



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

**RECRUITMENT NOTICE**

**Advertisement No. ENT-01/2019**

**Closing date: 20.06.2019 upto 5.00 P.M.**

The details of posts advertised vide Advertisement No. ENT-01/2019 is as under:

OSP = Outstanding Sports Person, ESM = Ex-Serviceman, DAP = Differently Abled Persons

Sr. No.	Name of Post and Scale of pay	No. of Posts	Distribution of seats Category-wise				
			DAP	General	SC	BC/A	BC/B
1.	<b>Controller of Examinations</b> 37400-67000+10000 (GP) (unrevised) [Re-advertisement]	01	-	01	-	-	-
2.	<b>Steno-typist</b> 19900-63200 + 100 SP (Level-2 as per pay matrix)	03	01*	-	01 (ESM)	01 (OSP) BC-A/B	01

Minimum qualification for eligibility and selection criteria besides other relevant information including instructions and guidelines are available on the University website [www.cdlu.ac.in](http://www.cdlu.ac.in).

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

*\*will be filled up in case any candidate from DAP qualifies the recruitment criteria. In case no candidate from DAP category qualifies the stenography test, the post will be filled up from other categories as per advertisement and as per rules, one post of DAP will be marked to back-log for re-advertisement for subsequent recruitment.*

**REGISTRAR**



**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**  
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**Advertisement No. ENT-01/2019**

**Closing date: 20.06.2019 upto 5.00 P.M.**

Applications from the eligible candidates are invited for the post of Controller of Examinations, Steno-typist (English). The candidates, who have applied against earlier Advt. No. ENT-02/2018 and ENT-03/2018 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](http://www.cdlu.ac.in).

**REGISTRAR**

Barnala Road, Sirsa-125055, E-mail: [registrarcdlu@gmail.com](mailto:registrarcdlu@gmail.com), Ph:01666-247049, 01666-239829



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1.	Controller of Examinations	01	-	01	-	-	-
2.	Steno-typist	03	01*	-	01 (ESM)	01 (OSP) BC-A/B	01

OSP = Outstanding Sports Person, ESM = Ex-Serviceman, DAP = Differently Abled Persons

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](http://www.cdlu.ac.in).

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# 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.cdлу.ac.in](http://www.cdлу.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 \_\_\_\_\_

Bank Draft No. ....Date.....Amount Rs. ....

OR

University Receipt No. ....Date ..... Amount Rs.....

**ORIGINAL UNIVERSITY RECEIPT MUST BE ATTACHED WITH THIS APPLICATION**

11. REFERENCES : These persons should be professionally competent, who are well acquainted with some aspect of the applicant's training accomplishment, capabilities and character but must not be related to the candidate. Two references should be listed and at least one of them should be a citizen of India.

For Controller of Examinations; Attach recommendation letters. For applicants having done Doctoral Research, the Research Supervisor must be listed.

i) Name \_\_\_\_\_  
 Occupation or Position \_\_\_\_\_  
 Address with E-mail. \_\_\_\_\_

ii) Name \_\_\_\_\_  
 Occupation or \_\_\_\_\_  
 Position Address \_\_\_\_\_  
 Address with E-mail. \_\_\_\_\_

12. Educational Qualifications (from Matriculation onwards) \_\_\_\_\_

Exam. Passed	Subject	Univ./ Board	Year of Passing	Class or Division	Max. Marks	Marks Obtained (Accurate)	% of Marks	Distinctions, if any
Matric								
Hr. Sec./ Pre-Univ./ Inter/10+2								
B.A./B.Sc./ B.Com.								
M.A./M.Sc./ M.Com.								
M.Phil.								
Ph.D (Date of Regn. of Ph.D.)								
NET/SET/etc.								
Any other exam								

**Note:-** Attested copies/self attested copies of certificates in support of qualifications be attached with this application.

13. Topic of Research of Ph.D., if any.

.....

.....

14. (a)Detail of specialized knowledge /Field of Specialization

.....

.....

(b) Speed in shorthand / Type writing/ Computer Typing \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_w.p.m.

(c) Course (s) in Computer : \_\_\_\_\_(Attach Certificate(s))

15. Employment : - Give particulars concerning previous employment (s).

Name of Employer/ Institution	Designation of the Post held and its pay scale	Duration of appointment		Basic Pay & allowances separately	Reasons for leaving
		From	To		

16. Total experience: (teaching **Administrative** /position/ post) as per requirement for the post applied for.

Experience (To be mentioned from the date of meeting the eligibility requirement for the post applied).

Post held	Name of the College/Institution	Nature of Post Whether permanent/ Regular/ Adhoc/ Contractual with pay scale/Consolidated Salary	From	To	Total			UG Experience	PG Experience
					Yrs.	M	D		

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

.....  
 .....  
 .....

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)





# CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)

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## Instructions and Guidelines against Advertisement No. ENT- 01/2019

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 **20.06.2019** 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.	<b>Academic Qualification:</b>		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 <sup>st</sup> 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.	<b>Experience:</b> 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.	<b>Administrative Responsibilities:</b>		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		

<b>5.</b>	<b>Examination Work Experience:</b>		<b>15 Marks</b>
	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	
<b>6.</b>	<b>Domain Knowledge:</b> Knowledge of Examination Systems, Computers, Software, automation etc. through power point presentation.		<b>15 Marks</b>
<b>7.</b>	<b>Interview:</b>		<b>15 Marks</b>
	i. Over all Knowledge of Examinations and University System	07 Marks	
	ii. Communication Skills	04 Marks	
	iii. Overall Personality	04 Marks	

Name of the Post	GP	Essential Qualification	Selection Criteria			
			Academic Merit (Max.: 10, Minimum: No Marks)	Knowledge of Computer (Max.: 05, Minimum: No Marks)	Experience (Max.: 10 Marks)	Written Test (Max: 50 Marks)
STENO TYPIST (ENGLISH)	Rs. 5200-20200+1900 GP + 100 SP (unrevised)	As per Haryana Govt. (i) Senior Secondary/10+2/Intermediate 2nd division or 10+2 (Vocational) 2nd division or graduate (ii) Diploma/ Certificate in Computer Applications of at Least six months duration (knowledge of computer to be tested)	i) 10+2: upto 50% (Nil) ii) 1/2 marks for each one percent above the minimum requirement but up to 70%. (05 marks) iii) 05 additional marks for securing more than 70% marks. (5 marks) iv) Graduation: 3 marks OR Post Graduation: 5 marks	Should pass State Eligibility Test in Computer Appreciation and Application from an agency authorized by the Govt. of Haryana vide Govt. letter No. 42/164/20083-GSII dated 07.11.2013 from Chief Secretary, Govt. of Haryana.	2 marks per year beyond the minimum requirement of experience.  Govt. Semi Govt./Statutory Body/University/PSU /autonomous institute/in a reputed organization running group of institutions preferably educational.	English Shorthand at the speed of 80 w.p.m. and transcription thereof at the speed of 15 w.p.m. or Hindi Shorthand at the speed of 64 w.p.m. and transcription thereof at the speed of 11 w.p.m.  <b>Minimum qualifying marks 50%. Merit will be counted only of those who qualify the test. The limit of qualifying marks can be reduced by the Vice Chancellor in case the number of total candidates qualifying the test fall short of the minimum number of candidates to be considered for selection for the post(s) advertised.</b>