



# J. C. Bose University of Science and Technology, YMCA, Faridabad

(formerly YMCA University of Science and Technology)

A State Govt. University established vide State Legislative Act. No. 21 of 2009

SECTOR-6, FARIDABAD, HARYANA-121006

Ph:0129-2310158, 2242143 (Fax) web: [www.ymcaust.ac.in](http://www.ymcaust.ac.in)



GOLDEN JUBILEE YEAR  
(1969-2019)

Advt. No: 3/2019

Applications on the prescribed form are invited for one post (unreserved) of **Deputy Registrar (Training & Placement)** on direct recruitment/ deputation basis by 15/02/2019.

Application form including Information about qualifications & experience and further details can be downloaded from the University website [www.ymcaust.ac.in](http://www.ymcaust.ac.in).

Dy. Registrar (Estb)



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### Information sheet containing details of qualifications/experience with particulars of the posts advertised vide Advt. No-3/2019

The erstwhile YMCA Institute of Engineering, Faridabad has been upgraded to University by the State Legislative Act No.21 of 2009, passed by the State Legislative Assembly and published vide Notification No. Leg. 29/2009 dated 16.9.2009 and notified by the Technical Education Department vide Memo dated 30.11.2009. Recently, it is renamed as J. C. Bose University of Science & Technology, YMCA, Faridabad. The University offers B.Tech/M.Tech and various other UG/PG courses including PhD in the following areas of specializations:

- A. B.Tech Courses (Aided): B.Tech. in Mechanical Engineering, Electronics Instrumentation & Control, Electrical Engg., Civil Engg. and Computer Engg.
- B. B.Tech/M.Tech Courses (Self-financing)
  - a) B.Tech. in Information Technology & Electronics & Communication Engg.
  - b) M.Tech in Computer Engg., Information Technology, Manufacturing Tech. & Automation Engg., Power System & Drives, Electronics & Instrumentation, Networking, Electronics & Communication, VLSI Design
  - c) Master of Computer Applications (MCA)/ Bachelor of Computer Application (BCA)
  - d) Master of Business Administration (MBA)
  - e) M.Sc./B.Sc (Hons.) in Physics, Mathematics, Chemistry, M.A- Journalism & Mass Communication, M.Sc-Environmental Science & B.Sc in Animation & Multimedia.
- C. Ph.D programme in different areas



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## Eligibility conditions including Qualifications/Experience etc

**Deputy Registrar (Training & Placement):** Pay Band-3 Rs. 15600-39100 + 7600 GP (Pre-revised), FPL-12 (revised)

- i) Master Degree/ Diploma in Management (preferable in Human Resource) with at least second division or its equivalent grade
- ii) Nine years of experience as Assistant Professor in the AGP of Rs 6000 and above with experience in Human Resource/ Training & Placement OR  
Comparable experience in University/Higher Educational Institute/ Govt./PSU/ Industry with experience in Human Resource/Training & Placement activities OR  
Five years as Assistant Registrar or in an equivalent post with experience in Human Resource/Training & Placement activities

iii) Knowledge of Hindi/ Sanskrit up to Matric

*Desirable:*

- i) Proficiency in man-management with excellent interpersonal skills, Industry Interface and an effective leader with high degree of personal drive & entrepreneurial spirit.
- ii) Similar experience in any Technical University

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

### 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.
4. Minimum age is 18 years and Maximum age is 42 years. Age relaxation will be considered as per applicable norms of the State Govt.
5. All qualifications must be from recognized Board/Universities/Institutes. The Candidates who have obtained qualifications from any Board/ University/Institution declared fake or not recognized by respective regulatory bodies shall not be eligible for consideration for any of the post advertised.

\*If a class/division is not awarded, 60% marks & above in aggregate shall be considered equivalent to first class/division & 50% & above equivalent to second division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks.



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6. 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 as deemed appropriate by the Competent Authority.
7. The candidates have to produce the experience certificates mentioning the pay scale/band, along with valid salary slip/Form-16/PF-ESI details etc. to claim the benefit of experience mentioned therein.
8. The University may conduct any kind of written and/ or skill test and only those who qualify the said test(s) will be considered for further process of selection. The qualifying percentage in such test(s) is fixed at 40%.
9. The University reserves the right not to fill-in the post without assigning any reason.
10. No TA/DA is payable for appearing in the test/attending the interview.
11. Applications on prescribed form duly completed in all respects along with self attested copies of testimonials and Demand Draft of Rs. 500/- (Rs. 125/- for SC/ST) & Rs. 250/- for female candidates of Haryana in favour of Registrar, J.C. Bose University of Science & Technology, YMCA, Faridabad payable at Faridabad should be sent to Establishment Branch, J.C. Bose University of Science & Technology, YMCA, Sector-6 Faridabad-121006 by speed Post on or before 15.02.2019 up to 5.00 PM. No application will be received through e-mail/fax. The University would not be responsible for any postal delay.
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. In case, the candidates fail to attach self attested copies of testimonials, their application would not be considered.
13. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.
14. 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 document verification/interview, otherwise their candidature will not be entertained.
15. The appointments on deputation basis shall be for a period of one year extendable further on requirement basis. These appointments shall be made on usual terms and conditions of deputation.
16. The Candidates are advised to keep on visiting the website of the University for related updates including any corrigendum/addendum, date of test/interview, list of shortlisted candidates etc. Further, no information in respect of this advertisement shall be published in the newspaper.
17. 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.

Dy Registrar (Estb)



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## **Selection Criteria for the post of Deputy Registrar:**

Weight-age for academic qualifications:	30%
Written test:	30%
Skill test:	20%
Interview:	20%

- Written Test may include subjective and objective questions to assess domain knowledge as well as analytical skills.
- Skill Test to be conducted to assess the skills/capabilities of using ICT in University administration.