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MINUTES OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR HELD ON 09.05.2018 AT 3.00 P.M. IN THE OFFICE OF THE DEAN ACADEMIC AFFAIRS TO DECIDE/FRAME THE QUALIFICATIONS FOR THE POST OF REGISTRAR/ ADMINISTRATIVE OFFICER, OFFICE ASSISTANT-CUM-ACCOUNTANT, SPORTS OFFICER, COMPUTER PROGRAMMER, STORE KEEPER AND HOSTEL WARDEN WITH THEIR PAY SCALES AND TO SPECIFY THE POSTS WITH THEIR QUALIFICATIONS AND PAY-SCALES IN THE INSPECTION PROFORMA(S) OF B. ARCHITECTURE, B.ED. & M.ED. (SPECIAL) ALONGWITH TO PROPOSE THE CONTITUTION OF THE SELECTION COMMITTEE FOR MAKING APPOINTMENTS TO THE POSTS OF REGISTRAR/ADMINISTRATIVE OFFICER AND SPORTS OFFICER FOR THE S.F.S. COLLEGES AFFILIATED TO THIS UNIVERSITY.

The following members were present:-

1. Prof. A.K. Rajan
Dean Academic Affairs
2. Prof. Rahul Rishi
Director, U.I.E.T.
3. Sh. Subhash Sharma
Assistant Registrar (Estt.-NT)
4. Smt. Gian Girdhar
Assistant Registrar (Colleges)

The Committee after considering all aspects of the proforma(s) devised by the University a few years back regarding inspection of Colleges (Engineering, Management, Law & Education Colleges) & awarding weight-age on account of staff (Teaching and Non-Teaching) decided that the following Qualifications alongwith their Pay-Scales may be prescribed for the posts, detail given as under:-

Sr. No.	Name of Post	Exists in	Grade of the Post	Prescribed Qualification
1.	Registrar/ Administrative Officer	Engineering Colleges	15600-39100 +7600 GP	Master Degree in 2 nd class with 10 years experience out of which 5 years as Assistant Professor OR Master Degree in 2 nd class with Administrative experience of atleast 10 years in the capacity of Superintendent and above.
2.	Office Assistant -cum- Accountant	Management Colleges & Education Colleges	9300-34800 +3600 GP	B.Com with 5 years experience in the relevant field. Preference will be given to the candidates having knowledge in the Accountancy
3.	Accounts Officer		9300-34800 +4200 GP (L-6)	M.Com with 50% of the marks and 10 years experience. Knowledge of Accounting procedure is essential.

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Qualifications for Non-teaching Staff and Technical Support Staff in all Self Financing Colleges affiliated with M.D. University, Rohtak.

Sr.No.	Designation of Post	Qualifications for Direct Recruitment
1.	Superintendent	<ul style="list-style-type: none"> i. Graduate of a recognized University or equivalent. ii. Knowledge of Hindi upto Matric Standard; iii. At least 10 years' experience on a Clerical post.
2.	Head Clerk	<ul style="list-style-type: none"> i. Graduate of a recognized University or equivalent; ii. Knowledge of Hindi upto Matric Standard; iii. At least 6 years' experience on a Clerical post.
3.	Assistant	<ul style="list-style-type: none"> i. Graduate of a recognized University or equivalent. ii. Knowledge of Hindi upto Matric Standard. iii. Also possesses at least five years' service on a clerical post.
4.	Stenographer	<ul style="list-style-type: none"> i. Confirmed Internal Steno-Typist; ii. Bachelor's Degree with a speed of 100 words per minute in English Shorthand and ability to transcript the same at the speed of 20 words per minute. 4% mistakes are permissible.
5.	Steno-Typist	<ul style="list-style-type: none"> i. 2nd class Matriculate/Hr. Secondary/Pre-University/Intermediate or B.A./B.Sc./B.Com with 80 words per minute speed in English Shorthand and ability to transcribe it at the speed of 15 w.p.m. 8% mistakes are permissible. ii. Knowledge of Computer. Candidates will also be required to qualify the test at the speed of 8000 depressions per hour in M.S. Word.
6.	Junior Librarian	<ul style="list-style-type: none"> i. B.A./B.Sc./B.Com of a recognized University with Certificate in Lib. Sc. or Degree/Diploma in Lib Sc. from a recognized Institution.
7.	Clerk-cum-Typist	<ul style="list-style-type: none"> i. At least graduate from a recognized University; ii. Candidate will be required to qualify in a written test and test in type-writing at the speed of 30 w.p.m. in English/Hindi; iii. Knowledge of Computer, Candidate will also be required to qualify the test at the speed of 8000 depressions per hour in M.S. Word.
8.	Laboratory Attendant	Diploma in ITI with 2 years experience. For Science Subjects. Matric with Science & 3 years experience on lower post.
9.	Library Attendant	<ul style="list-style-type: none"> i. 10+2 with at least 60% marks from any recognized University/State or National Board; ii. Neat handwriting in Hindi and English
10.	Hostel Superintendent (Women Branch)	<ul style="list-style-type: none"> i. B.A./B.Sc./B.Com; ii. Maturity of age, Commanding personality and experience or training in House hold Management including dietetics; <p>Preferential</p> <ul style="list-style-type: none"> i. B.A. with Home Science as one of the Elective subject.
11.	Laboratory Assistant	Matric with Science, three years experience in the lower post.

12.	Peon		Matriculate
13.	Chowkidar		Middle Pass
14.	Peon-cum-Safai Karamchari		Illiterate
15.	Mali		Literate with adequate professional working knowledge
16.	Librarian		As prescribed by UGC
17.	Workshop Superintendent		<p>i. Ph.D. in Mechanical Engineering alongwith 1st class degree in Mechanical/Production Engineering at Master's/Bachelor's level.</p> <p>ii. Three years experience as Lecturer or equivalent. If Ph. D. candidates are not available, the candidate with 1st class Master's Degree as well as 1st class at Bachelor level in Mechanical/production Engineering will also be considered but such candidate shall have to complete his/her Ph.D. degree within 7 years.</p> <p>iii. 5 years experience as Lecturer or its equivalent in the UGC/AICTE approved scale of Lecturer in the recognized University/College affiliated with recognized University/National Level research Institute.</p>
18.	Lab. Technician/ Instructor		<p>Diploma in relevant subject with 3 year Experience, OR ITI with 5 year Experience OR B.Tech. Degree.</p>

Pay Scales for non-teaching staff and Technical Support Staff shall be as framed by the State Govt./University from time to time.