

ADVT. NO. : 2/2014

DATE OF PUBLICATION: 27.02.2014

Opening date for submission of online application: 6.03.2014 10.00 A.M
Closing date for submission of online applications: 21.03.2014 till 5:00 P.M.
Closing date for deposit of fee: 28.03.2014 till 4:00 P.M.

Online applications are invited for filling up of various 19 posts of MIS Coordinators and 72 Accountant cum Support Staff on contractual basis initially for a period of one year and extendable on yearly basis in Haryana School Shiksha Priyojna Parishad, Panchkula direct recruitment through the website www.recruitment.cdacmohali.in. The online application can be filled from 6.03.2014 to 21.03.2014 till 5:00 P.M. thereafter, website link will be disabled. The candidates are strongly advised to apply online well in time without waiting for last date of submission of online application. The printed copy of the online form with necessary certificates will be required to be brought at the time of interview/document verification. The details of the posts are as under: -

Sr. No.	Name of Post	Remuneration	Academic Qualification	Number of Post
1.	MIS Coordinator	PB-II (9300-34800+GP 3600) 10230+3600	i) Master in Computer Application /M.Sc in Computer Science (With 60% Marks) ii) Matric with Hindi/ Sanskrit or 10+2/BA/MA with Hindi as one of the subject Desirable: 2 Years experience as junior Programmer	Total-19 ESM(GEN)-3, SC-3, ESM(SC)-2, SC(Sports)-1, ESM(BC-A)-3, ESM(BC-B)-3, BC-A(Sports)-1, PH-3 (Blindness-1, Hearing-1, Loco Motor dis.-1)
2.	Accountant cum Support Staff	PB-II(9300+34800 +GP 3300) 10140+3300	i) Commerce Graduate with 55% marks and 3 years experience in accounts in an organization of repute ii) Good knowledge of Accounts Software (Tally 9.0 ERP). iii) Knowledge of Computer -MS Office including Excel, Access & Power point iv) Matric with Hindi/ Sanskrit or 10+2/BA/MA with Hindi as one of the subject	Total-72 ESM(GEN)-8, SC-24, ESM(SC)-3, SC(Sports)-1, BC(A)-15, BC(B)-10, ESM(BC-A)-3, ESM(BC-B) -3, BC-A(Sports)-1, BC-B(Sports)-1, PH-3 (Blindness-1, Hearing-1 Loco Motor dis.-1)

Age: The age limit for the above is 18-40 years. Age is to be calculated in reference to closing date for submission of application.

Relaxation in Age:

In the case of candidates belonging to the Scheduled Caste, Scheduled Tribes and Backward Classes, Ex-Servicemen, Physically-Challenged and Widows/Divorcee etc. the upper age limit shall be such as may be fixed by the Government of Haryana from time to time.

Application Fee: Application fees (non-refundable) amounting to Rs.500/- + Rs. 20 (Bank charges) for General category candidates and Rs.250/- + Rs. 20 (Bank charges) for Female/SC/BC/ESM/PHC candidates of Haryana state will be payable through challan, generated after online filling of application. Candidates belonging to other reserved categories (SC/BC/ESM/PHC candidates of Haryana state) must ensure that they have valid caste certificate issued by the competent authority. In case, at the time of verification of documents, it is found that certificates are not valid, their candidature will be rejected. Such candidates will not be considered under the general category as they have not paid fees applicable for candidates of general category. The fee should be deposited in any branch of AXIS BANK through the online challan, generated after online filling of application

Special Instructions:

1. The final selection shall be made on the basis of selection criteria given below:-

Selection Criteria for the post of MIS Coordinator:-

Component (1)	Max. Weightages (2)	Marks Calculation of Score (3)
10+2	10	0.1 of percentage of marks obtained
Graduation	15	0.15 of percentage of marks obtained
Post Graduation	25	0.25 of percentage of marks obtained
Total	50	
Written test	50	Marks Obtained x 50
		Total Marks
Weightage for total marks TOTAL	100	

A candidate shall only be considered for selection, if he scores more than 50% marks for GEN/BC/Others Categories and 45% for SC/PH of Haryana State in aggregate in accordance with criteria prescribed for said posts.

Selection Criteria for the post of Accountant cum Support Staff:-

Component (1)	Max. Weightages (2)	Marks Calculation of Score (3)
Matric	10	0.1 of percentage of marks obtained
10+2	10	0.1 of percentage of marks obtained
Graduation	25	0.25 of percentage of marks obtained
Other Qualifications		
M.Com/MBA(Finance)	05	
Total	50	
Written test	50	Marks Obtained x 50
		Total Marks
Weightage for total marks TOTAL	100	

A candidate shall only be considered for selection, if he scores more than 50% marks for GEN/BC/Others Categories and 45% for SC/PH of Haryana State in aggregate in accordance with criteria prescribed for said posts.

2. Written test consisting of objective/subjective type will be conducted for MIS Coordinators and Accountant cum Support Staff as per given below:-

(A) MIS Coordinator

Objective Type:-

Part-I Total Marks 100 Marks(Part-I & II)
Part-1 (50 Marks)

- | | | |
|----|--|-------------------|
| a) | General Aptitude/Awareness | 15 Marks(15 MCQs) |
| b) | General Mental Ability(Reasoning & Quantitative Technique) | 15 Marks(15 MCQs) |
| c) | Hindi | 10 Marks(10 MCQs) |
| d) | English | 10 Marks(10 MCQs) |

The duration of the above paper will be 1 Hour.

Part-II Part-II (50 Marks)

Subjective Type(M.Sc/MCA level):-

- a) Languages: C/C++/.Net/Jawa
- b) Web technologies: HTML, CSS
- c) Databases: Oracle 8i or 9i + SQL Queries
- d) Fundamental of computer (MS Office & use of Internet)
- e) Hardware & Software

The duration of the above paper will be 1 hours.

(B) Accountant cum Support Staff

Objective Type:-

Part-I Total Marks 100 Marks(Part-I & II)
Part-1 (50 Marks)

- | | | |
|----|--|-------------------|
| a) | General Aptitude/Awareness | 10 Marks(10 MCQs) |
| b) | General Mental Ability(Reasoning & Quantitative Technique) | 10 Marks(10 MCQs) |
| c) | Mathematical Skills | 10 Marks(10 MCQs) |
| d) | Hindi | 10 Marks(10 MCQs) |
| e) | English | 10 Marks(10 MCQs) |

The duration of the above paper will be 1 Hour.

Part-II Part-II (50 Marks)

Subjective Type(Graduation Level)

- a) Financial Management/Cost Accounting/Tax and Commercial Laws
- b) Company Accounts introduction, shares & debentures etc
- c) Company Accounts; final Accounts
- d) Cash and fund flow statements
- e) Advance Accounts

The subjective type test will be of 50 marks and the candidate will be required to answer the five questions out of seven questions of 10 marks each of graduation level of respective subject and duration of the paper will be 1 hours.

3. Professional Training Diploma or Certificate awarded by any State, Board or University other than Haryana Education Department will be recognized only if this Degree or Diploma or Certificate has been recognized by the Haryana Government.
4. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the date of advertisement. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect their candidature/appointment will be cancelled.
5. Reservation in SC, BC, ESM, Sports Person and PHC is only for Haryana State. The SC/ BC/PHC candidates are required to submit SC/BC/PHC Certificate duly issued by the competent authority at the time of interview. Likewise the Outstanding Sports Person shall be required to submit the sport gradation certificate at the time of interview/document verification as per Government instructions duly issued by the competent authority. DESM shall be required to submit the fresh Eligibility Certificate duly issued by the respective Zila Sainik Board at the time of interview/document verification
6. A 33% posts in each category i.e General/Open Competition (OC), Scheduled Caste (SC), Backward Class (BC) and Physically Challenged(PHC) etc. shall be reserved for women. This reservation shall be horizontal.
7. 5% relaxation in qualifying marks allowed for SC and PHC candidates.
8. Physically Handicapped Candidates means Physically Challenged/ Persons with Disabilities as per Haryana Govt. Instructions.
9. Detailed instructions for filling the online application form are available on the website www.recruitment.cdacmohali.in
10. In case of any guidance/information/clarification regarding the online filling of the form the candidate can call at C-DAC Mohali helpline Nos. 0172-6619054-55 on all working days from 9:00 a.m. to 6:00 p.m.
11. The Parishad reserves the right to increase or decrease the number of vacancies at any point of time.

Complete information is also available at Parishad websites www.hsspp.in

Place: Panchkula

Date:

State Project Director,
Haryana School Shiksha Pariyojna Parishad,
Shiksha Sadan, Sector-5, Panchkula.

