Applications on the prescribed form are invited for the following sanctioned aided posts by 30-05-2016 on direct recruitment/deputation basis:

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Name of the Post</th>
<th>No of Posts</th>
<th>Pay Band with Grade Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Controller of Examinations</td>
<td>01 (UR)</td>
<td>Rs 37400 – 67000 + 10000 GP</td>
</tr>
<tr>
<td>2</td>
<td>Training &amp; Placement</td>
<td>01 (UR)</td>
<td>Rs 37400 – 67000 + 10000 GP</td>
</tr>
<tr>
<td>3</td>
<td>Deputy Registrar</td>
<td>01(UR)</td>
<td>Rs 15600 - 39100 + 7600 GP</td>
</tr>
<tr>
<td>4</td>
<td>Assistant Registrar</td>
<td>02(UR)</td>
<td>Rs 15600 - 39100 + 5400 GP</td>
</tr>
<tr>
<td>5</td>
<td>Medical Officer</td>
<td>01 (UR)</td>
<td>Rs 15600 - 39100 + 6000 GP + NPA</td>
</tr>
<tr>
<td>6</td>
<td>Executive Engineer (Civil)</td>
<td>01 (UR)</td>
<td>Rs 15600 - 39100 + 6000 GP</td>
</tr>
<tr>
<td>7</td>
<td>Private Secy. to VC</td>
<td>01(UR)</td>
<td>Rs 9300-34800+4200 GP+200 SP</td>
</tr>
<tr>
<td>8</td>
<td>Cashier</td>
<td>01(UR)</td>
<td>Rs 9300 - 34800 + 3200 GP</td>
</tr>
<tr>
<td>9</td>
<td>Assistant-cum-DEO</td>
<td>01 (UR), 01(EBP), 01(BC-B)</td>
<td>Rs 9300 - 34800 + 3200 GP</td>
</tr>
<tr>
<td>10</td>
<td>Jr. Scale Stenographer (Eng)</td>
<td>01(UR)</td>
<td>Rs 9300 - 34800 + 2400 GP</td>
</tr>
</tbody>
</table>

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

**Gen Conditions:**

Application form including Information sheet containing details about qualifications & experience can be obtained from the office of Dy. Registrar (Estb.) on payment of Rs 200 (Rs 50 for SC/ST) either by cash or Demand Draft in favour of Registrar, YMCA University of Science & Tech., payable at Faridabad, or downloaded from the university website [www.ymcaust.ac.in](http://www.ymcaust.ac.in). The downloaded form must be accompanied by Demand Draft. 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. No age bar for the post of Controller of Examinations and Training & Placement Officer. The candidates who are already in service have to submit their application through proper channel or they are required to submit NOC from their present employer, otherwise their application form will not be entertained. The Candidates who have applied for any of the above posts earlier against Advt No NT- 01/2014 need to apply afresh along with detail of application fee already paid. They need not to pay the fee again.

REGISTRAR
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.


B) B.Tech/M.Tech Courses (Self-financing)
   a) M.Tech. in Information Technology & Electronics & Communication Engg.
   c) Master of Computer Applications (MCA)
   d) Master of Business Administration (MBA)
   e) M.Sc - Physics & Maths

C) Ph.D programmes in areas of Mechanical, Electrical, Electronics, Computer Engg, Physics & Management

**Details of Posts Advertised:**

1. **Controller of Examinations: 01(UR)**
   Pay Band Rs. 37400-67000 + 10000 GP
   **QUALIFICATIONS/EXPERIENCE:**
   i) A Master Degree with at least 55% of the marks or its equivalent grade of B in the seven point scale with at least 15 years of experience as Assistant Professor in the AGP of 7000 and above or with 8 years of service in the AGP of 8000 and above including as Associate Professor along with experience in educational administration
   OR
   with 15 years of administrative experience of which 8 shall be as Deputy Registrar or an equivalent post
   ii) 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.*

2. **Training & Placement Officer (Professor Cadre) : 01(UR)**
   Pay Band Rs. 37400-67000 + 10000 GP
   **QUALIFICATIONS/EXPERIENCE:**
   i) A Ph.D. degree with First class at Bachelor’s or Master’s degree in the Engineering / Technology /Management/Science and experience of 10 years in
teaching research and/or industry, out of which at least 05 years at the level of Associate Professor or equivalent grade OR

In the event the candidate is from industry and the profession, the following shall constitute as essential:

a) First Class Master’s Degree in appropriate branch of Engg. & Tech.;
b) Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg. & Tech. and Industrial/professional experience of 10 years out of which at least 5 years at the level of Associate Professor.

Provided that the recognition for significant professional work shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice Chancellor of the University.

ii) Without prejudice to the above, the following conditions may be considered desirable:

a) Experience in arranging training & placement of students;
b) Teaching, research industrial and/or professional experience in a reputed organization;
c) Published work, such as research papers, patents filed/obtained, books, and/or technical reports;
d) Experience of guiding the project work/dissertation of PG/Research Students or supervising R&D projects in industry;
e) Demonstrated leadership in planning and organizing academic, research, industrial and/or professional activities;
f) Capacity to undertake/lead sponsored R&D, consultancy and related activities.

Note:
400 points consolidated API score (set out in UGC Regulation Appendix-III-Category III) as based on Performance Based Appraisal system (PBAS) shall be needed which the candidate shall calculate and justify their own, enclosing necessary documentary evidence in support of their claim.

3. Deputy Registrar: 01 (UR) Pay Band Rs. 15600 – 39100 + 7600 GP

QUALIFICATIONS/EXPERIENCE:

(i) Good academic record plus Master’s /L.L.B 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.

OR

Comparable experience in research establishment and/or Institutions of higher education

OR

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

(iii) Knowledge of Hindi/Sanskrit up to Matric

Desirable: Preference will be given to candidates having good working experience in Purchase & Stores.

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

4. **Assistant Registrar:** 02 (UR)  
**Pay Band Rs. 15600 - 39100 + 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 first Division or 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

Five year experience as Superintendent in a University/body conducting public examination

iii) Knowledge of Hindi/Sanskrit up to Matric

**Desirable:** Preference will be given to candidates having good working experience in Purchase & Stores/ Establishment/Academics.

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

5. **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 recognised 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.

6. **Executive Engineer (Civil):** 01 (UR)  
**Pay Band Rs. 15600-39100 + 6000 GP**

**QUALIFICATIONS/EXPERIENCE:**

i) B.E/B.Tech or its equivalent in Civil Engg with minimum 50% marks with at least 10 years of experience in related field.

OR

An officer holding the post of Assistant Executive Engg in the Pay Band of Rs 15600-39100 + Rs 5400 GP with 5 years regular services in this grade and possessing B.E/B.Tech or its equivalent in Civil Engg

OR

An officer holding the post of Assistant Engg in the Pay Band of Rs 9300-34800 + Rs 5400 GP with 8 years regular services in this grade and possessing B.E/B.Tech or its equivalent in Civil Engg
ii) Knowledge of Computer.

iii) Knowledge of Hindi/Sanskrit up to Matric.

Desirable: M.Tech. in Structural Engg.

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

7. Private Secretary to VC: 01 (UR) Pay Band Rs. 9300-34800 + 4200 GP + 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.

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

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) Need to qualify the skill test as prescribed by the Competent Authority

Desirable: Two years experience in relevant field.


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.

10. 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 w.p.m.
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
GENERAL NOTE:

1. The Candidate must be citizen of India.
2. Good knowledge of computer applications (Word processor, Spread sheet, presentations, software ..etc) will be a distinct plus.
3. 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.
   *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:

<table>
<thead>
<tr>
<th>Grade Point</th>
<th>Equivalent Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.25</td>
<td>55%</td>
</tr>
<tr>
<td>6.75</td>
<td>60%</td>
</tr>
<tr>
<td>7.25</td>
<td>65%</td>
</tr>
<tr>
<td>7.75</td>
<td>70%</td>
</tr>
<tr>
<td>8.25</td>
<td>75%</td>
</tr>
</tbody>
</table>

4. The prescribed essential qualifications and experience indicated are bare minimum and mere possession of the same will not entitle any candidate to be called for test/interview. The applications may be short-listed on the basis of the qualification/experience higher than of the minimum as deemed appropriate by the Competent Authority.
5. The University may conduct any kind of written and/or Practical test for any/all posts advertised and only those who qualify the said test(s) may be called for the Interview
6. The vacancies shown in advertisement are indicative and may increase or decrease at the discretion of the University at the time of selection. 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. Reservation of posts is as per the Reservation Policy of the State Govt. and will be for Haryana Residents only.
9. Request for application form through registered post will be entertained up to 19.05.2016.
10. Applications on prescribed form duly completed in all respects along with attested copies of testimonials should be sent to Deputy Registrar (E) by Speed Post on or before 26.05.2016 up to 4.00 PM. No application will be received through e-mail/fax. The University would not be responsible for any postal delay.
12. In case the candidates failed to attach self attested copies of testimonials, their application would not be considered. 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.
13. 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.

16. The appointments on deputation basis shall be for a period of one year extendable further on requirement basis. These appointments shall be on the following terms and conditions:
   a) Application in the prescribed format along with the complete and up to date CR dossiers/ Assessment reports of the officers for the last 5 years duly attested may be forwarded before the test/Interview.
   b) No disciplinary/Vigilance case is pending or contemplated against the officer.
   c) It must also be certified that honesty and integrity of the officer is of high order.
   d) No major/minor penalty has been awarded to him during the last ten years.
   e) The pay will be protected as per University rules.

17. The Candidates are advised to keep on visiting the website of the University for related updates. Further, no information in respect of this advertisement shall be published in the newspaper.

18. No correspondence what so ever will be entertained from the candidates regarding conduct/ result of interview and the reason for not being called for Interview.

REGISTRAR