

**YMCA UNIVERSITY OF SCIENCE & TECHNOLOGY,  
FARIDABAD-121006 (Adv No.E-03/2012)**

Applications on the prescribed form are invited for the following vacant/resultant non-teaching posts by 31.10.2012 :-

<b>Sr.No.</b>	<b>Name of the post</b>	<b>No. of posts</b>	<b>Pay Band + Grade Pay</b>
1.	Deputy Registrar (to be redesignated as Asstt. Registrar on approval by State Govt.)	01 (Regular)-UR	9300-34800+5400/-GP
2.	Sr. Scale Steno.(English)	01(Regular)SC-A/B	9300-34800+3200/- GP
3.	Assistant	01(Regular) UR 02(Regular)SC-A/B	9300-34800+3200/- GP
4.	Jr Scale Steno.(English)	02(Gen)Regular	5200-20200+2400 GP
5.	Clerk-Typist	02(Regular)SC-A/B	5200-20200+1900 GP
6.	Data Entry Operator	01(Gen)Tenure basis	5200-20200+1900 GP

Application form and Information sheet containing details can be obtained from the office of Dy.Registrar (Estb) on cash payment of Rs.200/- (Rs.50/- for SC/ST) or downloaded from the university website [www.ymcaust.ac.in](http://www.ymcaust.ac.in) The downloaded form must accompany DD of Rs.200/- (Rs.50/- for SC/ST) in favour of Registrar, YMCA University of Science & Tech payable at Faridabad. Reservation is only for Haryana Residents as per State Govt. Rules. The University reserves the right to increase/decrease the number of posts or not to fill any of the posts advertised without assigning any reason. The applications shall be short-listed and mere possession of minimum qualification & experience does not entitle a candidate to be called for interview.

**REGISTRAR**

**YMCA UNIVERSITY OF SCIENCE & TECHNOLOGY,  
SECTOR-6, FARIDABAD-121006  
(Established by State Legislative Act 21 of 2009)  
(formerly YMCA Institute of Engg., Faridabad)**

INFORMATION SHEET CONTAINING DETAILED QUALIFICATIONS/ EXPERIENCE  
AND PARTICULARS OF THE POSTS ADVERTISED VIDE **ADV.NO. E-03/2012**

The erstwhile YMCA Institute of Engineering Faridabad has been upgraded to YMCA University of Science & Technology, Faridabad. The University has come into existence by the Act No.21 of 2009, passed by the State Legislative Assembly published vide Notification No. Leg.29/2009 dated 16.9.2009 and notified by the Technical Education Department vide Memo dated 30.11.2009. The University offers B.Tech/M.Tech /other PG courses & Ph.D in the following areas of specializations.

**A). B.Tech Courses (Aided)**

- (a) MECHANICAL ENGINEERING
- (b) ELECTRONICS INSTRUMENTATION & CONTROL ENGG.
- (c) ELECTRICAL ENGINEERING
- (d) COMPUTER ENGINEERING

**B) B.Tech/M.Tech courses (self-financing)**

- a) B.Tech in Information Technology
  - b) B.Tech in Electronics & Communication Engineering
  - c) M.Tech in Computer Engineering
  - d) M.Tech in Information Technology
  - e) M.Tech in Mechanical Engg. ( Manufacturing Tech. and Automation Engg)
  - f) M.Tech in Electrical Engg ( Power System & Drives)
  - g) M.Tech in Electronics & Instrumentation Engg.
  - h) M.Tech in Computer Engg (Networking)
  - i) M.Tech in Electronics & Communication Engg.
  - j) M.Tech in VLSI Design
  - k) Master of Computer Applications (MCA)
  - l) Master of Business Administration (MBA)
- C) Ph.D programmes in Mechanical, Electrical, Electronics, Computer Engg. & Physics and MBA

Note: All the self-financing courses are running successfully since their inception. For self-financing courses, the candidates would be appointed on tenure basis initially for a period of 5 years. After 5 years their work and conduct will be reviewed for continuation of their services, which will become co-terminus with the specific course or date of superannuation, whichever is earlier.

They will be governed by the self-financing scheme of the University regarding grant of various kinds of Leave, as approved by the competent authority or as may be amended from time to time. However, they will not be entitled for any pension, ex-gratia benefits, Education Allowance, Indoor Medical Reimbursement facility and Long Term Loans e.g. House Building Loan, Vehicle Loan, Marriage Loan, Computer Loan etc.

## **DETAILS OF VACANT NON-TEACHING POSTS**

1. Dy.Registrar : 01 Posts (Regular basis)- General  
(to be re-designated as  
Asstt.Registrar on getting Pay Band Rs.9300-34800+ GP 5400/-  
approval from the State Govt) Age: Minimum 21 Yrs, Maximum 55 Yrs  
(Age relaxation on the basis of merit)

## **QUALIFICATION/EXPERIENCE**

1. Good Academic records plus Master's degree/ LLB with at least 55% marks or its equivalent grade of B in the UGC seven point scale (relax able in division in case of internal candidate where the record of service is consistently good).

OR

Bachelor of Engineering with 1<sup>st</sup> Division or its equivalent grade.

2. Three years of Experience as regular Lecturer in a college or a University with experience in educational administration. OR Comparable experience in Research Establishment and/or other institutions of higher education OR Five years experience as Superintendent in a University/ examining body conducting public examination.

Age: Not more than 50 years (relax-able in case of internal candidate)

2. Assistant : 02 Posts (Regular basis)- SC-A/B &  
01 Post(Regular basis)General  
Pay Band Rs.9300-34800+ GP 3200/-  
Age: Minimum 21 Yrs, Maximum 40 Yrs  
(Age relaxation on the basis of merit)

## **QUALIFICATION/EXPERIENCE**

- i) Bachelor's degree with minimum 50% marks and 5 years of Experience in a recognized University/ recognized Education or Examination board/ national level research Institute/ Govt. office/Public Sector undertaking as Clerk-Typist/Jr Data Entry Operator/Steno-Typist.
- ii) Candidates should have proficiency in the use of computers and internet.
- iii) The persons, who possess the above qualification and working as Jr.Steno/Steno-Typist with 5 years regular service, out of which 2 years as Clerk/JDEO independently or in addition to his/her own duties shall also be eligible for the post of Assistant.
- iv) Hindi upto Matric standard

3. Sr. Scale Stenographer : 01 Post(Regular basis) SC-A/B  
Pay Band Rs.9300-34800+ GP 3200/-  
Age: Minimum 18 Yrs, Maximum 40 Yrs  
(Age relaxation on the basis of merit)

#### **QUALIFICATION/EXPERIENCE**

- (i) Matric with first division OR Higher Secondary second Division OR Intermediate second division OR 10+2 second division OR Graduate.
- (ii) English shorthand at a speed of 120 w.p.m. and transcription of 25 w.p.m.
- (iii) Word processing speed of 8000 keys per hours.
- (iv) The candidate should be able to work on computers with internet efficiently.
- (v) Three years experience as Jr.Scale Stenographer or equivalent.
- (vi) Hindi upto Matric standard

4. Jr.Scale Stenographer (English) : 02 Posts (Regular basis)- General  
Pay Band Rs.5200-20200+ GP 2400/-  
Age: Minimum 18 Yrs, Maximum 40 Yrs  
(Age relaxation on the basis of merit)

#### **QUALIFICATIONS/RELEVANT EXPERIENCE**

- (i) Matric with first division OR Higher Secondary second Division OR Intermediate second division OR 10+2 second division OR Graduate.
- (ii) English shorthand at a speed of 100 w.p.m. and transcription of 20 w.p.m.
- (iii) Word processing speed of 8000 keys per hours.
- (iv) The candidate should be able to work on computers with internet efficiently.
- (v) Three years experience as Steno-typist.
- (vi) Hindi upto Matric standard

5. Clerk-Typist : 02 Posts (Regular basis)- SC-A/B  
Pay Band Rs.5200-20200+ GP 1900/-  
Age: Minimum 18 Yrs, Maximum 40 Yrs

#### **QUALIFICATIONS/RELEVANT EXPERIENCE**

1. Matric with first division OR Higher Secondary 2nd Division OR Intermediate second division OR 10+2 second division OR Graduate.
2. The candidate will have to qualify the written test of Matric Standard as prescribed by the competent authority.
3. The candidate will have to qualify the type-test at the speed of 30 w.p.m. in English
4. The candidate should be able to work on computers and with internet and do data entry efficiently.
5. Candidates will have to pass qualifying course in the use of computers and internet as prescribed by the University.

6. Data Entry Operator : 01 Post (Tenure basis)- General  
Pay Band Rs.5200-20200+ GP 1900/-  
Age: Minimum 18 Yrs, Maximum 40 Yrs

**QUALIFICATIONS/RELEVANT EXPERIENCE**

1. Matric with first division OR Higher Secondary second Division OR Intermediate second division OR 10+2 second division OR Graduate.
2. The candidate will have to qualify the written test of Matric Standard as prescribed by the competent authority.
3. The candidate will have to qualify the type-test at the speed of 30 w.p.m. in English.
4. The candidate should be able to work on computers and with internet and do data entry efficiently.
5. Candidates will have to pass qualifying course in the use of computers and internet as prescribed by the University.

**(B) GENERAL NOTE:**

1. D.A. and other allowances are admissible as per University/State Govt Rules.
2. The required qualification and relevant experience etc for eligibility shall be determined upto the last date of receipt of application. All degrees should be from recognized Universities/ Institutes. qualification acquired through Distance Education at the level of UG/PG courses will be not be considered.

\* If a class/division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below :-

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

3. The designation of non-teaching posts, will be changed on the pattern of GJU, Hisar after the approval of competent authorities.
4. The candidates for the post of Assistant, Sr.Steno, Jr.Steno., Clerks/DEO will be required to pass necessary written /skill/ typing/computer test before interview.
5. The prescribed essential qualification are minimum and mere possession of the same, does not entitle any candidate to be called for interview. The applications shall be short-listed.
6. The University reserves the right not to fill-in any of the above posts.

7. No TA/DA is payable for attending the interview.
8. Number of posts can be increased/decreased at the discretion of the University.
9. Reservation of posts is as per the Reservation Policy of the State Govt. and will be for Haryana Residents only.
10. Applications on prescribed form duly completed in all respects alongwith attested copies of testimonials be sent latest by 31.10.2012 upto 4.00 PM. In case the candidates failed to attach attested copies of testimonials, their application would not be considered. The University would not be responsible for any postal delay. The application form can also be downloaded from website HYPERLINK <http://www.ymcaust.ac.in> and sent alongwith DD of requisite fee of Rs.200/- for general and Rs.50/- for SC/ST in favour of Registrar, YMCA University of Science & Tech. payable at Faridabad.
11. Incomplete applications or those received after the last date for any reasons including postal delay will not be entertained and shall be summarily rejected.
12. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.
13. The candidates, who are in employment in Govt/Semi-Govt/Public Undertakings should send their applications through proper channel, or submit No Objection Certificate from their employer at the time of interview, failing which they will not be interviewed.

**REGISTRAR**

Sr. No : \_\_\_\_\_



**YMCA UNIVERSITY OF SCIENCE & TECHNOLOGY**  
Delhi-Mathura Road, Sector-6, Faridabad  
(Established by the State Legislative Act 21/2009)

APPLICATION FOR EMPLOYMENT

Attach latest  
photograph  
duly signed

DD No. \_\_\_\_\_ dated \_\_\_\_\_ Rs. \_\_\_\_\_ (if downloaded)

Advertisement No. \_\_\_\_\_

Post Applied for \_\_\_\_\_  
(Indicate the name of post and discipline)

1. Name: \_\_\_\_\_  
(as entered in the University / Board in Capital letters)

2. Father's / Husband's Name: \_\_\_\_\_

3. Present/ Postal Address: \_\_\_\_\_

\_\_\_\_\_ Phone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_ Email \_\_\_\_\_

4. Permanent Address: \_\_\_\_\_

\_\_\_\_\_ Phone/M No. \_\_\_\_\_

5. Date of Birth: \_\_\_\_\_ Age \_\_\_\_\_

6. Place of Birth: \_\_\_\_\_

District: \_\_\_\_\_ State: \_\_\_\_\_

7. Nationality: \_\_\_\_\_ Religion : \_\_\_\_\_

8. Marital Status: \_\_\_\_\_

9. Do you belong to any reserve category i.e. \_\_\_\_\_  
SC (A) / SC (B) / BC (A) / BC (B) if so, please attach a proof of the same

10. Educational Qualification (if space is insufficient attach separate sheet)

Sr.No.	Name of Exam passed	Year of Passing	Duration of course	Board / University	Marks obtained/ Total marks	Exact %age of Marks obtained	Division
1.	10 <sup>th</sup>						
2.	10+2/ITI						
3.	CTI/Diploma						
4.	B.Sc/B.Com/BA/B.Lib						
5.	BE/B. Tech./ M.Sc. / M.Com. / MA /M.Lib						
6.	ME/M.Tech /M.Phil						
7.	Ph.D./Fellowship of IIMs,ICA or ICWA						
8.	Any other relevant qualification						

11. Experience( if space is insufficient attach separate sheet) : Starting from beginning

Sr. No.	Name of Post	Name of Company/ Organization /Institute	Period			Total Emolument drawn p.m.	Nature of duties	Reason for leaving
			From	To	Total			



12. Any other training \_\_\_\_\_
13. Any other information relevant to the post ( i. e. Publication, Research etc) :  
 No. of Research Papers / Books published (specify separately for post Ph.D publications):
- i) International Journal \_\_\_\_\_
  - ii) National Journal \_\_\_\_\_
  - iii) International Conference \_\_\_\_\_
  - iv) National Conference \_\_\_\_\_
  - v) No. of Books Published \_\_\_\_\_
  - vi) No. of research scholars guided / guiding (only Ph.D) \_\_\_\_\_

Note :- Please attach a separate sheet indicating the title of the paper, name of Journal Conference, year of publication.

14. Languages (Mother Tongue): \_\_\_\_\_

Other Languages :	Language	Speak	Read	Write
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

15. Proficiency in games and sports:  
(only if you have won any distinction) \_\_\_\_\_
16. Special & other activities: \_\_\_\_\_
17. Joining period required, if selected: \_\_\_\_\_
18. Minimum pay acceptable Rs. \_\_\_\_\_
19. Details of enclosures (Attested copies of certificates and Testimonials should be enclosed without which the application would not be considered)

20. References:

Name and addresses of two persons, who will vouch for you  
 (These should be residents in India holding responsible position. They should be intimated / acquainted with the applicant's character and work, but must not be related by blood or marriage. When the candidate has been in employment, he should either give his present or immediate superior of recent employer as a reference or produce a testimonial from him in regard to the candidate fitness for the post for which he is an applicant).

- (i) Name \_\_\_\_\_  
 Occupation or Position \_\_\_\_\_  
 Address \_\_\_\_\_
- (ii) Name \_\_\_\_\_  
 Occupation or Position \_\_\_\_\_  
 Address \_\_\_\_\_

21. I hereby affirm and declare that the statement made by me in the above application is correct to the best of my knowledge and nothing has been concealed therein. I shall be held responsible for any false/ incorrect statement and my candidature will stand cancelled at any stage.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**(SIGNATURE OF APPLICANT)\***

\* (Candidates are required to sign on all documents & all pages of application form submitted)