

General Instructions, Selection Criteria and Essential Information

1. Candidate shall submit single application form for the vacancies in different Society Polytechnics in prescribed Proforma attached. If a candidate is eligible for more than one post then he/she shall submit more application forms relating to the different posts applied. The application fee shall also be deposited by him/her separately for each post.
2. Applicant must give choice of preferences for all the stations / Polytechnics in which the vacancies of that particular post and discipline are available. In case, the applicant does not give option / preference for posting at any Society Polytechnic, he/she shall be deemed to have foregone / surrendered his/her option to seek appointment at that station and no further, request / claim shall be admissible at a later date.
3. Application must reach the designated Principal (as given below) **by registered post only upto 05.04.14** alongwith the requisite fee. The application sent by ordinary post / by hand / courier shall not be entertained. **The name of post for which application is being submitted should be clearly indicated on top of the envelope** . The Applicant is required to pay the application fee (**non refundable**) of Rs 500/- for the post of Lecturer/ Programmer/ Foreman Instructor in case of general category and Rs 125/- in case of reserved category, in the form of **demand draft in favour of the Principal of designated polytechnic**. Cash, Cheques, Money orders, Postal orders etc. will not be accepted. **Candidate's name, post applied for, address should be written on the reverse side of the demand draft.**The applications received without requisite fee and documents shall not be entertained.

Sr. No.	Designation of Post	Designated Society Polytechnic
1	Lecturer in Architecture	Principal ,Govt. Polytechnic Education Society, Manesar ,District Gurgaon - 122051
	Lecturer in Civil Engg.	
	Lecturer in Mechanical Engg.	
	Foreman Instructor	
2	Lecturer in Electronics Engg.	Principal , CDL Govt. Polytechnic Education Society, Nathusari Chopta ,District Sirsa -125110
	Programmer	
	Lecturer in Electrical Engg.	
	Lecturer in Computer Engg.	
3	Lecturer in Applied Science (Mathematics)	Principal ,GGS Govt. Polytechnic Education Society, Cheeka, District Kaithal -136034
	Lecturer in Applied Science (Physics)	
	Lecturer in Applied Science (Chemistry)	
	Lecturer in Applied Science (English)	

4. In pursuance of instructions issued by the Chief Secretary to Govt. of Haryana vide their letter No. 42 / 178 /2008-GS 1 dated 21.5.2009 regarding equivalency of the Technical Education, **a UG / PG Degree and Diploma in Engineering / Technology obtained through distance education mode is valid for initial appointment and promotions only if such Degree/Diploma Programme of technical education conducted through distance education mode has been approved by the Joint Committee of UGC-AICTE-DEC. The qualifications acquired through Distance Education mode for UG / PG Degree & Diploma in Engineering / Technology shall not be considered as a valid qualification.**
5. Three times the number of candidates against the advertised posts in order of merit prepared on the basis of criteria shall be called for interview subject to the fulfillment of all eligibility conditions as advertised.
6. **Age:** The candidate should not be less than 21 years and not more than 40 years of age as on 01.08.14 (five year relaxation for SCs and BCs of Haryana as per existing Haryana Govt. instructions). Five year age relaxation is also extended to women (single, divorcee, legally separated).
7. Reservation will be as per State Govt. Rules.

8. Allocation of Station/ Society Polytechnic shall be as per merit based on over all marks scored and the choice of stations exercised by the applicant.
9. The services of Polytechnics running in societal mode shall be governed as per rules of the Society concerned and bye-laws/ rules framed there under and as amended from time to time.
10. The services of the Govt. Polytechnic Education Society are not transferable to other Govt. Polytechnic Education Societies/Govt. Polytechnics or Directorate of Technical Education Haryana ,Panchkula /Haryana State Technical Education Board, Panchkula/ Haryana State Technical Education Society, Panchkula .However, the State Govt. may depute any lecturer, Senior Lecturer, Head of the Department, Principal, Foreman Instructor, Workshop Superintendent from Govt. Polytechnic Education Societies to Govt. Polytechnic or vice versa or to the Directorate of Technical Education Haryana, Panchkula /Haryana State Technical Education Board ,Panchkula/ Haryana State Technical Education Society, Panchkula in public interest. The employees of the Societies are liable to serve anywhere in the State or within India in public interest.
11. No person shall be appointed to any post in the Service, unless he is:
 - a. a citizen of India; or
 - b. a subject of Nepal; or
 - c. a subject of Bhutan; or
 - d. a Tibetan refugee who came over to India before 1st January 1962, with the intension of permanently settling in India; or
 - e. a person of Indian origin who has migrated from Pakistan, Burma, Shri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania, (formerly Tanganyka and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intension of permanently setting in India.

Provided that a person belonging to any of the categories (b), (c), (d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.
12. The appointment shall be made on temporary basis but likely to be continued and the person appointed to any post in the service as mentioned in the advertisement shall remain on probation for a period of 2 years which can be further extended upto one year due to non satisfactory performance.
13. The scale of pay of the posts shall be as under:-
 - i) Lecturers / Programmer –PB-II- Rs. 9300-34800 + Grade Pay 5400/-
 - ii) Foreman Instructor PB-II Rs. 9300-34800 + Grade Pay 4600/-
14. Essential Qualifications / recruitment process criteria is as given below:

Sr. No.	Criteria	Maximum Marks
i)	Written Test- mandatory	50 Marks
ii)	<p>a) Essential Qualifications for Lecturer in Engineering discipline:</p> <ul style="list-style-type: none"> • First Class Bachelor’s Degree in Engineering in the relevant subject from a recognized University/ Institute OR Associate Member of Institution of Engineers (India) by examination in the concerned subject of Engineering with 60% marks in aggregate in Sections ‘A’ and ‘B’ after passing three years Diploma in first division. • Knowledge of Hindi/Sanskrit up to Matric Standard. <p>b) Essential Qualifications for the post of Programmer : First Class Bachelor’s Degree in Computer Engineering from a recognized University/ Institute OR First class Master’s Degree in Computer Application OR Associate Member of Institution of Engineers (India) by examination in Computer Engineering with 60% marks in aggregate in Sections ‘A’ and ‘B’ after passing three years Diploma in first division.</p> <ul style="list-style-type: none"> • Knowledge of Hindi/Sanskrit up to Matric Standard. <p>c) Essential Qualifications for Lecturer (Applied Science-</p>	10 Marks

	<p>Physics, Chemistry, Mathematics and English) :</p> <ul style="list-style-type: none"> • First Class Master's Degree in relevant subject of Applied Science from a recognized University/ Institute. • Knowledge of Hindi/Sanskrit up to Matric Standard. <p>d) Essential Qualifications for Foreman Instructor :</p> <ul style="list-style-type: none"> • First Class Bachelor's Degree in Mechanical Engineering/Production Engineering or Technology/ Automobile Engineering from a recognized University/ Institute OR Associate Member of Institution of Engineers (India) by examination in Mechanical Engineering/Production Engineering or Technology/ Automobile Engineering with 60% marks in aggregate in Sections 'A' and 'B' after passing three years Diploma in first division. • Knowledge of Hindi/Sanskrit up to Matric Standard. <p>The marks shall be awarded on prorata basis up to 2 decimals. For example, if a candidate has obtained 67.74% marks, the score will be calculated as under:</p> <p>$(67.74 / 100) \times 10 = 06.78$</p>	
iii)	<p>a) Senior Secondary (10+2) or Higher Secondary or Pre University or Pre Engg. or Diploma with minimum 60% marks for Lecturer in Engineering discipline/ Programmer /Foreman Instructor.</p> <p>b) B.A./B.Sc. with minimum 60% marks for the Applied Science Posts</p> <ul style="list-style-type: none"> • The marks shall be awarded on prorata basis up to 2 decimals. For example, if a candidate has obtained 67.74% marks, the score will be calculated as under: <p>$(67.74 / 100) \times 10 = 06.78$</p>	10 Marks
iv)	<p>Higher Qualifications :</p> <p>a) Post Graduate Degree in Engineering with minimum 60% marks in the same line of essential qualifications for Lecturer in Engineering discipline/ Programmer /Foreman Instructor .</p> <ul style="list-style-type: none"> • The marks shall be awarded on prorata basis up to 2 decimals. For example, if a candidate has obtained 67.74% marks, the score will be calculated as under: <p>$(67.74 / 100) \times 10 = 06.78$</p> <p>b) M. Phil Degree in Applied Science subjects with minimum 60% marks in same line of essential qualifications for the Applied Science Posts or UGC (NET) qualified for Applied Science Posts(Marks shall be given for any one of these qualifications)</p> <ul style="list-style-type: none"> • In case of M. Phil, the marks shall be on prorata basis up to 2 decimals, for example, the candidate obtains 67.74% marks, the score will be calculated as under: <p>$(67.74 / 100) \times 10 = 06.78$</p>	10 Marks
v)	<p>Relevant Experience (1 mark for every 1 year)</p> <p>Relevant experience means experience in the field of teaching/ research/ shop floor/ quality control and not from the field of sales/ services / marketing in the relevant subject gained on the basis of full time regular appointment. No weightage of marks shall be given to the experience obtained on part time/ adhoc / guest teacher / contract basis.</p>	10 Marks
vi)	<p>Interview - mandatory (Three times the number of candidates against the advertised posts in order of merit prepared on the basis of criteria shall be called for interview</p>	10 Marks

	subject to the fulfillment of all eligibility conditions as advertised)	
Total Marks		100 Marks

15. Relaxation of 5% marks in the essential qualification for candidates belonging to SC/ST category.
16. The applicants serving in Government / Semi-Government Organization / Public Sector Undertaking / Autonomous Organizations must send their applications **“Through Proper Channel.”** The applications received without the recommendations of the employers will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.
17. Result of Qualifying Exam declared after closing date shall not be considered. **Application shall be rejected in the absence of degree certificate or provisional degree certificate of minimum essential qualification.**
18. In case, first division is mentioned but the percentage has not been mentioned or cannot be calculated from marks sheet, minimum weightage shall be given for determining the merit of the candidate.
19. In case, actual percentage can be calculated on the basis of marks scored, the CGPA / GPA shall not be made the criteria for determining percentage/ merit of the candidate.
20. In case , conversion factor of CGPA into percentage is not given on the mark sheet then conversion factor of 9.0 shall be used for determining the merit of the candidate.
21. Weightage of only 10 marks for higher qualification shall be given for any one out of three qualifications i.e M.Tech, M.Phil, Ph.D. in the same line of the essential qualification prescribed for the post. M. Phil as higher qualification shall be considered only for Applied Sciences. **In absence of degree certificate or provisional degree certificate, no weightage of higher qualification shall be given.**
22. Additional subject shall not be considered for the purpose of calculating percentage of that qualification. If not clearly mentioned that which subject is additional subject, the overall %age shall be calculated on the basis of best of five subjects.
23. The experience in other field / stream except in the same line of the post for which a candidate has applied shall not be treated as relevant experience.
24. Experience in Lower Pay scale shall not be considered for the purpose of relevant experience.
25. Regular experience only in Govt. /GPES/Govt. aided Polytechnics / Engg. Colleges , State Technical Universities and in Degree colleges / University in case of Applied Sciences posts in equal or higher pay scale will be considered.
26. Experience as Foreman Instructor / workshop Instructor shall not be counted, being in lower scale, for the purpose of experience for the post of Lecturer/ Foreman Instructor respectively.
27. Experience as Guest Faculty / part time/ad hoc shall not be considered.
28. Experience as Research Scholar while pursuing Ph.D shall not be considered. However, those who have completed M.Tech / M.Phil / Ph.D shall be considered for the purpose of higher qualification only and not to be counted for the purpose of experience.
29. Regular and relevant teaching experience in equal or higher pay scale, while doing part time/ weekend M.Tech / M.Phil / Ph.D, shall be considered for the purpose of experience.
30. In case of higher qualification acquired through regular mode, no teaching experience for that period will be considered.
31. Date and venue of **Written Test shall be displayed on www.techeduhry.gov.in** later.
32. Prescribed Application Performa is attached herewith.

**Application Form for the post of Lecturers / Programmers/ Foreman
Instructors in Government Polytechnic Education Societies**

Advertisement No. - 1/2014

Dated:

(To be filled in by the office)

Receipt No. Date..... Roll No.

(To be filled by candidate in his own handwriting)

Advertisement No. 1/2014 Date_____

Name of the post for which applied_____

Demand Draft No. _____ Date of Issue _____

Name of Issuing Bank _____ Amount _____

1. Name of Applicant _____

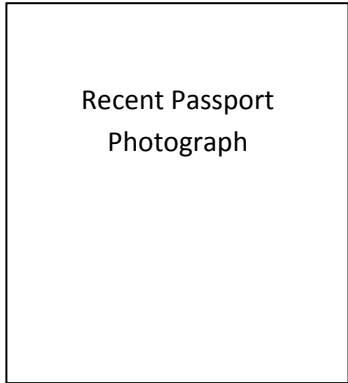
2. Father's Name _____

3. Mother's Name _____

4. Husband's Name _____
(in case of a married woman candidate)

5. Permanent Address with pin code _____

6. Present Postal address with Pin code _____



16. Details of Previous Employment/Experience.

(Starting with current employment)

Sr. No.	Name & address of employer	Whether Govt./Govt. PSUs/Govt. aided institutions	From (Date)	To (Date)	Designation	Scale of pay & total emoluments	Nature of duties performed
1.							
2.							
3.							

17. List of Enclosures :

- (i) (ii)..... (iii).....
 (iv)..... (v)..... (vi).....

18. Any criminal case in the court of law _____

19. Any other information you wish to furnish _____

Declaration:

I hereby declare that I have gone through the general instructions displayed on the departmental website (www.techeduhry.gov.in) referred in the advertisement for the purpose of said recruitment. Further, I solemnly affirm that all the statements made by me in this application are true and correct to the best of my knowledge and belief. I further understand that in the event of any particular(s) or information furnished by me is/are found false or incorrect, my candidature for the post is liable to be terminated without any notice to me.

Place:

(Signature of the Candidate)

Date:

Endorsement from the present employer

The applicant Dr./Mr./Mrs/Ms. _____, who has submitted this application for the post of _____ in the Govt. Polytechnic Education Society _____, has been working in this organization namely _____ on the post of _____ on contract basis or temporary / permanent capacity with effect from _____ in the Scale of Pay/Pay Band of _____. He /She is drawing a basic pay of _____. His / Her next increment is due on _____. Further, it is certified that no disciplinary/vigilance case is contemplated or pending against the said applicant. There is no objection for his/her application being considered by the Govt. Polytechnic Education Society _____ and he/she shall be relieved ,if selected.

(Signature of the forwarding officer)

Name: _____

Designation: _____

Place: _____

Date: _____

Checklist of Documents Enclosed		
S. No	Documents	
1.	Matric/ Secondary/High School (10th Class) Marks Sheet	
2.	Matric/Secondary/High School (10th Class) Certificate	
3.	Sr. Secondary/Intermediate (12th Class) Marks Sheet	
4.	Sr. Secondary/Intermediate (12th Class) School Certificate	
5.	Bachelor's Degree Marks Sheet	
6.	Bachelors' Degree	
7.	Master's Degree Marks Sheet	
8.	Master's Degree	
9.	M. Phil. Marks Sheet	
10.	M. Phil Degree	
11.	Ph. D. Degree	
12.	Valid GATE Score	
13.	Category certificate (SC,BC etc)	
14.	Experience Certificate(s) from previous employers	
15.	Endorsement from the present employer	
16.	DD for the application fees (in original)	
17.	Any other	

Before submitting the application form the candidate must check the list of documents attached and tick the relevant box / information, e.g. Yes/No etc.. Incomplete application forms are liable to be rejected.