



पंडित दीनदयाल उपाध्याय शेखावाटी विश्वविद्यालय, सीकर

Pandit Deendayal Upadaya Shekhawati University, Sikar
वेबसाईट: www.shekhauni.ac.in ई-मेल: reg.shekhauni@gmail.com दूरभाष नं.: 01572-232411

क्रमांक: 22944-45

दिनांक : 10.03.2024

ADVERTISEMENT NO. 02/2024

Vacancies for Various Non-Teaching Staff(Officers)

Online application are invited for various vacant Non-Teaching posts of Controller of Examination - 01 Post, Deputy Registrar - 01 Post and Assistant Registrar - 02 Posts in the University. Online application form, Qualifications and other details will be available on the University Website www.shekhauni.ac.in from 11th March, 2024. Last date for online submission of application forms is 10th April, 2024 till 11:59 PM Midnight.


Registrar



पंडित दीनदयाल उपाध्याय शेखावाटी विश्वविद्यालय, सीकर

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Advertisement for the Post of Non-Teaching Staff (Officers)

ADVERTISEMENT NO. 02/2024

Applications are invited for recruitment to the following posts:-

Sl. No.	Name of Post	No. of Posts	Category	Pay Matrix
1.	Controller of Examinations	01	UR	Level-17
2.	Deputy Registrar	01	UR	Level-16
3.	Assistant Registrar	02	UR	Level-14

1. Online Application form and other details are available from 11th March, 2024 on the University website www.shekhauni.ac.in.
2. The last date for submission of online application is 10th of April, 2024 till 11:59 P.M.
3. The sealed envelope containing the print-out of duly filled in online application form along with all necessary and self-attested supporting documents must reach the office of **The Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar latest by 20th April, 2024 upto 5:00 PM**, Forms received after 20th April, 2024 shall not be entertained under any circumstances, University shall not be responsible for any postal delay.
4. Candidates are required to visit the University website regularly for information regarding this notification.

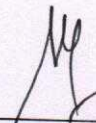

Registrar 10/3/2024

Qualifications and Selection Criteria for Appointment of Non-Teaching Staff

University Officers

Direct recruitment to the posts of Controller of Examinations, Deputy Registrar, and Assistant Registrar in the University shall be on the basis of interview through a duly constituted Selection Committee. The composition of such committee shall be as specified in The Rajasthan Universities Teachers and Officers Selection for Appointment Act No. 18 of 1974 as amended from time to time.

The minimum qualification required for the post of Controller of Examinations, Deputy Registrar and Assistant Registrar, shall be as under :-

1.	<p>Controller of Examinations : Pay Band: 15600-39100 with Grade Pay of Rs. 6800/- (Pay Level-17).</p> <p>1. Essential Qualifications :</p> <p>(i) Master's Degree in any subject or Post Graduate Diploma in Management with at least 55% of marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/Institution (5% relaxation in marks for SC/ST/Differently-abled category/Regular employees of the Pandit Deendayal Upadhyaya Shekhawati University, Sikar).</p> <p>(ii) At least 10 years of administrative experience in supervisory or equivalent cadre in group - B post in a Government Department/University/Educational or Research Institution/Teaching and /or Research Experience on a substantive post along with proven administrative capabilities out of which 5 years experience shall be in examination related work.</p> <p style="text-align: center;">Or</p> <p>6 years experience as Dy. Registrar in Central/State University.</p> <p style="text-align: center;">Or</p> <p>10 years experience in the post of Assistant Registrar in a Central/State University.</p> <p>Desirable :</p> <p>(a) MBA or CA/ICWA or MCA or LL B or B. Tech</p> <p>(b) I.T. & Soft skills</p> <p>(c) The incumbent should have experience and knowledge of the examination work of a University System.</p> <p style="text-align: right;"></p>
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Note :

- (1) Experience earned on a Contractual, Ad-hoc, or Guest faculty basis will not be counted. Experience will be counted if the candidate is duly selected by a statutory selection committee and approved by the University concerned and paid the government scale on a regular basis.
- (2) The incumbent should possess good communication, logical reasoning, analytical skills, soft skills, and aptitude for drafting/note in English & Hindi, should be able to coordinate/liase with other divisions/departments, and participate in discussions with senior functionaries and academicians.
- (3) The incumbent is expected to handle independently one or more functions related to Educational administration/Examinations.

2. Mode of Selection

- (a) The selection will be based on the performance of the candidate in the interview only and will be of 100 marks.
- (b) The number of candidates called for an interview shall be maximum 10 times of the number of posts to be filled in.
- (c) In case, the number of applicants is more than 10 times of the number of advertised posts, a written test will be conducted for short-listing the candidates for interview.

The scheme of the written /screening test shall be as under:-

Paper – I

2 Hrs.

- (i) Verbal and Communication skills in English 50 Questions - 150 Marks.
- (ii) Verbal and Communication skills in Hindi 50 Questions - 150 Marks.

Paper – II

3 Hrs.

- (i) Mathematical Ability (Quantitative Aptitude) 50 Questions- 150 Marks
- (ii) General Awareness 50 Questions - 150 Marks
- (iii) Logical reasoning and data Interpretation 50 Questions-150 Marks

Note :-

- (i) Each MCQ question shall contain four answer options, and the candidate shall be required to select one option as his/her correct answer and mark it in the OMR answer sheet by darkening the respective circle with blue/black ballpoint pen. Darkening multiple marks in the OMR sheet will be treated as a wrong answer. Each correct answer will be awarded three marks and one mark will be deducted for wrong or multiple answers.
- (ii) In case of equal marks in the written test, the one who has secured a higher percentage of marks in Post Graduate examination will be

considered higher in merit. In case of equal marks and equal percentage in the Post Graduate examination the one born earlier will be considered higher in merit.

2.

Deputy Registrar

Pay Band: 15600-39100 with Grade Pay of Rs.6600/- (Pay Level-16)

1. Essential Qualifications

- (i) Master's Degree in any subject or Post Graduate Diploma in Management with at least 55% of marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/Institution (5% relaxation in marks for SC/ST/Differently-abled category/Regular employees of the Pandit Deendayal Upadhyaya Shekhawati University, Sikar).
- (ii) At least 6 Years. Administrative experience in supervisory or equivalent cadre in Group B post in a government department/University/Educational or Research Institution/Teaching and/or Research Experience on a substantive post along with proven administrative capabilities

Or

Five years experience on the post of Assistant Registrar in Central/State University.

Desirable

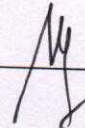
- (i) MBA or CA/ICWA or MCA or LL.B or B.Tech
(ii) I. T. & Soft skills

Note :-

1. Experience earned in Contractual, Adhoc or Guest faculty basis will not be counted. Experience will be counted if the candidate is duly selected by statutory selection committee and approved by the University concerned and paid government scale on regular basis.
2. The incumbent should possess good communication, logical reasoning, mathematical, analytical skills, soft skills, and aptitude for liaising with other divisions/ departments and participating in discussions with senior functionaries and academicians.
3. The incumbent is expected to handle independently one or more functions related to Educational Administration/Examinations/General Administration/Purchase/Establishment/Accounts & Finance/Project & Planning/ Research/College Administration/ Management/HR/ Legal.

2. Mode of Selection

- (a) The selection will be based on the performance of the candidate in the interview only and will be of 100 marks.



(b) The number of candidates called for an interview shall be maximum 10 times of the number of posts to be filled in.

(c) In case, the number of applicants is more than 10 times of the number of advertised posts, a written test will be conducted for short-listing the candidates for interview.

The scheme of the written /screening test shall be as under:-

Paper – I

2 Hrs.

(i) Verbal and Communication skills in English 50 Questions - 150 Marks

(ii) Verbal and Communication skills in Hindi 50 Questions – 150 Marks

Paper – II

3 Hrs.

(i) Mathematical Ability (Quantitative Aptitude) 50 Questions -150Marks

(ii) General Awareness 50 Questions - 150 Marks

(iii) Logical reasoning and data Interpretation 50 Questions-150 Marks

Note :-

(i) Each MCQ question shall contain four answer options, and the candidate shall be required to select one option as his/her correct answer and mark it in the OMR answer sheet by darkening the respective circle with blue/black ballpoint pen. Darkening multiple marks in the OMR sheet will be treated as a wrong answer. Each correct answer will be awarded three marks and one mark will be deducted for wrong or multiple answers.

(ii) In case of equal marks in the written test, the one who has secured a higher percentage of marks in Post Graduate examination will be considered higher in merit. In case of equal marks and equal percentage in the Post Graduate examination the one born earlier will be considered higher in merit.

3.

Assistant Registrar

Pay Band: 15600-39100 with Grade Pay of Rs. 5400/- (Pay Level-14)

1. Essential Qualifications

(i) Master's Degree in any subject or Post Graduate Diploma in Management with at least 55% of marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/Institution. (5% relaxation in marks for SC/ST/Differently-abled category/Regular employees of the Pandit Deendayal Upadhyaya Shekhawati University, Sikar).

Desirable

- (i) MBA or CA/ICWA or MCA or LL.B or B.Tech
- (ii) I.T. & Soft skills.
- (iii) At least three years of administrative experience in supervisory or equivalent cadre in a Group B post in a government Department/ University/ Educational or Research Institution/ Teaching and/ Or research Experience on a substantive post along with proven administrative capabilities.
- (iv) 3 Years experience as a Section Officer in a Central/ State University.

Age limit: Not exceeding 40 Years (45 years in case of SC/ST/ Differently-able category/women candidates). Age will be calculated as on 1st July of the year of the advertisement

Note :

1. Experience earned on a Contractual, Adhoc or Guest faculty basis will not be counted. Experience will be counted if the candidate is duly selected by the statutory selection committee and approved by the University concerned and paid government scale on a regular basis. ,
2. The incumbent should possess good communication, logical reasoning, mathematical, analytical skills, soft skills, and aptitude for liaising with other divisions/ departments and participating in discussions with senior functionaries and academicians.
3. The incumbent is expected to handle independently one or more functions related to Educational Administration/ Examinations/ General Administration/ Purchase/ Establishment/ Accounts & Finance/ Project & Planning/ Research/College Administration/ Management/ HR/ Legal.

2. Mode of Selection

- (a) The selection will be based on the performance of the candidate in the interview only and will be of 100 marks.
- (b) The number of candidates called for an interview shall be maximum 10 times of the number of posts to be filled in.
- (c) In case, the number of applicants is more than 10 times of the number of advertised posts, a written test will be conducted for short-listing the candidates for interview.

The scheme of the written /screening test shall be as under:-

Paper – I

2 Hrs.

- (i) Verbal and Communication skills in English 50 Questions -150 Marks
- (ii) Verbal and Communication skills in Hindi 50 Questions - 150 Marks

	3 Hrs.
Paper – II	
(i) Mathematical Ability (Quantitative Aptitude) 50 Questions-150 Marks	
(ii) General Awareness 50 Questions - 150 Marks	
(iii) Logical reasoning and data Interpretation 50 Questions -150 Marks.	
Note :-	
(i) Each MCQ question shall contain four answer options, and the candidate shall be required to select one option as his/her correct answer and mark it in the OMR answer sheet by darkening the respective circle with blue/black ballpoint pen. Darkening multiple marks in the OMR sheet will be treated as a wrong answer. Each correct answer will be awarded three marks and one mark will be deducted for wrong or multiple answers.	
(ii) In case of equal marks in the written test, the one who has secured a higher percentage of marks in Post Graduate examination will be considered higher in merit. In case of equal marks and equal percentage in the Post Graduate examination the one born earlier will be considered higher in merit.	

General Terms and Conditions

1. The applicant must be a citizen of India.
2. The candidates should carefully review all the instructions & recruitment rules and ensure they fulfill all eligibility conditions. Their candidature to any stage of the recruitment process will be provisional, subject to satisfying the eligibility criteria for the post.
3. The candidates should carefully fill up all the details required in the application form as no correspondence regarding change of details will be entertained after the submission of the application/last date for applying. If any of their claims is found to be incorrect, it will lead to the rejection of their candidature.
4. The applicant will be responsible for the authenticity of submitted information, other documents, and photographs. Furnishing of any false information and/or suppression/concealment of facts shall lead to rejection/cancellation of selection/appointment.
5. The qualifications/experience, etc., for the post shall be determined on the last date of submission of the application form.
6. The Candidate should pay a non-refundable application processing fee through online mode as below:
 - For the candidates other than SC/ ST/PwD/BC (Non-creamy layer)/MBC category: Rs. 1,000 (Rupees One Thousand only)



- For SC/ ST/ BC(Non-creamy layer)/MBC and EWS category: Rs.500 (Rupees Five hundred only)
 - For PwD Category: Rs.100 (Rupees One hundred only).
 - Application processing fee, once paid, will not be refunded under any circumstances.
7. Application forms without self-attested copies of certificates/testimonials and prescribed application fees will not be considered and shall be rejected.
 8. Mere fulfillment of the required qualifications and experience etc., does not entitle a candidate to be called for interview/selection.
 9. The Institute reserves the right to fix the short-listing criteria for the provisional selection of the eligible candidates to appear for the Interview.
 10. Any Vigilance/Disciplinary cases/Criminal cases should not be pending/contemplated against the candidates working in any Government Organization. In such cases, the application shall not be considered.
 11. The candidate should not have been convicted by any Court of Law.
 12. The reservation policy is applicable as per the Government of Rajasthan norms.
 13. The University reserves the right to increase or decrease the number of posts till the last minute.
 14. SC/ST/Backward Class/Most Backward Class and Economically Weaker Section applicants from outside the state of Rajasthan will not be eligible for reservation. Such applicants will be considered under the unreserved category only.
 15. The appointments for the above posts will be as probationer trainees, and during this period, they will be paid consolidated salary as per the rules of the State Government. After completing the probationer trainee period successfully, the minimum salary of the regular pay scale will be payable. The period of probationer trainee will not be counted for annual increment.
 16. The benefit of pay protection will be granted to the personnel already employed on substantive posts in State Government/Central Government/PSUs/Autonomous Bodies as per the rules of the Government of Rajasthan.
 17. The rules regarding the number of surviving children and the conduct of employees will be applicable to the above appointments as per the rules of the Government of Rajasthan.
 18. A married woman from a reserved category will have to submit the caste (SC/ST/Backward Class) certificate issued on the basis of her



- father's name, place of residence, and income to get the benefit of the reserved category. A caste certificate issued on the basis of the husband's name, place of residence, and income will not be applicable.
19. For selection against the unreserved category posts, it will be necessary for the reserved category candidates to be eligible as unreserved category candidates.
 20. Applicant applying for the post(s) of reserved category shall submit a valid certificate of their category issued by the Competent Authority. If the relevant certificates for respective reserved categories are not enclosed with the application, the application will be rejected and no appeal against its rejection will be entertained.
 21. The age of superannuation shall be 60 years.
 22. Only shortlisted candidates will be called for interview.
 23. No TA/DA or local conveyance shall be paid to the applicants called for the Interview.
 24. All original documents will have to be produced at the time of the interview for verification.
 25. The applicants are required to visit the Institute website regularly as any subsequent corrigendum/addendum etc. shall be published on the Institute website only.
 26. The candidates appointed to the above post will be Probationer Trainees for two years and allowed fixed remuneration as per State Government Rules and Guidelines.
 27. The decision of the competent authority will be final in the matter of selection.
 28. In case the last date of receiving the hard copy of applications falls on a holiday, then the next working day (till 5 PM only) shall be treated as last day.
 29. For different posts, applicants will have to fill separate form with prescribed fees.
 30. Legal disputes, if any, with Pandit Deendayal Upadaya Shekhawati University, Sikar will be restricted within the jurisdiction of Sikar, Rajasthan only.
 31. Other guidelines issued by the Government of Rajasthan regarding University service from time to time shall be applicable after approval of the Vice Chancellor.


Registrar
10/3/2024