

KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act-XII of 1956)
(‘A’ Grade, NAAC Accredited)

Advt. No. 2/2013

**BEFORE APPLYING APPLICANTS MUST ENSURE THEIR ELIGIBILITY ON
THE UNIVERSITY WEBSITE <http://www.kuk.ac.in>**

Applications for the following posts are invited on the prescribed Application Form obtainable alongwith prescribed qualifications and instructions from the Manager, Printing & Publications, Kurukshetra University, Kurukshetra on payment of `500/-(` 125/- for SC/BC/SBC/EBPG of Haryana only) in cash at the counter or by post by sending Demand Draft of ` 550/- (` 175/- for SC/ST/BC/SBC/EBPG of Haryana only) drawn in favour of Registrar, Kurukshetra University, Kurukshetra. Application Forms can also be downloaded from the University Website: <http://www.kuk.ac.in> Such Application Forms must be accompanied with Demand Draft for the amount of application fee applicable to the relevant category in favour of Registrar, Kurukshetra University Kurukshetra payable at Kurukshetra. **Persons with disabilities(PWD) of Haryana shall be exempted from payment of Application fee.**

Budgeted Posts:

Name of Post	Post Code	No. of posts	Reserved For	Pay Scale
Clerk	B-01	133	SC-23, SC(ESM)-3, SC(Sports)-1, BCA-16, BCA(ESM)-3, BCA(Sports)-2, BCB-9, BCB(ESM)-4, BCB(Sports)-1, Gen-32, Gen(ESM)-9, Gen(Sports)-1, SBC-14, EBPG-11, PWD-4	PB ` 5200-20200+ GP ` 1900 +SP ` 40
Steno-Typist (English)	B-02	38	Gen-9, Gen(ESM)-3, PWD-2, SC(ESM)-1, SC(Sports)-1, BCA-4, BCA(ESM)-1, BCA(Sports)-1, BCB-4, BCB(ESM)-1, SBC-6, EBPG-5,	PB ` 5200-20200+ GP ` 1900 +SP ` 100
Technical Assistant(Computer)	B-03	07	Gen-2, Gen(ESM)-1, SC-1, BCA-1, SBC-1, EBPG-1	PB ` 9300-34800 + GP ` 3200
Transport Supervisor	B-04	01	Gen-1	PB ` 9300-34800 + GP ` 3200
Attendant(University Health Centre)	B-05	01	Gen-1	PB ` 5200-20200+ GP ` 1900
Tractor Driver(Sanitation)	B-06	01	Gen-1	PB ` 5200-20200+ GP ` 2400
Assistant Librarian	B-07	15	SC-3, BC-1, Gen-9, Gen(ESM)-1, Gen. (PWD)-1 Note: Suitability for PWD is OL(One Leg), OA(One Arm) and HH (Hearing Handicapped).	PB ` 15600-39100 + GP ` 6000
Junior Engineer (Civil)	B-08	01	Gen-1	PB ` 9300-34800 + GP ` 3600
Junior Engineer (Electrical)	B-09	01	EBPG-1	PB ` 9300-34800 + GP ` 3600
Lecture Assistant	B-10	01	Gen-1	PB ` 5200-20200 + GP ` 1900
Audio-Video Operator	B-11	01	Gen-1	PB ` 5200-20200 + GP ` 2400

Name of Post	Post Code	No. of posts	Reserved For	Pay Scale
School Librarian (USSMS)	B-12	01	Gen-1	PB ` 9300-34800 + GP ` 3200
Professional Assistant (DDE)	B-13	01	Gen-1	PB ` 9300-34800 + GP ` 3600
Tabla Player	B-14	02	SC-1, BCA-1	PB ` 5200-20200 + GP ` 1800
Library Attendant	B-15	03	BCB-1, Gen. (ESM)-1, SBC-1	PB ` 5200-20200 + GP ` 1900

Self Financing Scheme Posts :

Name of Post	Post Code	No. of posts	Reserved For	Pay Scale
Clerk	SFS-01	32	SC-5,SC(ESM)-1,SC(Sports)-1, BCA-3, BCA(ESM)-1, BCA(Sports)-1, BCB-2, BCB(ESM)-1, Gen-9, Gen(ESM)-2, SBC-3, EBPG-2, PWD-1	PB ` 5200-20200+ GP ` 1900 +SP ` 40
Steno-Typist (English)	SFS-02	05	Gen-2, SC-1, BCA-1, SBC-1	PB ` 5200-20200+ GP ` 1900 +SP ` 100
Technical Assistant (Computer)	SFS-03	08	Gen-2,Gen(ESM)-1, PWD-1, SC-1, BCA-1, SBC-1, EBPG-1	PB ` 9300-34800 + GP ` 3200
Senior Technical Assistant(NMR Operator)	SFS-04	01	Gen-1	PB ` 9300-34800 + GP ` 3600
Lab Attendant (UIET)	SFS-05	03	Gen-2, EBPG-1	PB ` 5200-20200+ GP ` 1900
Animal Attendant (Institute of Pharmaceutical Sciences)	SFS-06	01	Gen-1	PB ` 5200-20200+ GP ` 1900

For General Instructions, qualifications and other details, please visit our website: <http://www.kuk.ac.in>
Application Form should reach Post Box No. 9 University Post Office, Kurukshetra University, Kurukshetra-136119, latest by **09.12.2013**.

Note: Due to introduction of New Reservation Policy as per notification of the State Government vide letter dated 28.02.2013 for all posts, upgradation of qualifications for the post of Clerk and Steno-Typist and Change of nomenclature of Data Entry Operator to that of Clerk vide instructions of State Government dated 11.10.2013, the earlier advertisements for the posts of Clerk (Budgeted & SFS) advertised vide Advt. No. 2/2010 & 5/2011, for the post of Steno-Typists (Budgeted & SFS) advertised vide Advt. No. 1/2010 & 1/2011, for the posts of Data Entry Operator(SFS) advertised vide Advt. No. 3/2009, 2/2010 & 2/2012, for the posts of Technical Assistant(Computer) (Budgeted & SFS) advertised Advt. No. 5/2006, 3/2009, 2/2010 & 5/2011 and for the post of Transport Supervisor advertised. vide Advertisement No. 1/2009 are hereby cancelled.

(Detailed instructions are given on University website i.e. <http://www.kuk.ac.in>)

REGISTRAR

KURUKSHETRA UNIVERSITY KURUKSHETRA

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ADVERTISEMENT NO. 2 / 2013

IMPORTANT INSTRUCTIONS/

“Candidates must go through the following instructions before filling up the Application Form, sign the same and attach by the Candidate with the Application Form”

1. The benefit of reservation will be given only to those SC/BC/SBC/EBPG/PWD/ESM & outstanding sports persons candidates who are domicile of Haryana State. The SC/BC/SBC/EBPG/PWD candidates are required to submit SC/BC/SBC/EBPG/PWD Certificate duly issued by the Competent Authority. Likewise the outstanding sports persons shall be required to attach the Sports gradation Certificate with the application form as per State Government instructions duly issued by the competent Authority.
2. The dependent sons/daughters of ESM who fulfill all conditions of qualifications, age etc. prescribed for posts will be considered on merit for the posts reserved for ESM if suitable ESM candidates are not available. ESM/DESM candidates of Haryana claiming benefit will have to produce the fresh Eligibility Certificate from the concerned Zila Sainik Board at the time of interview. Mere dependent certificate will not be entertained. ESM candidates should also produce at the time of interview attested photo copy of identity card issued by concerned Zila Sainik Board.
3. The applicant must possess prescribed qualifications, experience & age on the last date of receipt of applications. The prescribed essential qualification does not entitle a candidate to be called for interview. The University may short list the candidates for interview by holding a written examination or on the basis of a rationale criterion to be adopted by the University. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode of and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
4. The candidate should give details of all the examinations passed from Matriculation or its equivalents onwards and mention total and percentage of marks obtained and maximum marks in each examination. The candidates are advised to attach photocopy only of essential qualification certificates/diploma/degree with the application form alongwith Eligibility Certificate in case of DESM and Sports, Gradation Certificate in case of Outstanding Sports Person category and Persons with Disabilities Certificate from the competent authority. The candidates who have obtained degrees or Diploma or Certificates for the various courses from any institution declared fake by the University Grants Commission and other institutions/agencies, shall not be eligible for being considered for recruitment to the posts advertised.
5. The appointment under Self-Financing Scheme will be made in the running grade for five years. After 5 years their work and conduct will be reviewed for

continuation of their services, which will be co-terminus with the specific course or date of superannuation, whichever is earlier. The persons appointed will be entitled for basic pay in the pay band + Grade pay, ADA, HRA, fixed medical allowance, CPF, annual increment. They will also be entitled for Earned leave, Maternity leave, Anti Rabic leave, Quarantine Leave, Extra Ordinary Leave (Without pay), Academic leave, Study leave (without pay), Casual leave, Child care Leave (without pay), Vacations and forwarding of applications for State/ Centre Government jobs. They will not be entitled for any pension, ex-gratia benefits, LTC, Education Allowance, Indoor Medical Reimbursement facility and Long Term Loans e.g. House Building Loan, Vehicle Loan, Marriage Loan, Computer Loan etc.

6. No concession of fee is admissible to SC/BCA/BCB/SBC/EBPG/Persons with Disabilities of other States.
7. The terms and conditions for the posts under Self Financing Scheme shall be governed by the Self Financing Rules framed by the University from time to time.
8. The number of posts can be increased or decreased according to requirement.
9. No TA/DA shall be paid by the Kurukshetra University for any test/interview.
10. The University will shortlist the candidates for interview by holding a written Examination for the post of Technical Assistant (Computer). The number of the candidates to be short listed will be 8 times of the number of respective vacancies(category –Wise)
11. The candidates who have already applied for the post of Assistant Librarian against Advt. No. 3/2011 and for the post of Junior Engineer (Civil) Advt. No. 2/2012 need not apply again. However, if they want to get their candidature considered against any other category in accordance with New Reservation Policy dated 28.02.2013 or if there is any change in their bio-data e.g. Qualifications, Experience or Correspondence Address etc., they may update their bio data(on the new application Form which can be downloaded from University Website www.kuk.ac.in) by intimating to the Assistant Registrar (Estt.) in Room No. 108, Administrative Block, K.U. Kurukshetra on or before the last date of submission of application form, failing which, no further opportunity will be provided to them for doing so.
12. As the nomenclature for the posts of Data Entry Operators under Self Financing Scheme has been changed to that of Clerk as per instructions of State Government vide letter No. 42/164/2008-3GS-II dated 11.10.2013 and also approved by the Executive Council of the University vide its Resolution No. 57 dated 31.10.2013, the posts of Data Entry Operator cease to exist in the University. The advertisements for the posts of Data Entry Operators(SFS) vide Advt. No. 3/2009, 2/2010 & 2/2012 are hereby cancelled. However, fee of the candidates will be refunded.
13. As the qualifications for the posts of Clerk & Steno-Typists has been upgraded as per instructions of State Government vide letter No. 42/164/2008-3GS-II dated 11.10.2013 and also approved by the Executive Council of the University vide its Resolution No. 57 dated 31.10.2013 and also due to introduction of New Reservation Policy as conveyed by the State Government vide letter dated 28.02.2013, the posts of Clerk (Budgeted & SFS) advertised vide Advt. No. 2/2010 & 5/2011 and for the post of Steno-Typists (Budgeted & SFS) advertised vide Advt. No. 1/2010 & 1/2011 are hereby cancelled. However, the eligible candidates as per revised qualifications who have already applied need not to apply again. However they have to submit fresh Application Form after downloading from the University website i.e. <http://www.kuk.ac.in> without any fee before the

last date i.e. 09.12.2013 failing which, no further opportunity will be provided to them for doing so. The fee of the candidates who had applied in response to the earlier advertisements and are not eligible under the revised qualifications will be refunded .

14. Due to introduction of New Reservation Policy dated 28.02.2013, the advertisements for the posts of Technical Assistant(Computer) (Budgeted & SFS) advertised Advt. No. 5/2006, 3/2009, 2/2010 & 5/2011 and for the post of Transport Supervisor advertised, vide Advertisement No. 1/2009 are hereby cancelled. However, the candidates who have already applied, need not to apply again but they have to submit fresh Application Form after downloading the same from the University website i.e. <http://www.kuk.ac.in> without any fee before the last date i.e. 09.12.2013 failing which, no further opportunity will be provided to them for doing so.
15. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date fixed for receipt of application. 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(s) or it is found that the information furnished is false or incorrect, their candidature will be cancelled.
16. Incomplete Application Forms or the Application Forms received without Prescribed Fee/ Prescribed Application Form or those received after the last date will be rejected.
17. The eligibility of every candidate will be determined on the basis of qualifications/age and communicated to the office by him/her up to the last date fixed for receipt of applications.
18. Name of the post applied for must be superscripted on the top of the envelope as under:
“Application for the post of _____.
Post Code and Advt. No. _____
Category _____”
19. Those who are already in employment should submit their Application Form through proper channel. In case any applicant wants pay protection which will be considered only when the person concerned:
 - (a) Has made specific request for the protection of pay while applying the post .
 - (b) Has submitted representation against non-acceptance of his request for pay protection before joining the post in the University on receipt of appointment letter and submit the last pay certificate from his previous employer.
20. Application not supported with required application fee, attested copies of certificates/testimonials wherever required and the applications received after the last date will be rejected.
21. Concealment of facts or supply of wrong information will result in cancellation of candidature in addition to legal action.
22. Age: 18 to 50 Years. Maximum age limit is relaxable in special cases by the appointing authority.
23. The last date for receipt of application form(s) is **09.12.2013**
24. Separate application form is required to be submitted for each post.

25. Documents to be attached with the Application Form

- i) One copy of latest coloured passport size photograph duly attested should be pasted on the application form.
- ii) Attested photocopy of essential qualifications / diploma/degree should be attached with the application form.
- iii) Attested photocopy of fresh Eligibility Certificate in case of DESM candidates duly issued by the respective Zila Sainik Board.
- iv) Attested copy of Sport Gradation Certificate in case of Outstanding Sports Persons duly issued by the competent authority.
- v) Attested photo copy of SC/BC/SBC/EBPG/Persons with Disabilities Certificate.

26. The candidates are advised that the photocopy of all certificates of qualifications should be attached with the application form.**27. An application form will be summarily rejected in the following events:-**

- i) If a candidate makes more than one application form for a particular post.
- ii) If the application is not on the prescribed application form.
- iii) If the application is unsigned/incomplete.
- iv) If the experience certificate is without detail of salary per month received (wherever the condition of experience apply)
- v) If the application form is received in the University after the closing date.
University will not be responsible for any postal delay.
- vi) If a candidate does not possess the requisite academic qualification on the cut off date.
- vii) If a candidate is under age/overage on the cut off date.
- viii) If the application form is without application processing fee.

28. USE OF MOBILE PHONE, PAGER AND OTHER ELECTRONICS DEVICE IN UNIVERSITY EXAMINATION/INTERVIEW IS STRICTLY PROHIBITED.**REGISTRAR**

(i) Name of applicant _____

ii) Name of the post applied for _____

Declaration:

I solemnly declare that I have read the above instructions carefully before applying for the post;

Signature of applicant	Thumb impression of applicant LTI of Male / RTI of Female

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Required Qualifications for eligibility (Advertisement no. 2/2013)

Post Code	Name of the Post	Qualifications
B-01 & SFS-01	Clerk	<p>(i) Graduate from a recognized University</p> <p>(ii) Knowledge of Hindi/Sanskrit upto Matric standard.</p> <p>(iii) The candidate shall have to qualify the Test in Computer Appreciation and Application. This test will be based on Word Processing, Spreadsheet Applications, Internet Browsing and Email Management.</p> <p>(iv) Typing speed of 30 words per minute in English converted with equivalent key depressions as the typing speed would be tested on computers.</p>
B-02 & SFS-02	Steno-Typist (English)	<p>(i) Graduate from a recognized University</p> <p>(ii) Knowledge of Hindi/Sanskrit upto Matric standard.</p> <p>(iii) The candidate shall have to qualify the Test in Computer Appreciation and Application. This test will be based on Word Processing, Spreadsheet Applications, Internet Browsing and Email Management.</p> <p>(iv) The candidates shall also have to Qualify a test in Stenography in English at the speed of 80 wpm & transcription thereof at the speed of 15 wpm only on Computer (8% mistakes are allowed).</p>
B-03 & SFS-03	Technical Assistant(Computer)	<p>1.Post B.Sc. Diploma in Computer Science and applications OR</p> <p>2. B.Sc. with computer Science as one of the major subjects OR</p> <p>3.Three years Diploma in Computer Engineering of the State Boards of Technical Education OR</p> <p>4.Post B.Sc Diploma in Computer Science OR</p> <p>5. Post Graduate Diploma in Computer Science OR</p> <p>6.Post Graduate Diploma in Computer Applications OR</p> <p>7.Post Graduate Diploma in Computer Science(Software) OR</p> <p>8. 3 years Diploma in Computer Sc. and Engineering/Information technology</p> <p>Desirable:- Preference will be given to the person(s) who possess higher qualifications.</p>

Post Code	Name of the Post	Qualifications
Syllabus For Written Test For The Post Of Technical Assistant(Computer)		
Max. Marks: 100		Time: 1.30 Hours
Note: Fifty multiple choice type questions will be set each of 2 marks. For each correct answer two marks will be awarded and 1 mark will be deducted for each incorrect answer.		
<p>Computer Fundamentals: Generations, H/W, S/W, Number Systems and their base conversions, sign-magnitude, 1's complement, 2's complement and floating point representation of numbers. ASCII, EBCDIC and Unicode, BCD codes.</p> <p>Digital Logic: Boolean algebra, simplification of Boolean functions, logic gates, combinational and sequential circuits, memory system, I/O devices</p> <p>Data Base Systems: concepts of databases, DBMS, normalizations, MS-Access</p> <p>Operating System: Concepts, different types, functions, Windows OS.</p> <p>MS-Office: Word, Excel, PowerPoint, Outlook</p> <p>Computer Network: Basic concepts, topology, types, Internet, Browser, Search Engine</p> <p>Programming: Problem solving on a computer, algorithm, flowchart, decision tables, programming in C Language and C++ Language</p> <p>Reasoning and Numerical ability</p>		
B-04	Transport Supervisor	<p>(i) Graduate with I.T.I. in Motor Mechanic/ Automobile Engineering</p> <p>(ii) Driving License of Heavy Duty Vehicle</p> <p>(iii) Hindi/Sanskrit upto Matric standard.</p>
B-05	Attendant (University Health Centre)	Matric with Science/General Science
B-06	Tractor Driver (Sanitation)	<p>1. Matric.</p> <p>2. Holding of Driving Licence with three years experience of Driving Heavy Vehicle.</p> <p>3. Knowledge of Hindi.</p>
B-07	Assistant Librarian	<p>1. Master's Degree in Library Science/Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.</p> <p>2. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>3. However, candidates who are or have been awarded Ph.D. degree in accordance with the UGC (Minimum standard and procedure for award of Ph.D. Degree) regulations 2009 shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian/College Librarian.</p>
B-08	Junior Engineer (Civil)	Three years' diploma in Civil Engineering from a recognized Institution and preferably with three years' experience of Civil works in the Govt./Public Buildings
B-09	Junior	Three years' diploma in Electrical Engineering from a recognized Institution

Post Code	Name of the Post	Qualifications
	Engineer (Electrical)	and preferably with three years' experience of Electrical works in the Govt./Public Buildings
B-10	Lecture Assistant	(1) At least B.A. with Music (Vocal) or Music (Instrumental) as one of the subjects from Kurukshetra University, Kurukshetra or any other examination recognized as equivalent thereto. (2) (a) Ability to tune and perform Tanpura. Capability to accompany Vocal Music and Instrumental Music. (b) Ability to play Harmonium. (c) Ability to do minor repairs of the Musical Instruments. (d) Ability of preparing the team for presentation of Saraswati Vandana, Patriotic Songs, National Anthem and Cultural Items.
B-11	Audio-Video Operator	Graduation in Mass Communication or Journalism and Certificate/ Diploma in Computer from a recognized University/Institution OR Graduation with Certificate or Diploma in Audio-Video systems and Certificate/Diploma in Computer from a recognized University/ Institution with minimum one year of experience of operating the Audio-Video Systems.
B-12	School Librarian (USSMS)	B.A./B.Sc./B.Com. & B.Lib. Information Science with 50% marks and two years experience in a professional capacity.
B-13	Professional Assistant (DDE)	M.Lib.Sc. OR M.A./ M.Sc/ MCom. & B.Lib.Sc. with at least 50% marks OR BA/B.Sc./B.Com. & B.Lib.Sc.with 50% marks and five years' experience in a professional capacity.
B-14	Tabla Player	Sangeet Visharad (B.Music Tabla) from Pracheen Kala Kendra, Chandigarh; OR Sangeet Prabhakar from Prayag Sangeet Samiti, Allahabad; OR Sangeet Visharad from Gandharv Mahavidyalaya Mandal, Pune OR any other equivalent recognized course.
B-15	Library Attendant	(i) Graduate in Arts/Commerce/Science. (ii) Certificate/Diploma/Degree in Library Science and knowledge of Computer.
SFS-4	Senior Technical Assistant (NMR Operator)	M.Sc. Chemistry (Organic) with at least 2nd Division for NMR Operator.
SFS-5	Lab Attendant for UIET	Matric with Science with 50% marks
SFS-06	Animal Attendant for IPS	Matric with Science/General Science

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