YMCA University of Science & Technology

Sector 6, Faridabad (HARYANA) – 121006
(Established by the State Legislature Act No 21 of 2009)
Ph: 0129-2310131, 2210372, 2242142, 2242143 (Fax) web: www.ymcaust.ac.in

Advt No: NT 01/2014

Applications on the prescribed form are invited for the following vacant non- teaching posts by 08-09-2014:

AIDED (Regular Basis) Posts:

	Name of the Post	No of Posts	Pay Band with Grade Pay
1	Work Shop Superintendent	01(UR)	Rs 15600 - 39100 + 8000 GP
2	Deputy Registrar	01(UR)	Rs 15600 - 39100 + 7600 GP
3	Medical Officer	01 (UR)	Rs 15600 - 39100 + 6000 GP + NPA
4	Dy Registrar (to be re-designated as Asstt Registrar)	02(UR)	Rs 9300 - 34800 + 5400 GP
5	Private Secy. To VC	01(UR)	Rs 9300 - 34800 + 4200 GP+200 SP
6	Cashier	01(UR)	Rs 9300 - 34800 + 3200 GP
7	Sr. Scale Stenographer (Eng)	01(EBP)	Rs 9300 - 34800 + 3200 GP
8	Asstt.-cum-DEO	01 (UR), 01(EBP), 01(BC-B), 1(SBC)	Rs 9300 - 34800 + 3200 GP
9	Jr. Scale Stenographer (Eng)	01(UR)	Rs 5200 - 20200 + 2400 GP
10	Clerk-Typist-cum-DEO	01(EBP)	Rs 5200 - 20200 + 1900 GP
11	Library Attendant-cum-Restorer	01(UR)	Rs 5200 - 20200 + 1900 GP
12	Matron	01(UR)	Rs 5200 - 20200 + 1900 GP
13	Helper-Attendant	01(SC)	Rs 4440 - 7440 + 1300 GP
14	Instructor (GEW)	01 (UR), 01 (EBP)	Rs 9300 - 34800 + 3300 GP
15	Technician-Machine Shop	01 (EBP)	Rs 9300 - 34800 + 3200 GP
SFS (Self Financing Scheme) Posts:			
16	Technician- ECE	01 (UR)	Rs 9300 - 34800 + 3200 GP
17	Data Entry Operator (DEO)	01 (SC)	Rs 5200 - 20200 + 1900 GP

UR (Unreserved), SC (Scheduled Caste category), EBP (Economical Backward person in General Caste Category), BC-A (Backward Class A), BC-B (Backward Class B), SBC (Special Backward Class)

Gen Conditions:

Application form including Information sheet containing details about qualifications & experience can be obtained from the office of Dy. Registrar (Estb.) on cash payment of Rs 200 (Rs 50 for SC/ST) and by post on payment of Rs 250/- (Rs 100 for SC/ST candidates) through Demand Draft in favour of Registrar, YMCA University of Science & Tech., payable at Faridabad, or downloaded from the university website www.ymcaust.ac.in . The downloaded form must be accompanied Demand Draft of Rs 200 (Rs 50 for SC/ST) in favour of Registrar, YMCA University of Science & Tech. payable at Faridabad. The University reserves the right to increase/decrease the number of posts or it may not 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. Age Limit: Minimum 18 years to Maximum 40 years. The posts can also be filled-up on deputation. The candidates who are already in service have to submit their application through proper channel or they are required to submit the No Objection Certificate from their present employer, otherwise their application form will not be entertained.

REGISTRAR

YMCA UNIVERSITY OF SCIENCE & TECHNOLOGY,
(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. NT 01/2014**

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. The persons appointed will be placed in the pay band with grade pay and other allowances as per rules of the University. They will be governed by the Self-Financing Scheme of the University regarding grant of various kinds of Leave as approved by the Executive Council in its

6th meeting held on 17-06-2011 or as may be amended from time to time. However, they will not be entitled for any Pension, Ex-gratia benefit, Education Allowance, Indoor Medical Reimbursement facility and long term loans e.g. House Building Loan, Vehicle Loan, Marriage Loan, Computer Loan, Building Loan, Vehicle Loan, Marriage Loan, Computer Loan etc.

DETAILS OF VACANT NON-TEACHING POSTS

1. **Work Shop Superintendent: 01 (UR)**　　　**Pay Band Rs. 15600-39100+8000 GP**

   QUALIFICATIONS/EXPERIENCE

   (i) Ph. D degree with first class at Bachelor's or Master's level in Mechanical/Electrical/ Electronic Engineering/Technology with minimum 3 years experience in Teaching/Industry /Research at the level of Assistant Professor or equivalent.

   <div align="center">OR</div>

   In case sufficient number of candidates with Ph.D degree is not available then, candidates with First Class at Bachelor's and Master's level in Mechanical/Electrical/Electronics Engineering/Technology with 5 years experience in teaching/industry/research at the level of Assistant Professor or equivalent could be considered. Such candidates will be required to obtain Ph. D degree within a period of 7 years from the date of appointment as Workshop Superintendent, failing which the increments will be stopped until Ph. D is earned.

   (ii) Candidates from Industry/Profession with First Class Master's Degree in Mechanical/Electrical/Electronic Engineering/Technology with professional work, which is significant and can be recognized as equivalent to Ph. D degree and with minimum 5 years experience at a position equivalent to Assistant Professor Level would also be eligible.

   Desirable:　Experience of arranging practical training and looking after of Workshops/Industrial experience.

   Age limit: Maximum 40 years as per Haryana Govt rules.

2. **Dy Registrar: 01 (UR)**　　　**Pay Band Rs. 15600-39100+7600 GP**

   QUALIFICATIONS/EXPERIENCE

   (i) A Master's /LLB Degree with at least 55% marks or its equivalent grade of B in the UGC seven points scale

   (ii) Nine years of experience as Assistant professor in the AGP of Rs 6000 and above with experience in educational administration

   <div align="center">OR</div>

   Comparable experience in research establishment and other institutions of higher education

   <div align="center">OR</div>

   5 years of administrative experience as Assistant Registrar or in an equivalent post

   (iii) Knowledge of Hindi/ Sanskrit up to Matric

   NOTE:　Copy of Certificate indicating experience in educational administration and a certificate regarding Pay Band, Basic Pay & Grade Pay issued by the employer must be attached with the Application Form, failing which the experience will not be considered.

   Age limit: Maximum 40 years as per Haryana Govt rules.

3. **Medical Officer : 01 (UR)**　　　**Pay Band Rs. 15600-39100+6000 GP+ 25% NPA**

   QUALIFICATIONS/EXPERIENCE

   (i) MBBS or an equivalent degree from an Indian or foreign University with at least 3 years experience of working in a Govt. Hospital or in a private of repute

   (ii) Knowledge of Hindi/Sanskrit up to Matric.

   Age limit: Maximum 40 years as per Haryana Govt rules

4. **Dy Registrar (to be re-designated as Asstt Registrar) : 01 (UR)**

Pay Band Rs. 9300 - 34800 + 5400 GP

QUALIFICATIONS/EXPERIENCE

i) Good academic record plus Master's/LLB with at least 55% marks or its equivalent grade of B in the UGC seven point scale.   OR

Bachelor of Engineering with 1st Division of its equivalent grade

ii) 5 years of experience as Assistant Professor in a college or a University with experience in educational administration. OR

Comparable experience in Research Establishment and/or Institutions of higher education

OR

5 years experience as Superintendent in a University/body conducting public examination

iii) Knowledge of Hindi/Sanskrit up to Matric.

NOTE: Copy of Certificate indicating experience in educational administration and a certificate regarding Pay Band, Basic Pay & Grade Pay issued by the employer must be attached with the Application Form, failing which the experience will not be considered.

Age limit: Maximum 40 years as per Haryana Govt rules

5. **Private Secy. to VC: 01 (UR)**   **Pay Band Rs. 9300-34800+4200GP+200 SP**

QUALIFICATIONS/EXPERIENCE

(i) Graduate with minimum 60% marks.

(ii) Minimum 5 years experience as Personal Assistant.

(iii) English shorthand at a speed of 120 w.p.m. and transcription of 25 w.p.m.

(iv) Knowledge of Hindi/ Sanskrit up to Matric.

Age limit: Maximum 40 years as per Haryana Govt rules

6. **Sr. Scale Stenographer (English): 01 (EBP)**   **Pay Band Rs. 9300-34800+3200GP**

QUALIFICATIONS/EXPERIENCE

(i) Graduate with at least 60% marks at Matric or 50% marks at 10+2.

(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/ hours or more.

(iv) Ability to work on computers with internet efficiently.

(v) Minimum 3 years experience as Steno-typist.

(vi) Knowledge of Hindi/Sanskrit up to Matric.

Age limit: Maximum 40 years as per Haryana Govt rules

7. **Cashier: 01 (EBP)**   **Pay Band Rs. 9300-34800+3200GP**

QUALIFICATIONS/EXPERIENCE

i) B.Com with minimum 50% marks.

ii) Five years experience as Steno-typist or Clerk.

iii) Knowledge of Hindi/Sanskrit up to Matric

iv) Should qualify the skill test as prescribed by the Competent Authority

Desirable: Two years experience in relevant field.

Age limit: Maximum 40 years as per Haryana Govt rules

8. **Assistant-cum-DEO: 01(UR), 01(EBP), 01(BC-B), 01(SBC)**

Pay Band Rs. 9300- 34800+3200 GP

QUALIFICATION/EXPERIENCE

(i) Bachelor's degree with minimum 50% marks and 5 years of Experience in a recognized

University/Educational Institution 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 Computer & Internet.

(iii)   Knowledge of Hindi/Sanskrit up to Matric.

Age limit: Maximum 40 years as per Haryana Govt rules

9. **Jr. Scale Stenographer (Eng.):01 (UR)   Pay Band Rs. 5200-20200+2400 GP**

   QUALIFICATION/EXPERIENCE

   (i)   Graduate with at least 60% marks at Matric or 50% marks at 10+2
   (ii) English shorthand at a speed of 80 w.p.m. and transcription of 20 wpm
   (iii) Word processing speed of 8000 keys/ hours or more
   (iv) Ability to work on computers with internet efficiently
   (v)   Knowledge of Hindi/Sanskrit up to Matric

   Age limit: Maximum 40 years as per Haryana Govt rules

10. **Clerk-Typist-cum-DEO: 01 (EBP)   Pay Band: Rs.5200-20200+1900 GP**

    QUALIFICATION/EXPERIENCE

(i)   Graduate with at least 60% marks at Matric or 50% marks at 10+2.

(ii)   The candidate will have to qualify the written test of 10+2 standard as prescribed by the competent authority and the typing test (with a speed of minimum 30 wpm in English)

(iv)   Knowledge of Hindi/Sanskrit up to Matric

   Age limit: Maximum 40 years as per Haryana Govt rules

11. **Library Attendant cum Restorer: 01 (UR)   Pay Band: Rs.5200-20200+1900 GP**

    QUALIFICATIONS/EXPERIENCE:

(i)   10+2 with 1st division.

(ii)   Certificate Course in Library Science.

(iii) Knowledge of Hindi/ Sanskrit up to Matric.

   Age limit: Minimum 18 yrs to Maximum 40 years

12. **Matron: 01 (UR)   Pay Band: Rs.5200-20200+1900 GP**

    QUALIFICATION/EXPERIENCE

    (i) Graduate with minimum two years work experience in a girl's hostel.

    (ii) Knowledge of Hindi/Sanskrit up to Matric.

    Desirable: Knowledge of working on computers.

    Age limit: Maximum 40 years as per Haryana Govt rules

13. **Helper/Attendant: 01(SC)   Pay Band Rs. 4440-7440+1300 GP**

    QUALIFICATIONS: Middle Pass &   **Age limit:** Minimum 18 yrs to Maximum 40 years

14. **Technician –Machine Shop   01 (EBP)   Pay Band 9300-34800 + 3200 GP**

    QUALIFICATION/EXPERIENCE

    A First Class Diploma from a recognized Institute in Mechanical/Production Engg with 3 years' post qualification relevant experience in manufacturing Industry/Well established Workshop or training/teaching in a recognized University/Engineering/Polytechnic

Institute.   OR

National Trade Certificate in Machining/Turning from NCVT with 01 years CTI in the relevant field and 5 years relevant experience in manufacturing Industry/well established Workshop or training/teaching in a recognized University/Engineering/Polytechnic Institute.

Age limit: Maximum 40 years as per Haryana Govt rules

15. **Instructor (GEW):01 (UR)   Pay Band 9300-34800 + 3300 GP**

QUALIFICATION/EXPERIENCE

A first class Diploma from a recognized institute in Electronics/Electronics Instrumentation & Control/ ECE with 4 years' post qualification relevant experience in manufacturing Industry/well established Workshop or training/teaching in a recognized University/Engineering/Polytechnic Institute.
                                OR
National Trade Certificate in Electronics/Elect Inst. & Control/ECE or equivalent from NCVT with 01 year CTI in the relevant field and 7 years relevant experience in manufacturing /hardware maintenance/networking Industry/well established Workshop or training/teaching in a recognized University/Engineering/Polytechnic Institute.

Desirable: First Class B.E./B.Tech or equivalent Degree in Electronics/Elect. & Inst. Control Engg/Elect & Comm Engg from a recognized Institute

Age limit: Maximum 40 years as per Haryana Govt rules

16. **Technician (ECE): 01 (UR)   Pay Band 9300-34800 + 3200 GP**

QUALIFICATION/EXPERIENCE

A First Class Diploma from a recognized Institute in Electronics/Elect Inst & Control Engg. /ECE with 3 years' post qualification relevant experience in manufacturing Industry/well established Workshop or training/teaching in a recognized University/Engineering /Polytechnic Institutes.
                                OR
National Trade Certificate in Electronics/Elect Inst & Control Engg/ECE or equivalent from NCVT with 01 year CTI in the relevant field and 5 years relevant experience in manufacturing/Maintenance/networking Industry/well established Workshop or training/teaching in a recognized University/Engineering/Polytechnic Institutes.

NOTE: Before holding the interviews for the post of Instructor and Technician a written and /or Skill Test up to 8 hours duration will be conducted to assess the knowledge and skill of the candidates**.**

Age limit: Maximum 40 years as per Haryana Govt rules

17. **Data Entry Operator (DEO)   01 (SC)   Pay Band 5200-20200+ 1900 GP**

QUALIFICATION & EXPERIENCE:

i)   Graduate with at least 60% marks at Matric or 50% marks at 10+2.
ii)   The candidate will have to qualify the written test of 10+2 standard as prescribed by the competent authority and the typing test (with a speed of minimum 30 wpm in English)
iii) Knowledge of Hindi/ Sanskrit up to Matric

Age limit: Maximum 40 years as per Haryana Govt rules

(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 as on the last date of receipt of application. All degrees should be from recognized Universities/ Institutes.   Related branch at UG/PG level will be decided by a Committee. The qualification acquired through Distance Education at the level of UG/PG courses will be not be considered for teaching/technical supporting posts.

3.   *Equivalence for Ph.D is based on publication of 5 International Journal papers, each journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the author's area of specialization.

   * Ph.D should be from a recognized University.

   * For incumbent Assistant Professor, experience at the level of Assistant Professor will be considered equivalent to experience at the level of Associate Professor provided incumbent Assistant Professor has acquired or acquires Ph.D degree in relevant discipline.

   * Experience at Diploma Institutions is also considered equivalent to experience in degree level Institutions at appropriate level and as applicable. However, qualifications as above shall be mandatory.

   * 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%

4.   The designation of technical supporting and non-teaching posts may be changed on the pattern of GJU, Hisar after the approval of competent authorities.

5.   The prescribed essential qualifications 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.   Request for application form through registered post will be entertained up to 01.09.2014.

11.   Applications on prescribed form duly completed in all respects along with attested copies of testimonials should be sent latest by 08.09.2014 up to 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 www.ymcaust.ac.in and sent along with DD of Rs 200/- in favour of Registrar, YMCA University of Science & Tech payable at Faridabad.

12. Incomplete applications or those received after the last date for any reasons including postal delay will not be entertained and shall be summarily rejected.

14. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.

15. The candidates, who are in employment should send their applications through proper channel, or submit No Objection Certificate from their present employer at the time of interview, otherwise their application will not be entertained.

REGISTRAR

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_____

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 /Mb: _____

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. _____
   (UR, EBP, SBC, SC, BC-(A)/ (B) others 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 obtaine	Division
1.	10th						
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			Pay Band	Basic Pay +G.P	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) _____

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 _____

i i) Name _____
     Occupation or Position _____
     Address _____
     _____

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)*

* Candidate is required to sign all documents & pages of application form.