (FPL-2) | Gen-02, ESM(SC)-01 Total-03 | B.Sc / 3 year Polytechnic diploma from recognized University /Board | Written Test General Knowledge, General English, General Science, Computer Fundamentals, Quantitative Aptitude and Reasoning Ability Test. | | 70 Marks |
| | | | | Domain Knowledge (Job Proficiency Test) Practical in relevant Lab and via on Lab. Procedures & Good Practices, Safety Precautions, Handling & Maintenance of Equipments, Preparation of SOPs for equipment's, Maintenance of Lab. Records, safety protocol regarding radiations | | 25 Marks |
| | | | | *Socio Economic | | 05 Marks |
| | | | | Total | | 100 Marks |
| 14. | Chowkidar (DL) | PWD-01, Gen-02, EWS-01 Total-04 | Matric with at least 50% mark | Qualification | i. Matric:- 50 Marks (Minimum Qualification) ii. 10+2 – 55 Marks | 55 Marks |
| | | | | Experience | 03 marks per completed year as Security guard/ Chowkidar in the pay not less than minimum wages of Govt. of Haryana subject to maximum of 15 marks. The experience should be in a govt./Semi Govt./Statutory autonomous body. | 15 Marks |
| | | | | Physical Test | | 25 Marks |
| | | | | Socio Economic | 05 Marks | 05 Marks |
| | | | | Total | Total-26 | |

Important instructions
Submission of online application form Advt. No. 01/2024

1. The prescribed application form is available on the University website to apply online. The fee of Rs. 800/- (Rs. 400/- for Female and EWS of Haryana and Rs. 200/-SC/BC/ESM/PWD candidates) may be deposited either through Net Banking or Debit Card/Credit Card & separately for each post. The Net Banking/Debit Card/Credit Card 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.
2. The online application forms are available on the University website w.e.f. 25.01.2024 upto **16.02.2024**.
3. Last date for payment of fee through Net-Banking or Debit/Credit Card is **16.02.2024**.
4. If the candidates claims marks for Socio-Economic criteria, self-declaration Undertaking (**Annexure-III**) will be uploaded along with other documents.
5. Concession in application fee is applicable to the candidates of Haryana only.
6. The University reserves the right not to fill any of the post(s) advertised without assigning any reason.
7. The University reserves the right to increase or decrease number of post(s).
8. Reservation of posts will be for Haryana Residents only and as per the reservation policy of State Govt.
9. Fee once deposited is neither transferable, nor refundable/ adjustable.
10. The selection criteria for non-teaching posts are available at link.
11. 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.
12. Guidelines for uploading photographs, signatures & documents: -
 - Candidates need to upload Scanned/Digital image (JPG/JPEG format) of all colored documents including passport size photograph, signature, postcard photograph (4'X6'), qualifications, experience, category and Socio Economic etc.
 - Candidates need to upload photographs (passport & postcard size) clearly showing face, both ears and both shoulders of the candidate.
 - Name with latest date should be mentioned at the bottom part of the photographs (passport & postcard size).
 - Candidate must upload the scanned photographs (passport & postcard size) in online application form same as to be pasted on the Admit Card for examination purpose.
 - Candidate must upload the Scanned/Digital image of signature duly signed by himself/herself on a white paper with a black pen.

| Document | Size | Dimension |
|--------------------------|----------------------|---|
| Passport size photograph | 75 kb or less | Height (140px – 170px) Width (102px – 132 px) |
| Signature | 50kb or less | Height (40px – 80px) Width (120px – 210 px) |
| PostCard Size Photograph | 300kb or less | Height (550px – 600px) Width (350px – 400 px) |
| All Other Document | 300kb or less | Height (750px – 800px) Width (550px – 600 px) |

13. The candidates are advised to carefully check all the details before final fee deposit of the application form. After fee confirmation, application form details cannot be changed or edited.

14. Candidate 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) and candidates are also advised to visit regularly the official website of this University.
15. 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 link **Forgot Password** available on the GJUS&T website.
16. The experience will be considered only after acquiring the essential qualification and the experience certificate should be issued by competent authority of the concerned Department/Board/Corporation/Company/Statutory Body/Commission/Authority Co-operative Banks etc. under Haryana Government. The details of salary, designation, date of joining period of service and date of issuance of the certificate of the concerned post should be clearly mentioned in the experience certificate.
17. The candidates working on regular basis may apply for the above mentioned posts through proper channel on the prescribed application form, mentioning that No Vigilance/Disciplinary proceeding is pending or contemplated against the person concerned. The candidates may submit an advance copy to this office. However, they are required to bring **No Objection Certificate** at the time of interview. The candidates must also require to fill online application form as available on University website.
18. 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 them 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
19. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm effected-BA) and cerebral palsy, the scribe will be allowed, if so desired by the candidate.

In case of remaining categories of persons with benchmark disabilities, the scribe will be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution as per proforma at **Annexure-IV**. Candidate will be allowed the scribe only if they apply for availing the scribe facility in online application form and produce the certificate at the time of written examination as well as subsequent stages of examination as per proforma at **Annexure-V**

The qualification of the scribe should be matriculation in case the minimum qualification prescribed for the post is 10+2 and if minimum qualification prescribed for the post is graduation or above then the scribe shall be matriculate or 10+2. The Candidate with benchmark disabilities opting for scribe shall be required to submit details of the scribe at the time of examinations per proforma at Annexure-I. In addition, the scribe has to

produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as the scribe will be submitted at the time of written examination as well as subsequent stages of examination as per proforma at Annexure-II. Scribe should not be a candidate of the same examination. If a candidate is detected as assisting another PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.

A compensatory time of 20 minutes per hour of examination will be provided to the candidate who are allowed to use of scribe.

20. Age limit: 18 to 50 years.

SELF DECLARATION/UNDERTAKING

I _____ Son/Daughter of _____ aged _____ Years R/o _____ District _____ have applied for the post of _____ in Guru Jambheshwar University of Science & Technology, Hisar against Advt. No. ---/2024 do hereby submit the following information for claiming marks under the socio-economic criteria namely:-
That my Adadhar no/PAN Card. No./Voter ID (if any) is _____

(Yes/No)

| | | |
|----|--|--|
| 1. | That my father, mother, spouse, brothers, sons and daughters is/was/or were regular employee in any Department/ Board/ Corporation/ Company/Statutory Body/ Commission/Authority of Government of Haryana or any State Government or Government of India | |
| 2. | I am widow (if yes, attach relevant documents) | |
| 3. | I am Orphan and the first or the second child and my father had died before attaining the age of 42 years OR attaining of my age of 15 year. (if yes, attach relevant certificate duly issued by competent authority.) | |
| 4. | I belong to denotified tribe (Vimukt Jaties and Tapriwas) or Nomadic tribe of Haryana which is neither a Scheduled Caste nor a Backward Class (if yes, attach relevant certificate duly issued by competent authority) | |
| 5. | That I fully understand that the marks are given on the basis of information supplied by me and if at any stage it is found that the information has been provide wrongly then not only my service can be terminated on the ground of supply of wrong information even if without theses marks also my name would have figure within the selection list/recommendation list. I also understand that criminal action can be taken against me for providing wrong/false information. | |
| 6. | That the deponent shall not take advantage of the certificate(s) issued by the competent Authority if in the meantime any other eligible person in any family obtains the benefits thereof in the recruitment. | |

Place _____

Deponent

Date _____

VERIFICATION

Verified that the contents of all the above paras are true to my knowledge and belief and nothing has been concealed therein.

Deponent

Place _____

Date _____

Certificate regarding physical limitations in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____ a resident of _____ Village/District/State) and to state that he/ she has physical limitation which hampers his/ her writing capabilities owing to his/her disability.

Place:

Date:

Signature and seal of the Medical Authority

Name and Seal of Member

Name and Seal of Member

Name and Seal of the Chairperson

Name of Government Hospital/ Health Care Centre with Seal

Note: Certificate should be given by specialists of the relevant stream/ disability (e.g. Visual impairment Ophthalmologist, Locomotor disability-Orthopaedic specialist/PMR).

Letter of Undertaking for Using Own Scribe

I, _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____ (name of the State). My qualification is _____. I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader for the undersigned for taking the aforesaid examination. I do hereby undertake that his/ her qualification is matric (in case of minimum qualification of post is 10+2) or 10+2 (in case of minimum qualification of post is Graduation/equivalent or higher). In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with disability)

Place:

Date:

Note: In case of candidates bracketing in final/merit/score/list, the elder one in age will be senior in merit.

* Note: - Socio Economic Marks

a). No person from among the applicant's father, mother, spouse brother, sons and daughters is was or has been regular employee in any Department/Board/Corporation/Statutory Body/Commission/Authority of Government of Haryana or any other State Government or Government of India.

b). Orphan/Widow

(i) If the applicant is a Widow or

(ii) If the applicant is the first or the second child and his father had died before attaining the age of 42 year.

OR

If the applicant is the first or the second child and his father had died before the applicant had attained the age of 15 years.

(c) If the applicant belongs to denotified tribe (Vimukt Jaties and Tapriwas) or Nomadic tribe of Haryana which is neither a Scheduled Caste nor a Backward Class.

Syllabus for written test:

1. Each question paper will be of Max. Marks 100
2. Max. Time allowed 2 hours.
3. Number of questions will be 100 Multiple Choice Questions.

| Sr. No. | Name of post | Syllabus: |
|---------|---|---|
| 1. | Assistant Director (DE) (FPL-11) Under SFS | Enclosed at Annexure-I |
| 2. | Assistant Workshop Superintendent Under SFS (FPL-9) | Knowledge up to B.E./B. Tech. (Mechanical Engg), General Knowledge, Computer Fundamental, Quantitative aptitude and Reasoning |
| 3. | Information Scientist (FPL-9) | Enclosed at Annexure-II |
| 4. | Junior Programmer (FPL-7) | <ol style="list-style-type: none"> 1. Applications Development Using PHP & SQL (25%) 2. Programming Using Java & C/C++ (25%) 3. Networking Internet & Cyber Security, Linux & Windows OS, Web Development Using HTML/DHTML (25%) 4. General Knowledge, Quantitative Aptitude and Reasoning Ability Test (25%) |
| 5 | Assistant Technical Officer (FPL-7) | General Knowledge, General English, General Science, Computer Fundamentals, Quantitative Aptitude and Reasoning Ability Test. |
| 6 | Security Officer (FPL-6) | |
| 7 | Lab Tech. Instrumentation (FPL-6) | |
| 8 | Junior Engineer (Civil)(FPL-6) | |
| 9 | Accountant (FPL-6) | |
| 10 | Library Assistant (FPL-6) | |
| 11 | Hostel Care Taker (FPL-4) | |
| 12 | Accounts Clerk (FPL-2) | |
| 13 | Lab. Attendant (FPL-2) | |

ANNEXURE-I

SYLLABUS FOR WRITTEN TEST OF ASSISTANT DIRECTOR (DE)

1. (i) General Knowledge.
(ii) Knowledge of Higher Education System: Governance, Policy and Administration: (25%)

2. English Language Test (25%)

3. Quantitative Aptitude and Reasoning Ability Test (25%)

4. General Science & Computer Knowledge Test (25%)

SYLLABUS FOR WRITTEN TEST OF INFORMATION SCIENTIST

- 1.** English Language Test (25%):
- 2.** Quantitative Aptitude and Reasoning Ability Test (25%):
- 3.** General Science & Computer Knowledge Test (25%):
- 4.** General Knowledge (25%)