

**GURU JAMBHESHWAR UNIVERSITY OF SCIENCE &
TECHNOLOGY, HISAR**

(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited



ADVT. No. 2/2022

Applications on the prescribed online form for the various non-teaching posts are invited on regular basis. The online applications forms will be available on the University website w.e.f. **19.12.2022** and the last date for submission of application forms on the university website will be **10.01.2023**. The copy of qualifications may be downloaded from University website. Detailed information with regard to number of posts, qualifications, selection criteria etc. may be seen on the University website (www.gjust.ac.in).

REGISTRAR

DETAIL OF POSTS ALONG WITH QUALIFICATIONS, PAY SCALE & NO. OF POSTS

| <u>Sr. No.</u> | <u>Name of Post/Pay Level</u> | <u>Qualifications</u> | <u>No. of Posts</u> |
|-----------------------|--------------------------------------|--|--|
| 1 | Clerk Pay Level-2 | I. Bachelor Degree from any recognized University. Hindi/ Sanskrit upto Matric Standard. II. The candidate will have to qualify the written test as prescribed by the competent authority. III. The Candidate will have to qualify the Type-Test at the speed of 30 w.p.m. in English or 25 w.p.m. in Hindi converted with equivalent key depressions on computers. | Gen-01, EWS-01 BCA-01, BCB-2, SC-3, Gen(ESM)- 03, BCA (ESM)-02, PwD-2 Total-15 |
| 2 | Lab Attendant Pay Level-2 | B.Sc / 3 years Polytechnic Diploma from recognized University/ board. Hindi/ Sanskrit upto Matric Standard. | Gen-02, SC-02, BCA-03, BCB-02, SC(ESM)-01 Total-10 |
| 3 | Peon Pay Level-DL | 10th pass from recognized board. Hindi/ Sanskrit upto Matric Standard | Gen-03, EWS-01, SC-03, BCA-01, PwD-02, BCA(ESM)-01, GEN(ESM)-01 Total-12 |

Join Telegram Group HaryanaJobs.in

CRITERIA FOR SELECTION**1. CLERK:-**

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------|---|----------|--|------------------|---------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--------------|----|------------------|---------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--------------|----|
| A. | Type Test on Computer | 45 Marks | <p>Marks for Type Test (For English)</p> <table border="0"> <tr> <td>Type Speed (WPM)</td> <td>Marks to be awarded</td> </tr> <tr><td>30</td><td>35</td></tr> <tr><td>31</td><td>36</td></tr> <tr><td>32</td><td>37</td></tr> <tr><td>33</td><td>38</td></tr> <tr><td>34</td><td>39</td></tr> <tr><td>35</td><td>40</td></tr> <tr><td>36</td><td>41</td></tr> <tr><td>37</td><td>42</td></tr> <tr><td>38</td><td>43</td></tr> <tr><td>39</td><td>44</td></tr> <tr><td>40 and above</td><td>45</td></tr> </table> <p>Marks for Type Test (for Hindi)</p> <table border="0"> <tr> <td>Type Speed (WPM)</td> <td>Marks to be awarded</td> </tr> <tr><td>25</td><td>35</td></tr> <tr><td>26</td><td>36</td></tr> <tr><td>27</td><td>37</td></tr> <tr><td>28</td><td>38</td></tr> <tr><td>29</td><td>39</td></tr> <tr><td>30</td><td>40</td></tr> <tr><td>31</td><td>41</td></tr> <tr><td>32</td><td>42</td></tr> <tr><td>33</td><td>43</td></tr> <tr><td>34</td><td>44</td></tr> <tr><td>35 and above</td><td>45</td></tr> </table> <p>If a candidate having type speed in points i.e. 30.2 then he/she may be awarded marks as 35.2 in English and similarly if type speed in Hindi is 26.3 it will amount to 36.3.</p> | Type Speed (WPM) | Marks to be awarded | 30 | 35 | 31 | 36 | 32 | 37 | 33 | 38 | 34 | 39 | 35 | 40 | 36 | 41 | 37 | 42 | 38 | 43 | 39 | 44 | 40 and above | 45 | Type Speed (WPM) | Marks to be awarded | 25 | 35 | 26 | 36 | 27 | 37 | 28 | 38 | 29 | 39 | 30 | 40 | 31 | 41 | 32 | 42 | 33 | 43 | 34 | 44 | 35 and above | 45 |
| Type Speed (WPM) | Marks to be awarded | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | 35 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31 | 36 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 32 | 37 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 33 | 38 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 34 | 39 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 35 | 40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 36 | 41 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 37 | 42 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 38 | 43 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 39 | 44 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 40 and above | 45 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type Speed (WPM) | Marks to be awarded | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | 35 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | 36 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 37 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | 38 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 39 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | 40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31 | 41 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 32 | 42 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 33 | 43 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 34 | 44 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 35 and above | 45 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B. | Written Test (General Knowledge, General English, General Hindi, Mental Ability and basic computer knowledge (Syllabus upto Graduation level). | 50 marks | Minimum qualifying marks 50% (47.5% for SC). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C. | *Socio Economy | 05 Marks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

2. LAB ATTENDANT:-

| | | | |
|--------------|--|------------|--|
| A. | Written Test General Knowledge, General English, General Science & Mathematics of NCERT Syllabus upto 10+2 standard. | 70 Marks | Minimum qualifying marks 50% (47.5% for SC). |
| B. | Practical Test Practical in relevant lab and via on Lab. Procedures & Good Practices, Safety Precautions, Handling & Maintenance of equipment's, Preparation of SOPs for equipment's, Maintenance of Lab. Records, Undertaking of flammable & highly flammable solutions and handling procedures, Disposable of different waste etc. | 25 Marks | |
| C. | *Socio Economy | 05 Marks | |
| Total | | 100 | |

3. PEON:-

| | | | |
|---|----------------|------------|--|
| A. | Qualifications | 70 Marks | i. Matric 60 Marks ii. 10+2 70 Marks |
| B | Experience | 25 Marks | 05 marks per completed year as Peon in the pay not less than minimum wages of Govt. of Haryana subject to maximum of 25. The experience should be in a govt. /semi govt. /statutory autonomous body. |
| C. | *Socio Economy | 05 Marks | |
| Total | | 100 | |
| Note: In case of candidates bracketing in final/merit/score/list, the elder one in age will be senior in merit. | | | |

Note: - * Socio Economy Marks

a). No person from among the applicant's father, mother, spouse brother, sister, sons and daughters is was or has been regular employee in any Department/Board/Corporation/Statutory Body/Commission/Authority of Government of Haryana or any other State Government or Government of India.

b). Orphan/Widow

(i) If the applicant is a Widow or

(ii) If the applicant is the first or the second child and his father had died before attaining the age of 42 year.

OR

If the applicant is the first or the second child and his father had died before the applicant had attained the age of 15 years.

(c) If the applicant belongs to denotified tribe (Vimukt Jaties and Tapriwas) or Nomadic tribe of Haryana which is neither a Scheduled Caste nor a Backward Class.

Important instructions

Submission of online application form Advt. No. 2/2022

1. The prescribed application form is available on the University website to apply online. The fee of Rs. 800 (Rs. 400/- for Female and EWS of Haryana and Rs. 200/-SC/BC/ESM/PwD candidates) may be deposited either through Net Banking or Debit Card/Credit Card & separately for each post. The Net Banking/Debit Card/Credit Card transaction charges will be extra as applicable. If the candidate applies for more than one post, he/she is required to deposit the fee separately for each post and apply separate application form.
2. The online application forms are available on the University website w.e.f. **19.12.2022** upto **10.01.2023**.
3. Last date for payment of fee through Net-Banking or Debit/Credit Card is **10.01.2023**.
4. If the candidates claims marks for Socio-Economic criteria, self-declaration Undertaking (**Annexure-I**) will be uploaded along with other documents.
5. Concession in application fee is applicable to the candidates of Haryana only.
6. The University reserves the right not to fill any of the post(s) advertised without assigning any reason.
7. The University reserves the right to increase or decrease number of post(s).
8. Reservation of posts will be for Haryana Residents only and as per the reservation policy of State Govt.
9. The Name of post, pay scale, no. of post & Qualifications are available at link.
10. The selection criteria for non-teaching posts are available at link.
11. The degrees obtained by the candidates through Distance Education Mode/ Correspondence Mode must be approved by AICTE-UGC-DEC (now DEB) Proof of the same be enclosed.
12. Before submission of online application form, candidate must have scanned his/her latest photograph and signature in JPEG/JPG format only, for uploading as a part of submission of online application. The latest photograph must be a PASSPORT SIZE with maximum dimension of maximum size (width 132px, height 170px) minimum size (width 102 px, height 140px).
13. Signature must be done by the candidate himself/ herself in a white paper with a black pen. The signature image maximum Size (width 210 px, height 80px) minimum size (width 210 px, height 40px)
14. The candidates are advised to carefully check all the details before final fee deposit of the application form. After fee confirmation, application form details cannot be changed or edited.
15. Candidate are advised to be in touch with “NEWS/EVENTS” on the GJUS&T website. Other information will also be supplied on candidate’s Registered Mobile Number (RMN).
16. After registration, an automatic generated User ID will be shown on the website; you are advised to keep User ID/ Reference No. and password secretly for your own use only and not to be disclosed this to any other person(s). **In the event of sharing of password, candidate shall be solely responsible for the change of registration/ application details** etc. In the event of forgetting of password, the same can be retrieved by the candidate on replying the queries by the system on the link **Forgot Password** available on the GJUS&T website.
17. Posts advertised vide advt. No. 02/2019 be treated as cancelled. Candidate who have already applied against these advertisement are required to apply a fresh.
18. Age limit: 18 to 50 years.

(Annexure-I)

SELF DECLARATION/UNDERTAKING

I _____ Son/Daughter of _____ aged _____ Years R/o _____ District _____ have applied for the post of _____ in Guru Jambheshwar University of Science & Technology, Hisar against Advt. No. 2/2022 do hereby submit the following information for claiming marks under the socio-economic criteria namely:-
That my Adadhar no/PAN Card. No./Voter ID (if any) is _____

(Yes/No)

| | | |
|----|--|--|
| 1. | That my father, mother, spouse, brothers, sisters, sons and daughters is/was/or were regular employee in any Department/ Board/ Corporation/ Company/Statutory Body/ Commission/Authority of Government of Haryana or any State Government or Government of India | |
| 2. | I am widow (if yes, attach relevant documents) | |
| 3. | I am Orphan and the first or the second child and my father had died before attaining the age of 42 years OR attaining of my age of 15 year. (if yes, attach relevant certificate duly issued by competent authority.) | |
| 4. | I belong to denotified tribe (Vimukt Jaties and Tapriwas) or Nomadic tribe of Haryana which is neither a Scheduled Caste nor a Backward Class (if yes, attach relevant certificate duly issued by competent authority) | |
| 5. | That I fully understand that the marks are given on the basis of information supplied by me and if at any stage it is found that the information has been provide wrongly then not only my service can be terminated on the ground of supply of wrong information even if without theses marks also my name would have figure within the selection list/recommendation list. I also understand that criminal action can be taken against me for providing wrong/false information. | |
| 6. | That the deponent shall not take advantage of the certificate(s) issued by the competent Authority if in the meantime any other eligible person in any family obtains the benefits thereof in the recruitment. | |

Place _____

Deponent

Date _____

VERIFICATION

Verified that the contents of all the above paras are true to my knowledge and belief and nothing has been concealed therein.

Deponent

Place _____

Date _____