



HARYANA STATE HIGHER EDUCATION COUNCIL

Advertisement No.:- Adv./HSHEC/2023/02

Dated: - 11.11.2023

Reference Advertisement No.:- Adv./HSHEC/2023/02 dated: - 11.11.2023 uploaded on Haryana State Higher Education Council website to fill up various regular positions by way of direct/deputation/transfer basis as the case may be, the modus operandi (formula) for the selection of candidates suggested by the committee constituted, duly signed by committee members and approved by the competent authority is hereby uploaded as per Annexure -1 (pages 2-25) on the Council website.

K.K. Agnihotri
19.01.2024

Advisor
K.K. AGNIHOTRI
Haryana State Higher Education Council
Haryana State Higher Education Council
Panchkula



Selection Procedure: The procedure will consists of following steps:

Step I

Documents of the candidates shall be scrutinized for the purpose of eligibility.

Step II

A test of qualifying nature will be conducted for the eligible candidates wherever prescribed and applicable. Minimum 40% marks will be required to qualify the test. All the candidates, who will qualify the test will be considered for step III and called for Assessment of Competency and Performance by the selection committee.

Step III

The candidates who will qualify the test (if applicable) in step II will be evaluated as per criteria mentioned in the relevant table of the post and merit points will be computed accordingly. In case of posts where qualifying test is not prescribed, all eligible candidates will be called for Assessment of Competency and Performance by the selection committee and evaluated as per criteria mentioned in the relevant table of the post and merit points will be computed accordingly.

State Project Director (SPD) (Post: 1)

(i) Post Graduation in any discipline with 55% marks and 50% marks each in matric/secondary/senior secondary and graduation level

(ii) 05 years experience in Policy Planning, academic projects, supervision & management in higher education institution/office in Group B service including 2 year service in Group A Service

(iii) Hindi/Sanskrit up to matric standard or higher education

Criteria for Selection

SN	Criteria	Max Marks	Remarks
1	10 th / Matriculation	10	80% & Above = 10 70% to less than 80% = 7.5 60% to less than 70% = 5
2	10+2 or equivalent	10	80% & Above = 10 70% to less than 80% = 7.5 60% to less than 70% = 5
3	Graduation	10	80% & Above = 10 70% to less than 80% = 7.5 60% to less than 70% = 5
4	Post-Graduation	10	80% & Above = 10 70% to less than 80% = 7.5 60% to less than 70% = 5
5	Experience of academic analysis and planning (Total Experience in years - 5)	20	5 marks for each completed year and 2.5 marks for each completed six months but less than one year.
6	Assessment of Competency and Performance by the selection committee a) Planning, organizing and initiating and coordinating various academic activities. b) Accessing, downloading, consolidating and analyzing data; ICT knowledge c) Language proficiency/ communication (Hindi and English), noting and drafting, decision making and leadership skill d) General awareness about development of education, policy planning and reforms in education, establishment of higher education institutions and relative fields.	10 10 10 10	
	Total	100	

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Criteria for Selection

**Joint Director (Post: 1)**

- (i) Post Graduation in any discipline with 55% marks and 50% marks each in matric/secondary/senior secondary and graduation level
- (ii) 05 years experience in Policy Planning, academic projects, supervision & management in higher education institution/office in Group B service including 2 year service in Group A Service
- (iii) Hindi/Sanskrit up to matric standard or higher education

Criteria for Selection

SN	Criteria	Max Marks	Remarks		
			80% & Above =	70% to less than	60% to less than
1	10 th / Matriculation	10	10	80% = 7.5	70% = 5
2	10+2 or equivalent	10	10	80% = 7.5	70% = 5
3	Graduation	10	10	80% = 7.5	70% = 5
4	Post-Graduation	10	10	80% = 7.5	70% = 5
5	Experience of academic analysis and planning (Total Experience in years - 5)	20	5 marks for each completed year and 2.5 marks for each completed six months but less than one year.		
6	Assessment of Competency and Performance by the selection committee	10			
	a) Planning, organizing and initiating and coordinating various academic activities.				
	b) Accessing, downloading, consolidating and analyzing data; ICT knowledge				
	c) Language proficiency/ communication (Hindi and English), noting and drafting, decision making and leadership skill				
	d) General awareness about development of education, policy planning and reforms in education, establishment of higher education institutions and relative fields.	10			
	Total	100			

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Criteria for Selection

**Senior Project Manager (Post: 1)**

- (i) Post graduation in any discipline with 55% marks and 50% marks each in matric/secondary/senior secondary and graduation level
- (ii) 03 years experience in Policy Planning, academic projects, supervision & management in higher education institution/office in Group B service
- (iii) Hindi/Sanskrit up to matric standard or higher education

Criteria for Selection

SN	Criteria	Max Marks	Remarks		
1	10 th / Matriculation	10	80% & Above = 10	70% to less than 80% = 7.5	60% to less than 70% = 5
2	10+2 or equivalent	10	80% & Above = 10	70% to less than 80% = 7.5	60% to less than 70% = 5
3	Graduation	10	80% & Above = 10	70% to less than 80% = 7.5	60% to less than 70% = 5
4	Post-Graduation	10	80% & Above = 10	70% to less than 80% = 7.5	60% to less than 70% = 5
5	Experience of academic analysis and planning (Total Experience in years - 3)	20	5 marks for each completed year and 2.5 marks for each completed six months but less than one year.		
6	Assessment of Competency and Performance by the selection committee	10			
	a) Planning, organizing and initiating and coordinating various academic activities.				
	b) Accessing, downloading, consolidating and analyzing data; ICT knowledge				
	c) Language proficiency/ communication (Hindi and English), noting and drafting, decision making and leadership skill				
d) General awareness about development of education, policy planning and reforms in education, establishment of higher education institutions and relative fields.	10				
Total		100			

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**Project Manager (Post: 3)**

Post graduation in any discipline with 55% marks and 50% marks each in matric/secondary/senior secondary and graduation level

(ii) 02 years experience in policy Planning, academic projects, supervision & management in higher education institution/office in Group B service

(iii) Hindi/Sanskrit up to matric standard or higher education.

Criteria for Selection

SN	Criteria	Max Marks	Remarks		
1	10 th / Matriculation	10	80% & Above = 10	70% to less than 80% = 7.5	60% to less than 70% = 5
2	10+2 or equivalent	10	80% & Above = 10	70% to less than 80% = 7.5	60% to less than 70% = 5
3	Graduation	10	80% & Above = 10	70% to less than 80% = 7.5	60% to less than 70% = 5
4	Post-Graduation	10	80% & Above = 10	70% to less than 80% = 7.5	60% to less than 70% = 5
5	Experience of academic analysis and planning (Total Experience in years - 2)	20	5 marks for each completed year and 2.5 marks for each completed six months but less than one year.		
6	Assessment of Competency and Performance by the selection committee				
	a) Planning, organizing and initiating and coordinating various academic activities.	10			
	b) Accessing, downloading, consolidating and analyzing data; ICT knowledge	10			
	c) Language proficiency/ communication (Hindi and English), noting and drafting, decision making and leadership skill	10			
	d) General awareness about development of education, policy planning and reforms in education, establishment of higher education institutions and relative fields.	10			
	Total	100			

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**Private Secretary (Post: 1)**

- (i) Speed of 120 words per minute in English Shorthand and transcription thereof at 40 words per minute;
 (iii) preference will be given to those having knowledge of shorthand/typewriting in English and Hindi with 2 year experience and Graduation
 (ii) Knowledge of Hindi/ Sanskrit up to Matric or higher education.

Criteria for Selection

SN	Criteria	Max Marks	Remarks
1	10 th / Matriculation	10	80% & Above = 10 70% to less than 80% = 7.5 60% to less than 70% = 5
2	10+2 or equivalent	10	80% & Above = 10 70% to less than 80% = 7.5 60% to less than 70% = 5
3	Graduation	20	80% & Above = 20 70% to less than 80% = 15 60% to less than 70% = 10
4	Experience of relevant office work (Total Experience in years - 2)	20	5 marks for each completed year and 2.5 marks for each completed six months but less than one year.
5	Assessment of Competency and Performance by the selection committee a) Ability to prepare academic proposals b) Accessing, downloading, consolidating and analyzing data; ICT knowledge c) Language proficiency/ communication (Hindi and English), noting and drafting, d) General awareness about development of education	10 10 10 10	
6	Domain Knowledge Test	Qualifying (Pass Marks: 40%)	Syllabus: provided separately.
7	Shorthand and typing test in English	Qualifying	Speed of 120 words per minute in English Shorthand and transcription thereof at 40 words per minute
	Total	100	

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**Stenographer (Post: 1)**

10+2 shorthand speed of 100 wpm in English and/or 80 wpm in Hindi, Hindi/Sanskrit upto matric

Criteria for Selection

SN	Criteria	Max Marks	Remarks		
			80% & Above =	70% to less than	60% to less than
1	10 th / Matriculation	20	20	80% = 15	70% = 10
2	10+2 or equivalent	20	20	80% = 15	70% = 10
3	Experience of relevant office work	20	5 marks for each completed year and 2.5 marks for each completed six months but less than one year.		
4	Assessment of Competency and Performance by the selection committee a) Ability to prepare academic proposals b) Accessing, downloading, consolidating and analyzing data; ICT knowledge c) Language proficiency/ communication (Hindi and English), noting and drafting, d) General awareness about development of education	10 10 10 10			
5	Domain Knowledge Test	Qualifying (Pass Marks: 40%)	Syllabus: Not provided separately.		
6	Shorthand and typing test in English	Qualifying	Speed of 120 words per minute in English Shorthand and/or 80 wpm in Hindi and transcription thereof at 30 words per minute for English and 25 Words per minute in Hindi		
	Total	100			

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**Liasoning and Communication Assistant (Post: 1)**

Graduation, Computer efficiency, experience of academic liasoning

Criteria for Selection

SN	Criteria	Max Marks	Remarks		
			80% & Above =	70% to less than	60% to less than
1	10 th / Matriculation	10	10	80% = 7.5	70% = 5
2	10+2 or equivalent	10	10	80% = 7.5	70% = 5
3	Graduation	20	20	80% = 15	70% = 10
4	Experience of relevant office work	20	5 marks for each completed year and 2.5 marks for each completed six months but less than one year.		
5	Assessment of Competency and Performance by the selection committee a) Ability to liaise and communicate b) Accessing, downloading, consolidating and analyzing data; ICT knowledge c) Language proficiency/ communication (Hindi and English), noting and drafting, d) General awareness about development of education	10 10 10 10			
6	Domain Knowledge Test	Qualifying (Pass Marks: 40%)	Syllabus: To be provided separately.		
	Total	100			

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**Junior Programmer (Post: 1)**

(i) Graduate (55% marks) with PGDCA/PDCA,/PGDIT/APGDCA

(ii) Hindi/Sanskrit up to matric or higher level

Criteria for Selection

SN	Criteria	Max Marks	Remarks		
			80% & Above =	70% to less than	60% to less than
1	10 th / Matriculation	10	10	80% = 7.5	70% = 5
2	10+2 or equivalent	10	10	80% = 7.5	70% = 5
3	Graduation	20	20	80% = 15	70% = 10
4	Experience of relevant office work	20	5 marks for each completed year and 2.5 marks for each completed six months but less than one year.		
5	Assessment of Competency and Performance by the selection committee a) Familiarity with collaborative coding practices, b) Knowledge of office tools, c) HTML, CSS, JavaScript, and relevant frameworks, communication skill. d) Language proficiency/ communication (Hindi and English)	10 10 10 10			
6	Domain Knowledge Test	Qualifying (Pass Marks: 40%)	Syllabus: To be provided separately.		
	Total	100			

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**DEO-cum-Clerk (Post: 2)**

(i) 10+2

(ii) Minimum 1 year diploma in Computer Science or SETC test qualified from HARTRON

Criteria for Selection

SN	Criteria	Max Marks	Remarks
1	10 th / Matriculation	20	80% & Above = 20 70% to less than 80% = 15 60% to less than 70% = 10
2	10+2 or equivalent	20	80% & Above = 20 70% to less than 80% = 15 60% to less than 70% = 10
3	Experience of relevant office work	20	5 marks for each completed year and 2.5 marks for each completed six months but less than one year.
4	Assessment of Competency and Performance by the selection committee a) Knowledge of office tools. b) Accessing, downloading, consolidating and analyzing data; ICT knowledge c) Language proficiency/ communication (Hindi and English), noting and drafting, d) General awareness about development of education	10 10 10 10	
5	Domain Knowledge Test	Qualifying (Pass Marks: 40%)	Syllabus: To be provided separately.
	Total	100	

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Rakesh

**Group D (Post: 2)**

Should be able to read & write Hindi (for sweeper cum chowkidar cum peon) for rest (iii) Matriculation from recognized board (iv) Hindi/Sanskrit up to matriculation as one of the subjects

Criteria for Selection

SN	Criteria	Max Marks	Remarks		
1	10 th / Matriculation	20	80% & Above = 20	70% to less than 80% = 15	60% to less than 70% = 10
2	Assessment of Competency and Performance by the selection committee a) General Awareness and multi-tasking works	40			
3	General Awareness Test	Qualifying (Pass Marks: 40%)	General Awareness test will be of matric level only.		
	Total	60			

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**Skill Test in Stenography - Modalities****Instructions**

- 1) The stenography skill test will be of qualifying in nature.
- 2) The candidate will have to transcribe their shorthand notes on their allotted Computer which will be provided at the Examination Venue. However, He/She should bring his/her pencil, pen, eraser and any other essential stationery item for the Stenography Test. HSHEC will provide blank shorthand note book for taking notes. Suitable arrangements will be made for taking "print outs" of the transcribed matter.
- 3) The time allowed for dictation, review of dictation and transcription is as follows: a) Dictation: 10 Minutes (120 words per minute for English for Private Secretary, 100 words per minute for English for Stenographer, 80 words per minute in Hindi for Stenographer); b) Review of Dictation: 10 Minutes; c) Transcription: 30 Minutes (40 Minutes for PwBD).
- 4) The candidate should transcribe the shorthand notes himself. Under no circumstances will he/she be allowed the help of a scribe to transcribe the shorthand notes.
- 5) Candidates may note that the computers (PCs) on which transcribing is to be done are meant to record their keystrokes faithfully and accurately, akin to manual typewriter. Accordingly, features such as 'copy'; 'cut' and 'paste'; 'move' of characters / words / lines once typed; autocorrect; spell check; etc. will be disabled in the machines provided. Adequate care may, therefore, be taken in transcribing all characters.
- 6) Each Candidate will have to sign the print out of the transcription before leaving the Examination Hall. If any candidate fails to sign his / her transcript, his / her examination will not be considered for evaluation. The candidate after finishing the Test should remain at his/her desk, maintain silence until the signed shorthand notes and transcription sheets are collected. He/She must not type, write or erase after expiry of the allotted time. Candidates should not take either script or any blank typing paper out of the Examination Hall.

Nature of mistakes**(i) Full Mistake**

- 1) Every omission of a word or figure including omission of a definite or indefinite article. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- 2) Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/figures dictated which have been replaced/substituted by other words(s)/figure(s).
- 3) Every addition of a word or figure or a group of words or figures not occurring in the passage.

(ii) Half Mistake

- 1) Mis-spelling, including transposition of letters in a word and also omission of a letter or letters from a word. However, mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a signal half mistake.
- 2) Using singular for plural noun and vice versa.
- 3) Wrong use of capital or small letters at the beginning of the sentences.

Note

- 1) More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- 2) Every passage will be accompanied by a list of words which can be spelt/written in more than form. All the spelling/forms of words will be acceptable and not counted as error. For example the word 'Honorable' is written as Hon'ble, Hon, honourable and hon. all these forms will be treated as correct.
- 3) Candidates are not be penalized for any type of errors or mistakes other than those described above.

Method of calculation of mistakes in Stenography Skill Test

Percentage of errors = $(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100 / \text{No. of words in the master passage}$ Percentage will be round off to two decimal places. For example 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

General Instructions For PwBD Candidates

The following guidelines are applicable to PwBD Candidates shortlisted for Stenography Skill test.

- 1) Persons with benchmark disability in the category of Visually impaired, orthopedically handicapped (afflicted by cerebral palsy), orthopedically handicapped (both arm affected), orthopedically handicapped candidates who has

Criteria for Selection



a locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate (such deficiency to be indicated in the certificate, issued by competent authority, submitted by the candidate) will be allowed compensatory time during transcription phase as per GOI rules & orders.

- 2) Candidates are eligible for scribe/passage dictator during transcription phase.
- 3) The Scribe/ Passage dictator is identified by the candidate at own cost and as per own choice.
- 4) A person acting as a Scribe/Passage dictator for one candidate cannot be a Scribe /Passage dictator for another candidate.
- 5) The scribe/Passage dictator arranged by the candidate should not be a candidate for the same examination.
- 6) The candidate shall be responsible for any misconduct on the part of the scribe/Passage dictator brought by him during typing test.
- 7) Candidate as well as the scribe/Passage dictator will have to give a suitable undertaking, in the prescribed format 'Letter of Undertaking for Using Own Scribe/Passage dictator' as per format at Appendix-I.
- 8) Candidates are advised to refer point No. IV of OM dated 29th Aug, 2018 issued by Department of Empowerment of persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment referred above and required to produce a certificate (wherever applicable) to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/her behalf as per format at Appendix-II from Chief Medical Officer/Civil Surgeon/Medical superintendent of a Government health care institution.
- 9) For person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing a. The facility of scribe and /or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at Appendix-III. b. Candidate is allowed to bring his own scribe. The qualification of the scribe should be one step below the qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per proforma at Appendix-IV.
- 10) In case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- 11) Guidelines are subject to change in terms of GOI guidelines/clarifications, if any, from time to time.

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Type Writing Test—Modalities

- 1) The fact that you have been invited to appear in typewriting test (English) does not confer any right on you for selection against the post.
- 2) Your eligibility in terms of Essential Qualification(s) etc. shall be reckoned as on the closing date (last date) prescribed for submission of online recruitment applications (ORA), i.e. dd:mm:yyyy.
- 3) Your admission for typing skill Test on Computer in English is purely provisional (on claim basis) subject to fulfillment of essential qualification(s) for the concerned post.
- 4) You are advised to bring your Hall Ticket. You are also advised to produce a valid photo ID proof in original, i.e. Aadhar Card, Voter Card or Driving License etc. Candidates without Hall Ticket and Photo ID card in original will not be allowed to appear in the typing test.
- 5) Typewriting test in English will be qualifying in nature with prescribed minimum speed of 30 words per minute in English typewriting on Computer subject to fulfillment of essential qualification(s) for the concerned post. Your candidature may be rejected after scrutiny of requisite documents, if found ineligible in terms & conditions of advertisement, even if you have qualified Typing skill test for the concerned post.
- 6) Though the candidates will be provided with good quality keyboards for typing exam, they have the flexibility of typing on their own keyboards in the test. All candidates are allowed to bring their own wired USB-type keyboard for the typing test. All other keyboards of type PS2/wireless/Bluetooth etc. or wired USB-keyboard showing any signs of tempering/labeling etc. will not be allowed.
- 7) The Typewriting test will be held on the scheduled date even if the day is later on declared holiday by the Government.
- 8) The duration of the English type test will be 10 minutes.
- 9) To clear the test, the candidate must have a minimum Gross typing Speed of 30 words per minute in English. Maximum 8% mistakes would be permissible to pass the test, meaning thereby that at least 92% accuracy is required in addition to the typing speed.
- 10) You are advised to report at the venue of typing skill test on scheduled date at hh:mm positively. If you fail to report on time, you will not be allowed to appear in the typewriting test and you will be marked as absent.
- 11) Definition of a "word" in type test, has been standardized to five characters, including spaces and punctuation.
- 12) Spaces, numbers, letters, punctuation and enter key are all counted as characters for calculating gross speed, but extra spaces, extra enter keys and any function keys such as Shift, Alt or Backspace will not be counted.
- 13) Calculation of Errors: (i) Full mistakes: Omission of any word/ Substitution of any wrong word/ Addition of any wrong/Extra word not found in the passage; (ii) Half mistakes: Spacing errors: Where no space or extra space is provided between two words.
- 14) Candidates are not be penalized for any type of errors or mistakes other than those described above.
- 15) Typing speed and accuracy percentage are calculated as follows:
 Gross characters = total number of characters typed
 Error characters = number of mistakes x word length (i.e. 5)
 Net characters = Gross characters - Error characters
 Net speed (in words per minute) = Net characters / (word length x test duration(in minutes))
 Note: Net speed is always in integer, the decimal part is truncated. So for example, if the Net characters typed in 10 minutes are 1460, then the Net Speed = $1460/5 \times 10 = 29$ and not 29.2

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Declaration/Undertaking by Person with Disabilities (PwBD)
Candidates who wish to use Scribe/Passage Dictator
(Letter of Undertaking for using own Scribe/Passage Dictator)

I _____ a candidate with _____ (name of the disability) appearing for _____ (name of the examination) bearing Application No. _____ at _____ (centre name) in the _____ (City), _____, (name of State). My highest qualification is _____ and scribe's highest qualification is _____ We (Candidate & Scribe) together hereby declare that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the candidate for taking the aforesaid examination and also undertake that we (Candidate & Scribe) have read/been read out the instructions of 'Guidelines regarding Persons with Disabilities (PWD) using the services of a Scribe/Passage Dictator' and hereby undertake to abide by them. It is also stated that the Scribe arranged by the candidates should not be a candidate for the same examination and also can not be a Scribe for another candidate. We also understand that in case it is detected at any stage of recruitment and even after recruitment that we do not fulfil the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), or that scribe's qualification is not as declared and I Shall forfeit my right to the post and claims relating thereto.

Given under our signature:

Scribe/Passage Dictator

Applicant

Signature

Signature

Correspondence Address

Application Number

Mobile No.

Post Code

Photograph

Date of Skill Test

Mobile Number

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APPENDIX-II

Certificate regarding Physical Limitation in an Examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o D/o _____, a _____ resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical superintendent of a Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/PMR).

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APPENDIX-III

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

1. This is to certify that, we have examined Mr/Ms/Mrs (name of the candidate), S/o /D/o a resident of(Vill/PO/PS/District/State), aged yrs, a person with (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name) Orthopedic/ PMR specialist	(Signature & Name) Clinical Psychologist/ Rehabilitation Psychologist/ Psychiatrist / Special Educator	(Signature & Name) Neurologist (if available)	(Signature & Name) Occupational therapist (if available)	(Signature & Name) Other Expert, as nominated by the Chairperson (if any)
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(Signature & Name)

Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

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APPENDIX-IV

Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

I _____, a candidate with _____ (nature of disability/condition) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____, _____ (name of the State). My educational qualification is _____.

2. I do hereby state that _____ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate) (counter signature by the parent/guardian, if the candidate is minor)

Place:

Date:

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Senior Project Manager/Project manager

Communication English : Vocabulary: Synonyms and Antonyms, Homonyms, word roots, Spelling Test/Cloze Test, Idioms & Phrases, One Word Substitution, Sentence or Phrase Improvement, Word Association, Parts of speech, tenses, and sentence structure; Grammar: Active and Passive Voice, Direct & Indirect Speech, Sentence Correction/Error Spotting, Multiple Meaning; Rearrangement of Sentences: Para Jumbles/ Jumbled Sentence Paragraph Completion

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NEP 2020: Vision and goals, Transformative shifts in higher education, focusing on the multi-disciplinary approach and credit transfer mechanisms, Integration of vocational education and technology in education, addressing the role of digital infrastructure, Teacher education reforms, inclusivity measures, and initiatives promoting equity and access, Explore the governance structure and mechanisms for implementation, considering the balance between public and private participation. Investigate environmental sustainability education provisions.

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18.1.24

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Criteria for Selection

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University Account Code: Understanding and applying financial management principles specific to the University, Financial reporting, auditing, and compliance procedures, highlighting the specific account codes applicable to various transactions.

M. Singh
18-1-24

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Daxi



Private Secretary

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M. Singh
18.1.24

Criteria for Selection

Rajesh



Stenographer

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M. Singh
18.1.24



Liasoning and Communication Assistant

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M. June
18-1-24

Rabiz

Criteria for Selection



Junior Programmer

Communication English

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Programming Fundamentals: Fundamentals of programming, concepts of algorithms, variables, and control structures; C language: variable, data types, data structures – enum, arrays, struct and union, control structures – selection, loops, break and continue, pointers, functions, files; HTML: tags, creation of hyperlinks, forms, and tables; CSS: selectors, properties, and responsive design principles, designing a responsive web page using HTML and CSS.

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Criteria for Selection

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DEO-cum-Clerk

Communication English

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18.1.24

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Criteria for Selection