

**Pt. B.D. Sharma University of Health Sciences, Rohtak**

**Advt. No. UHSR/Rectt./02/2021**

**NOTICE**

Applications on prescribed format are invited from the eligible candidates, as per qualifications and experience mentioned against each post, for various Non-Teaching Posts of Group-B, on regular basis in PT. B.D. Sharma University of Health Sciences, Rohtak. For detailed information/instructions please visit University Website [www.uhsr.ac.in](http://www.uhsr.ac.in).

**Closing date for submission of Offline Applications: 15.04.2021 by 4:00 PM**

The date/schedule of interview/Written Screening Test, wherever applicable, will be displayed on University website. No separate correspondence will be made in this regard.

  
25/3/21  
**REGISTRAR**

# Pt. B.D. SHARMA UNIVERSITY OF HEALTH SCIENCES, ROHTAK

Advt. No: UHSR/Rectt./02/2021

Closing Date: 15.04.2021

## ADVERTISEMENT

Applications on prescribed format are invited from the eligible candidates, as per qualifications and experience mentioned against each post, for the following Non-Teaching posts of Group-B, on regular basis in PT. B.D. Sharma University of Health Sciences, Rohtak. The Prescribed application form can be downloaded from the University website [www.uhsr.ac.in](http://www.uhsr.ac.in). which must be accompanied by a crossed Demand Draft of application fee of Rs.1000/-, in favour of the Controller of Finance, Pt. B.D. Sharma University of Health Sciences, Rohtak. 50% concession in the above fee is granted to the women candidates as per Govt. instructions. The application form duly completed in all respects should reach in the O/o the Deputy Registrar, Recruitment & Establishment Branch, PT. B. D. Sharma University of Health Sciences, Rohtak by **15.04.2021 upto 4:00 PM**. The candidate who does not fulfill the qualification/eligibility condition upto closing date of the advertisement, need not to apply.

| Sr. No. | Name of Post                                | Group | No. of Post | Pay Matrix                          | Qualification & Experience                                                                                                                                                                                                                                                                                                                                                  |
|---------|---------------------------------------------|-------|-------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Assistant Registrar<br>Age: 18 – 50 Years   | B     | 03 (GC)     | FLP-9 as per<br>7 <sup>th</sup> CPC | (i) A Master's degree with at least 55% of the marks or its equivalent Grade of B in the UGC seven point scale.<br>(ii) Five years of administrative experience as a Superintendent from a Govt. Institute/ University recognized by the U.G.C./ Medical College recognized by MCI.<br>(iii) Computer knowledge- Minimum three months course from a recognized Institution. |
| 2       | Chief Security Officer<br>Age 18 to 50 Year | B     | GC-01       | FLP-9 as per<br>7 <sup>th</sup> CPC | (i) Commissioned Officer not below the rank of Captain of Indian Armed Forces or its equivalent in other Defence Forces.<br>(ii) Good Physique and Medically Fit.                                                                                                                                                                                                           |
| 3       | Jr. Programmer<br>Age: 18 – 50 Years        | B     | 02 (GC)     | FLP-7 as per<br>7 <sup>th</sup> CPC | (i) MCA or B.E./B.Tech in Computer Science & Engineering/ Electronics or Information Technology.<br>(ii) Two years practical experience in data processing in a recognized institute;<br>(iii) Knowledge of Hindi/Sanskrit upto Matric Preference will be given to a person who possesses higher qualification in a similar area.                                           |

## GENERAL TERMS AND CONDITIONS

1. If the number of applications received are more than 03 times of the posts advertised, then the applicants may be either asked to appear for the written/screening test or may be screened on the basis of marks of relevant academic qualification in the ratio of 1:3 (for a single post 1:5).
2. Date of interview/written test/schedule shall be displayed on the website [www.uhsr.ac.in](http://www.uhsr.ac.in).

**No separate letters will be sent by post, hence the applicants are advised to visit the university website regularly.**

3. Original documents along with one set of self-attested photocopies to be produced at the time of Interview/Document Verification:-
- (i) Copy of Matric certificate showing Date of Birth.
  - (ii) Copy of essential qualifications certificates.
  - (iii) Copy of Haryana Domicile Certificate in case of reserved category issued by Competent Authority.
  - (iv) Experience Certificate issued by the concerned Appointing Authority.
  - (v) Copy of Sports certificate issued by the Director, Sports of the State stating Grade and period of participation.
  - (vi) Copy of Blood Donation/NCC/NSS Certificate.
  - (vii) Any other document/certificate, if required.
4. **Benefit of age relaxation:**
- Relaxation in maximum age to the persons who have already worked or are presently working on adhoc/contract/work-charged/daily wages/under outsourcing policy in any Department/ Board/ Corporation of Haryana Government to make them eligible to compete for regular recruitment. This relaxation in maximum age will be admissible equal to the period he has worked on adhoc/contract/work-charged/daily wages/under outsourcing policy excluding the period of break, if any, for appointment to a post on regular basis. It is clarified here that once a person is selected for regular appointment availing benefit of relaxation in age, he/she will not be entitled to avail such benefit again for subsequent appointment to any post (Vide Instructions No. 6/36/2019-1GS-I, dated 3rd July 2019, Haryana Government).
5. Only relevant experience acquired post essential qualifications will be considered.
6. The applicants who are already in Govt./Semi Govt./Corporation or Autonomous Body/Private Institute Service should send application through their respective Head of Institute or 'No Objection Certificate' may be submitted at the time of interview failing which the applicant will not be allowed/ considered for interview, NOC may not be older than three months.
7. Applicant must also bring all the original documents listed on serial number 03 of the general terms and conditions and one set of self-attested photocopies of the said documents should be submitted at the time of interview.
8. Mere submission of the application form, permission for appearing in written/screening test and call for interview does not mean that the applicant is eligible for appointment to the post applied for. The eligibility shall be verified at the time of verification of original document by the Scrutiny Committee as per the qualifications, experience and other terms and conditions given in the advertisement.
9. Number of posts is liable to increase or decrease, including complete withdrawal without assigning any reason.
10. The Reserved Category candidates are required to submit relevant certificate duly issued by the competent authority at the time of interview/documents verification. In addition to the above any other certificate of extracurricular activities (sports) i.e. Prize or position in an

international/national/inter-university/ athletic-meet and college colour, if any, must also be supplied wherever applicable.

11. In case any applicant belonging to Reserved Category applies against General Category post, he/she must fulfil the conditions of eligibility, age, application fee, etc. as are meant for General Category candidates.
12. In case any discrepancy is detected in the document submitted by the applicant or in the process of selection, at any stage even after the issue of appointment order, the University reserves the right to modify/withdraw/cancel any communication made to the applicants.
13. The decision of the appointing authority in all matters relating to acceptance or rejection of application, eligibility/ suitability of the applicants, mode and criteria for selection etc. shall be final and binding on the applicants.
14. All disputes pertaining to the recruitment of various posts shall fall within the jurisdiction of Rohtak only.
15. The prescribed qualification, experience and age limit etc. shall be reckoned as on the closing date of submission of applications.
16. The degrees of undergraduate/ postgraduate etc. not recognised by the UGC/AICTE as applicable shall render the applicant ineligible for the said post.
17. Submission of incomplete application and/OR received after the closing date shall be rejected summarily. The university will not be held responsible for any postal delays & loss of application.
18. Candidates applying for a post must ensure that they fulfil all the eligibility conditions on the last date of advertisement. If on verification or at any time before or after the written examination or scrutiny or appointment, it is found that they do not fulfil any of the eligibility condition or it is found that the information furnished is false or incorrect their candidature or appointment as the case may be will be cancelled and no fee will be refunded.
19. Any change in the category mentioned in the application form after the closing date/time of application form will not be allowed.
20. The original selection list for the appointment to the candidates will be valid up-to six months for the selected candidates and thereafter, if the vacancy still available due to non-joining of any selected candidates, the waitlist will be valid for another six months. Hence, after one year the fresh advertisement will be published as per University rules/Govt. instructions. Therefore, any grievance(s) in regard to this advertisement either individually/jointly will not be entertained after one year.
21. **The posts mentioned above will be filled up as per criteria of selection available at Annexure-A.**

 25/3/21  
REGISTRAR

## Selection Criteria for Group B Posts of Non -Teaching

ANNEXURE: 54/B

CRITERIA FOR VARIOUS NON-TEACHING POSTS OF PT.B.D.SHARMA, PGIMS, ROHTAK/UNIVERSITY OF HEALTH SCIENCES, ROHTAK.

| Criteria for the selection to the Non- Teaching posts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                           | Total Marks-100 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| I. ACADEMIC QUALIFICATION:-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                           | 65 MARKS (65%)  |
| <p>Basic Qualification Including Professional Qualification if any:-<br/>Weightage of 50%, marks may be given for screening/written test if any in the Basic Qualification including Professional Qualification marks. The distribution of marks will be as follows:-<br/>A. Basic Qualification including Professional Qualification (if any)<br/>B. * Screening/Written Test - 30 Marks (30%)<br/>Higher Qualification (over &amp; above the requisite qualification in the relevant subjects/specialties):-<br/>EXTRA CURRICULAR ACTIVITIES:-<br/>(Subject to maximum of 05 marks)</p> | Basic Qualification Including Professional Qualification if any:-                                                                                                                                                                                                                                         | 60 Marks (60%)  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Weightage of 50%, marks may be given for screening/written test if any in the Basic Qualification including Professional Qualification marks. The distribution of marks will be as follows:-                                                                                                              |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | A. Basic Qualification including Professional Qualification (if any)                                                                                                                                                                                                                                      |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | B. * Screening/Written Test - 30 Marks (30%)                                                                                                                                                                                                                                                              |                 |
| II.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Higher Qualification (over & above the requisite qualification in the relevant subjects/specialties):-                                                                                                                                                                                                    | 05 MARKS (5%)   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | EXTRA CURRICULAR ACTIVITIES:-                                                                                                                                                                                                                                                                             |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | (Subject to maximum of 05 marks)                                                                                                                                                                                                                                                                          | 05 MARKS (5%)   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Sports (Certificate issued by the Director, Sports of the State stating Grade and period of participation) -02 Marks (Subject to maximum of 02 marks)                                                                                                                                                     |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Grade A-1 & A-2                                                                                                                                                                                                                                                                                           |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Grade B-1 & B-2                                                                                                                                                                                                                                                                                           |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Grade C-1 & C-2                                                                                                                                                                                                                                                                                           |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Blood Donation                                                                                                                                                                                                                                                                                            |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | (1/2 Mark for each donation subject to maximum of 2 Marks)                                                                                                                                                                                                                                                |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | NSS/NCC                                                                                                                                                                                                                                                                                                   |                 |
| III.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | (Letter/Certificate of merit for NSS weightage & Certificate of C/G Part-II/ B Certificate for NCC weightage)                                                                                                                                                                                             |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | EXPERIENCE (Subject to maximum of 10 Marks)                                                                                                                                                                                                                                                               | 10 MARKS (10%)  |
| IV                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | (1/2 mark for each completed year of work experience on the said post in Govt. Institution/Public Sector Institution or Hospital/ University Hospital . . . . . Hospitals on Govt. panel.                                                                                                                 |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Note:- 1 mark for each completed year of work experience on the respective post for the candidates already working in this institution on contract basis, may be given as a onetime measure in view of the instructions issued by the Chief Secretary, Haryana bearing No.43/31/06-1GSI dated 29.05.2007. |                 |
| INTERVIEW                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                           | 20 MARKS (20%)  |

\* Applicable in case Screening/Written test is held for short listing of candidates.

50%.

Note: In case of Ex-Serviceman candidate, the minimum pass marks/ qualifying marks may be taken into consideration, while calculating the merit if the marks are not available/shown in the certificate/degree issued by the competent authority of Defence Services.