



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

Advt. No. 5/2011

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 Rs.500/- (Rs.125/- for SC/ST/BC of Haryana) in cash at the counter or by post by sending Demand Draft of Rs.550/- (Rs.175/- for SC/ST/BC of Haryana) drawn in favour of Registrar, Kurukshetra University, Kurukshetra. Application forms can also be downloaded from Website: <http://www.kuk.ac.in> Such forms must be accompanied with Demand Draft for the amount of application fee applicable to the relevant category in favour of Registrar, KUK.

Budgeted Posts

1. Clerk(Post-Code-B-01):**26(Gen-14, PH(Gen)-1 SC-3, SC(ESM)-2, BCA(ESM)-1, BCB-4, BCB(ESM)-1)** ; Pay Band ` 5200-20200 + Grade Pay ` 1900 + SP ` 40/-
2. Store-Keeper(University Health Centre)(Post Code-B-02):**1(Gen)** Pay Band ` 9300-34800+ Grade Pay ` 3200/-
3. Technical Assistant(Environment Studies) : (Post Code-B-03) : **1(Gen)** Pay Band ` 9300-34800+ Grade Pay ` 3200/-
4. Lab Technician Grade-I(Environment Studies)(Post Code-B-04) : **2(Gen)** Pay Band ` 9300-34800+Grade Pay ` 3200/-
5. Examination Record Supervisor(Post Code-B-05): **1(Gen)**Pay Band ` 9300-34800+ Grade Pay ` 3200/-
6. Lab Technician(University Health Centre) (Post Code-B-06):**1(Gen)** Pay Band ` 5200-20200 + Grade Pay ` 2400/-
7. Library Cleaner (Post Code-B-07):**11 (Gen-6, SC-1, BCB-1, ESM(G)-1, ESM(SC)-1, ESM(BCA)-1)** , Pay Band ` 4440-7440 + Grade pay ` 1300/-
8. Peon(Post Code-B-08):**34 (Gen-17, (SC-05 + 1(Backlog)), BCA-4, BCB-3, ESM(G)-1, ESM(SC)-1, ESM(BCA)-1, ESM(BCB)-1)**: Pay Band ` 4440-7440 + Grade pay ` 1300/-+ ` 30SP
9. Helper(Post Code-B-09): **8 (Gen-1, BCA-2(Backlog), BCB-1, ESM(G)-1(Backlog), ESM(BCA)-1+1(Backlog), ESM(BCB)-1(Backlog)** Pay Band ` 4440-7440 +Grade pay ` 1300/-+ ` 30/-SP

Posts Under Self-Financing Scheme

1. Clerk- (Post Code-SFS-10) : **3(Gen-2, SC-1,)**Pay Band ` 5200-20200 + Grade Pay ` 1900 + SP ` 40/-
2. Technical Assistant(Computer) (Post Code:SFS-11): **2(Gen)** Pay Band ` 9300-34800+ Grade Pay ` 3200/-
3. Peon(Post Code SFS-12): **16 (Gen-9, SC-3, BCA-2, BCB-1, ESM(G)-1)**
Pay Band ` 4440-7440 + Grade pay ` 1300/-+ ` 30/-SP

For General Instructions, qualifications and other details, please visit our website. www.kuk.ac.in

Application form should reach Post Box No. 20, University Post Office, Kurukshetra University, Kurukshetra latest by 20.01.2012.

REGISTRAR

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IMPORTANT INSTRUCTIONS FOR ADVERTISEMENT NO. 5/ 2011

Candidates must go through the following instructions before filling up the application form:

GENERAL INSTRUCTIONS:

1. Reservation of posts for SC/BC/PH/Ex-Servicemen will be for Haryana Residents only and as per other conditions of Reservation Policy of State Government/University.
2. The prescribed essential qualifications do not entitle a candidate to be called for interview. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/ suitability of the candidates, or the criteria for selection, etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
3. 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.
4. 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.
5. The number of posts can be increased or decreased according to requirement.
6. 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)
7. Incomplete applications or the applications received without the prescribed fee or those received after the last date are liable to be rejected.
8. The eligibility of every candidate will be determined on the basis of qualifications acquired and communicated to the office by him/her up to the last date fixed for receipt of applications.
9. Name of the post applied for must be super-scribed at the top of the envelope as under:

“Application for the post of _____”.
Post Code and Advt. No. _____

6. Those who are already in employment should submit their Application Form through proper channel.
7. Candidates applying for the posts under ESM category should submit a certificate duly issued by the Zila Sainik Board to the effect that his/her father has not availed the benefit of re-employment in any Government service, Public Sector Undertakings including Para-Military Forces, in view of State Government instructions.
8. Application not supported with required application fee, attested copies of certificates/testimonials wherever required and the applications received after the expiry of last date will be liable to be rejected.
9. Concealment of facts or supply of wrong information will result in cancellation of candidature in addition to legal action.
10. Age: 18 to 50 Years. Maximum age limit is relaxable in special cases by the appointing authority
11. The last date for receipt of application form(s) is 20.01.2012
12. Separate application form is required to be submitted for each post.

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Required Qualifications

Post Code	Name of the Post	Qualifications
B-01	Clerk	<p>Matriculation in Ist division, OR Higher/Senior Secondary in IInd division, OR Intermediate in IInd division, OR 10+2(Vocational) in IInd division OR Graduate. Each candidate must pass the competence Data Entry Test on computer, at a minimum speed of 30 words per minute in English.</p> <p>Provided that in the case of Internal candidates who have at least three years approved service in this University to their credit, the above qualifications are relaxable to Matric 3rd Division.</p> <p><u>Syllabus for written test (10th class level) for the post of Clerk only</u></p> <ol style="list-style-type: none">Reasoning 30 ItemsNumerical Ability 30 ItemsGeneral Knowledge 30 ItemsGeneral English 30 ItemsGeneral Hindi 30 Items <p>Note:- The duration of the test will be two hours. There will be 150 marks with four alternatives each having only one correct answer. Each question will be of one mark and in total there will be 150 marks. There will be no negative marking.</p> <p>The University will shortlist the candidates for type test by holding a written examination, by inviting candidates in order of merit by 8 times of the number of respective vacancies(category-wise), before interview.</p>
B-02	Store-Keeper(University Health Centre)	B.Sc. with 5 years experience in dealing with Pharmaceutical Stores Relaxable for internal candidates
B-03	Technical Assistant(Environment)	B.Sc. + 3 years experience in handling scientific equipment
B-04	Lab Technician Grade-I (Environment)	ITI(Instrumentation) with 5 years experience OR Diploma in Instrumentation/ Environmental Science with 3 years experience

B-05	Examination Record Supervisor	<p>Minimum Qualification:</p> <p>(i) Graduate in any Discipline;</p> <p>(ii) Five Years Experience of Record keeping/inventory control in a University/Govt./Semi Govt./or a reputed concerned ; and</p> <p>(iii) Knowledge of computer and data Processing</p> <p>Desirable: P.G. Degree/P.G. Diploma in Management</p>
B-06	Lab Technician (University Health Centre)	<p>1.10+2 with Physics and Chemistry.</p> <p>2. Medical Laboratory Technician Diploma Course from Institution recognized by Haryana Government.</p> <p>3. Hindi up to Matric Standard</p>
B-07	Library Cleaner	Matriculation
B-08	Peon	Middle relaxable in suitable cases
B-09	Helper	Matriculation
SFS-10	Clerk	<p>Matriculation in Ist division, OR Higher/Senior Secondary in IInd division, OR Intermediate in IInd division, OR 10+2(Vocational) in IInd division OR Graduate. Each candidate must pass the competence Data Entry Test on computer, at a minimum speed of 30 words per minute in English.</p> <p>Provided that in the case of Internal candidates who have at least three years approved service in this University to their credit, the above qualifications are relaxable to Matric 3rd Division.</p> <p><u>Syllabus for written test (10th class level) for the post of Clerk only</u></p> <p>1. Reasoning 30 Items</p> <p>2. Numerical Ability 30 Items</p> <p>3. General Knowledge 30 Items</p> <p>4. General English 30 Items</p> <p>5. General Hindi 30 Items</p> <p>Note:- The duration of the test will be two hours. There will be 150 marks with four alternatives each having only one correct answer. Each question will be of one mark and in total there will be 150 marks. There will be no negative marking.</p> <p>The University will shortlist the candidates for type test by holding a written examination, by inviting candidates in order of merit by 8 times of the number of respective vacancies(category-wise), before interview.</p>
SFS-11	Technical	1.Post B.Sc. Diploma in Computer Science and

	Assistant(Computer)	applications OR 2. B.Sc. with computer Science as one of the major subjects OR 3. Three years Diploma in Computer Engineering of the State Boards of Technical Education OR 4. Post B.Sc Diploma in Computer Science OR 5. Post Graduate Diploma in Computer Science OR 6. Post Graduate Diploma in Computer Applications OR 7. Post Graduate Diploma in Computer Science(Software) OR 8. 3 years Diploma in Computer Sc. and Engineering/Information technology Desirable:- Preference will be given to the person(s) who possess higher qualifications.
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Syllabus For Written Test For The Post Of Technical Assistant In 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.

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.

Digital Logic: Boolean algebra, simplification of Boolean functions, logic gates, combinational and sequential circuits, memory system, I/O devices

Data Base Systems: concepts of databases, DBMS, normalizations, MS-Access

Operating System: Concepts, different types, functions, Windows OS.

MS-Office: Word, Excel, PowerPoint, Outlook

Computer Network: Basic concepts, topology, types, Internet, Browser, Search Engine

Programming: Problem solving on a computer, algorithm, flowchart, decision tables, programming in C Language and C++ Language

Reasoning and Numerical ability

SFS-12	Peon	Middle relaxable in suitable cases
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