



CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act 9 of 2003)

Advertisement No. ENT-03/2018

Closing date: 29.10.2018 upto 5.00 P.M.

Applications from the eligible candidates are invited for the post of Controller of Examinations. The candidates, who have applied against earlier Advt. No. ENT-02/2018 should have to apply afresh. For downloading the Application Form, Qualifications, Pay-Scales, Procedure for Applying, Selection Criteria and other relevant conditions, please visit the University website www.cdlu.ac.in.

REGISTRAR

Barnala Road, Sirsa-125055, E-mail: registrarcdlu@gmail.com, Ph:01666-247049, 01666-239829



CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act 9 of 2003)

RECRUITMENT NOTICE

Advertisement No. ENT-03/2018

Closing date: 29.10.2018 upto 5.00 P.M.

The details of posts advertised vide Advertisement No. ENT-03/2018 is as under:

Applications from the eligible candidates are invited for the post of Controller of Examinations. The candidates, who have applied against earlier Advt. No. ENT-02/2018 should have to apply afresh. For downloading the Application Form, Qualifications, Pay-Scales, Procedure for Applying, Selection Criteria and other relevant conditions, please visit the University website www.cdлу.ac.in.

The University reserves the right to increase/decrease the number of posts.

REGISTRAR



CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

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Instructions and Guidelines against **Advertisement No. ENT- 03/2018**

1. **BEFORE APPLYING, APPLICANTS MUST ENSURE THEIR ELIGIBILITY IN REFERENCE TO THE QUALIFICATIONS REQUIRED FOR THE CONCERNED POST.**
2. The application forms will be neatly and legibly filled in by the candidates in his own handwriting.
3. Name of the post applied for must be super-scribed at the top of the envelope as under:
"Application for the post of _____".
4. Applications will be accepted only on prescribed format.
5. The candidates must ensure their eligibility as on the last date of submission of application form.
6. Separate application forms must be submitted for each position/post.
7. The downloaded application forms must be accompanied with a Demand Draft of prescribed form fee of Rs. 500/- (Rs. 125/- for SC, BC-A/BC-B.) in favour of Registrar, Chaudhary Devi Lal University, Sirsa payable at Oriental Bank of Commerce, Chaudhary Devi Lal University branch (IFSC Code ORBC0101517) or original receipt of fee paid at the cash counter of the University. 50% concession in fee is permissible for women candidates from General Category Only. No fee will be charged for DAP of Haryana.
8. Application forms must reach the office of the Assistant Registrar (Estt.), Chaudhary Devi Lal University, Sirsa on or before closing date **29.10.2018 upto 5:00 PM.**
9. Self-attested photocopies as supporting documents must be enclosed with the application forms. Original documents will have to be shown at the time of the interview.
10. Incomplete applications or application received after the last date given or those not on the prescribed format or not enclosed with required fee, will be rejected.
11. Persons in employment should send their applications through their employer. They may, however, send a copy in advance, but it must be on the prescribed form and accompanied by prescribed application fee, copies of certificate/testimonials etc. The application form forwarded by the employer should reach the university not later than one month after the closing date.
12. Information regarding written test and/or interview will be displayed on the University website. The candidates are advised to regularly check the same. Wherever the written test is conducted, the eligibility of candidates will be only for the candidates who pass the written test.
13. The minimum eligibility condition and criteria of selection etc., wherever applicable is also displayed on the website of the University.
14. The University follows reservation policy as per Haryana Govt. Rules.
15. The University reserves the right to increase / decrease the number of posts. The University may not fill any of the posts thus advertised without assigning any reason.
16. The maximum age will be as per Haryana Govt. Rules.
17. Concealment of facts or supply of wrong information/documents shall result in cancellation of candidature in addition to legal action.
18. The candidates will submit their claim of weightage on a separate sheet attached to the application forms in the light of selection criteria to be verified at the office level.

REGISTRAR

Name of the Post: **Controller of Examinations**

Pay Scale/Grade: **Rs. 37400-67000+10000 GP (Unrevised)**

Essential Qualifications:

1. A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.
2. At least 15 years of experience as Lecturer (Senior Scale/Lecturer) with 8 years in Reader's Grade along with the experience in Educational Administration

OR

Comparable experience in the research establishment and/or other institution of Higher Education.

15 years of Administrative Experience on which 8 years as Deputy Registrar OR an equivalent post.

Desirable qualification:

Experience of conducting the University Examination will be desirable.

SELECTION CRITERIA:

Sr. No.	Qualification	Maximum Marks accrued	Maximum Marks
1.	Academic Qualification:		30 Marks
	i. Minimum Academic Qualifications	No Marks	
	ii. 02 marks each for obtaining more than 55% but less than 60% marks at 10+2, Bachelor and Master's level individually.	06 Marks	
	iii. 03 marks each for obtaining 1 st Division upto 65% marks in 10+2, Bachelor of Degree and Master Degree.	09 Marks	
	iv. 04 marks each for obtaining above 65% to 70% marks in 10+2, Bachelor of Degree and master Degree.	12 Marks	
	v. 04 Additional marks for obtaining 70% or above marks each in 10+2, Bachelor of Degree and master Degree	12 Marks	
vi. Ph.D.	07 Marks		
2.	Awards Medals from Govt. Approved/Recognized Bodies (two marks for each award)	05 Marks	05 Marks
3.	Experience: Experience as Professor/Associate Professor/ Reader/ Lecturer Selection Grade/ Deputy Registrar in Govt./Semi Govt./ Govt. Aided/Examination Body.	02 marks for each completed year after stipulated requirement of experience	10 Marks
4.	Administrative Responsibilities:		10 Marks
	i. Principal/Director of an institution of Higher Education. (1 mark for each completed year)	05 Marks	
	ii. NAAC Coordinator (one mark per inspection by NAAC)	05 Marks	
	iii. Dean/Chairperson (5 marks for full term 2 marks for each completed year)	05 Marks	
iv. Bursar/Coordinator NSS/DSW/DYW/Chief Warden/Proctor/Coordinator IQAC/Incubation or Instrumentation Centre/member AC/EC/ Court or Chairperson of any standing committee of University (one mark for one year).	05 Marks		

5.	Examination Work Experience:		15 Marks
	i. Superintendent-in-chief (1 mark per Semester)	05 Marks	
	ii. Centre Superintendent (one mark per Semester)	05 Marks	
	iii. Deputy Centre Superintendent (½ Mark per semester)	04 Marks	
	iv. Observer (½ Mark per duty)	02 Marks	
	v. Convener/Chairman of Flying Squad (2 marks per 7days) Member Flying squad (1 marks per seven days)	02 Marks	
	vi. Convener/Chairman UMC Committee at University level (02 marks per year)	02 Marks	
	vii. Member UMC Committee (01 mark per year)	02 Marks	
viii. Secrecy Officer/Coordinator Spot Evaluation Centre (01 mark per year)	05 Marks		
6.	Domain Knowledge: Knowledge of Examination Systems, Computers, Software, automation etc. through power point presentation.		15 Marks
7.	Interview:		15 Marks
	i. Over all Knowledge of Examinations and University System	07 Marks	
	ii. Communication Skills	04 Marks	
	iii. Overall Personality	04 Marks	

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA



APPLICATION FORM FOR EMPLOYMENT OF NON- TEACHING POSTS INCLUDING C.O.E

IMPORTANT NOTE : The candidate is required to fill up this form in his/her own handwriting and attach self- attested photocopies of all the certificates / testimonials. Candidate should read the instructions etc. on the university website www.cdlu.ac.in carefully before filling up this application form.

Application No.
(To be filled in by the office)

A passport size
recent photograph
of the candidate
duly attested by a
gazetted officer
must be pasted
here

1 a) Post applied for (Give the full and correct
name of the post)

b) Advertisement No.

2 a) Name in Full (in block letters)

b) Father's Name

c) Mother's Name

3 a) Present Postal Address

b) Permanent Address

c) Phone No. with STD Code
Mobile No.

d) Email Address

4 a) Date of Birth

b) Age as on last date of receipt of
application (.....YY.....MM.....DD.....)

c) Place of Birth

5 a) Nationality of Candidate

b) Do you belong to SC/BC/Ex-
Serviceman/ DAP Category ?
(If yes, attach a certificate from the
competent authority)

c) Male/Female/Transgender

d) Marital Status (Married/Unmarried)
(If married, whether you have more than
one living wife/husband)

- 6 a) Present employment, if any, with pay & grade (State whether on adhoc/temporary/probation/permanent) _____
- b) Date of next increment _____
- c) Name of Employer _____
- d) Have you obtained prior permission of your present employer for submitting his application? _____
- e) Basic pay acceptable, if selected _____
- f) Period required for joining the posts, if appointed _____
- 7 a) What is your mother tongue? _____
- b) Name the languages which you can read, write and/or speak. Give particulars and examination(s), if any, passed in each.

Read only	Speak only	Read & Speak	Read, Write & Speak	Examination(s) Passed

- 8 a) Have you ever been disqualified from appearing in any University Examination/undertaking University work (Say Yes or No) _____
- b) Are you a dismissed employee? (Say Yes or No) _____
- 9 i) Whether any criminal case has been registered against applicant (Yes/No) _____
- ii) Whether applicant has been charge-sheeted for any criminal offence? If yes, the details thereof _____
- iii) Whether applicant has been convicted by any competent court for any criminal offence? If yes, the details thereof _____

17. Any other information (Please attach Separate Sheet as per requirement of the post).

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I, certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed therein. There are no circumstances which may impair my fitness for employment in the **CDLU, Sirsa**. In case of any information/document(s) submitted is found false/incorrect/wrong, my candidature/selection is liable to be cancelled and legal action can be taken against me.

Place

.....

Date.....

(Signature of the candidate)

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Miss/Mrs./Shri/Dr. , who is at present working as in the (Deptt./Organization) is recommended and forwarded for consideration for the post of to the Registrar, **CDLU, Sirsa**. In case, he/she is selected for employment in the **CDLU, Sirsa**, he/she will be relieved of his/her present position.

Place

Date.....

Signature of the Head of
of the office/Organization
(Seal of Office)