



DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY
SONIPAT: 131 021 (Haryana)
(A Haryana State Government University established by the Haryana State Legislature Act
No. 15 of 2012)

Advertisement No. 06/2019

The University invites online applications from eligible & interested candidates for the following Non-Teaching posts:

S.No.	Name of the Post	No. of Posts	S.No.	Name of the Post	No. of Posts
1.	Controller of Examinations	01	09.	Junior Programmer	01
2.	Deputy Registrar	01	10.	Technical Assistant Grade-II	01
3.	Assistant Registrar	01	11.	Store Keeper	01
4.	Assistant Librarian	01	12.	Information Assistant	01
5.	Superintendent	02	13.	Clerk	03
6.	Private Secretary	01	14.	Driver	02
7.	Assistant	03	15.	Daftri	01
8.	Personal Assistant	01			

The details regarding qualifications, pay scales, selection criteria, reservations and other relevant information are available on the University website: www.dbranlu.ac.in w.e.f. 17.08.2019 (9:00 A.M).

The last date for submission of online application form is 06.09.2019 (4:00 P.M)

REGISTRAR



DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY
SONIPAT: 131 021 (Haryana)

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Details of /bifurcation of the posts as per the reservation policy/ instructions of the state Govt.
of Haryana issued from time to time.

S.No.	Name of Posts	No. of Posts	Category	Pay Scale as per 6 th CPC
1.	Controller of Examination	01	General	37400-67000 AGP Rs. 10000
2.	Deputy Registrar	01	General	15600-39100 AGP Rs. 7600
3.	Assistant Librarian	01	General	15600-39100 AGP Rs. 6000
4.	Assistant Registrar	01	General	15600-39100 GP Rs. 5400
5.	Superintendent	02	General	9300-34800 GP Rs. 4200
6.	Private Secretary	01	General	9300-34800 GP Rs. 4200
7.	Assistant	03	General	9300-34800 GP Rs. 3600
8.	Personal Assistant	01	General	9300-34800 GP Rs. 3600
9.	Junior Programmer	01	General	9300-34800 GP Rs. 4200
10.	Technical Assistant Grade-II	01	General	9300-34800 GP Rs. 3600
11.	Store-Keeper	01	General	9300-34800 GP Rs. 3600
12.	Information Assistant	01	General	5200-20200 GP Rs. 2400
13.	Driver	01	General	5200-20200 GP Rs. 2400
14.	Clerk-cum-DEO	03	General	5200-20200 GP Rs. 1900
15.	Daftri	01	General	5200-20200 GP Rs. 1900

Note:

1. Pay Scales of the 7th Pay Commission of Haryana Government are likely to be implemented.
2. Number of posts advertised are liable to increase or decrease, including the complete withdrawal without assigning any reason.
3. No. of posts alongwith reservations of the posts are subject to any variation as per Govt. of Haryana Reservation Policy norms. If there is any variation, the same will be displayed on the University website.



DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY
SONIPAT: 131021 (Haryana)

(A Haryana State Government University established by the Haryana State
Legislature Act No. 15 of 2012)

DETAILS OF QUALIFICATIONS/ELIGIBILITY CONDITIONS

1. Controller of Examinations:

- i. Master's Degree with at least 55% marks or an equivalent grade in a point scale wherever the grading system is followed.
- ii. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or
- iii. Comparable experience in research establishment and/ or other Institutions of higher education, or
- iv. 15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.
- v. Knowledge of Hindi/Sanskrit upto Matric Standard.
- vi. Maximum age limit: 50 years

2. Deputy Registrar:

- i. Master's Degree with at least 55% marks or an equivalent grade in a point scale wherever the grading system is followed.
- ii. Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration, or
- iii. Comparable experience in research establishment and/ or other institutions of higher education, or
- iv. 5 years of administrative experience as Assistant Registrar or an equivalent post.
- v. Knowledge of Hindi/Sanskrit upto Matric Standard.
- vi. Maximum age limit: 50 years

3. Assistant Registrar:

- i. Master's degree with at least 55% marks or an equivalent grade in a point scale wherever the grading system is followed.
- ii. Ten years of experience in an administration with 5 years experience as Superintendent OR Ten years experience as Assistant Professor (College/Univ.) level.
- iii. Knowledge of Hindi/Sanskrit upto Matric Standard.
- iv. Maximum age limit: 50 years

4. Assistant Librarian:

- i. A Master's Degree in Library Science/Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)
- ii. A consistently good academic record, with knowledge of computerization of a library.
- iii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test

accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates, registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-

- a. The Ph.D. degree of the candidate has been awarded in the regular mode
- b. The Ph.D. thesis has been evaluated by at least two external examiners;
- c. Open Ph.D. viva voce of the candidate has been conducted;
- d. The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e. The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

iv) Maximum age limit: 50 years

Note:

- (i) The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.
- (ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

5. Junior Programmer:

- i. First Class B.Tech. (B.E./B.Tech.) with 03 years' experience in software development OR Master's Degree (M.Sc./MCA) in Computer Science & Engineering/Software Engineering/Information Technology/Computer Science/Computer Applications or its equivalent from any recognized University with one year experience in Development of website in PHP, .NET & Java. (Equivalent grade in a point scale wherever the grading system is followed in place of marks).
- ii. The candidate shall have to qualify the Skill based test prescribed for the post by the competent authority of the University.
- iii. Knowledge of Hindi/Sanskrit upto Matric Standard.
- iv. Age: 18-42 years as on the last date of submission of application form with relaxation as per Haryana Government rules.

6. Superintendent:

- i. First Class Bachelor's Degree or Master's Degree with 55% marks or its equivalent from any recognized University (Equivalent grade on a point scale wherever the grading system is followed in place of marks).
- ii. 10 years' experience on any class III (Group 'C') or higher post in any Government/Govt. Aided/Govt. Autonomous/PSU/or any other organization/institution substantially funded by the Central/State Government.
- iii. The candidate shall have to qualify the Skill based test prescribed for the post by the competent authority of the University.
- iv. Knowledge of Hindi/Sanskrit upto Matric Standard.

- v. Age: 18-42 years as on the last date of submission of application form with relaxation as per Haryana Government rules.

7. Private Secretary:

- i. First Class Bachelor's Degree or Master's Degree with 55% marks or its equivalent from any recognized University (Equivalent grade on a point scale wherever the grading system is followed in place of marks).
- ii. 10 years' experience on any class III (Group 'C') or higher post as Stenotypist/Stenographer/ Sr. Scale Stenographer/Personal Assistant in any Government/Govt. Aided/Govt. Autonomous/PSU/or any other organization/institution substantially funded by the Central/State Government.
- iii. The candidate shall have to qualify the Skill based test prescribed for the post by the competent authority of the University.
- iv. Knowledge of Hindi/Sanskrit upto Matric Standard.
- v. Age: 18-42 years as on the last date of submission of application form with relaxation as per Haryana Government rules.

8. Assistant:

- i. First Class Bachelor's Degree or Master's Degree with 55% marks or its equivalent from any recognized University (Equivalent grade in a point scale wherever the grading system is followed in place of marks) with English as one of the subjects at Graduation level i.e. Bachelor's Degree.
- ii. 5 years' experience on any class III (Group 'C') or higher post in any Government/Govt. Aided/Govt. Autonomous/PSU/or any other organization/institution substantially funded by the Central/State Government.
- iii. Must have Proficiency in the use of Computers & Internet. The Candidate shall have to qualify computer-based skill test, including type test on computers as applicable (English/Hindi).
- iv. Knowledge of Hindi/Sanskrit upto Matric Standard.
- v. Age: 18-42 years as on the last date of submission of application form with relaxation as per Haryana Government rules.

9. Personal Assistant:

- i. First Class Bachelor's Degree or Master's Degree with 55% marks or its equivalent from any recognized University (Equivalent grade in a point scale wherever the grading system is followed in place of marks).
- ii. 5 years' experience on any class III (Group 'C') or higher post as Stenotypist/Stenographer/ Sr. Scale Stenographer/Personal Assistant in any Government/Govt. Aided/Govt. Autonomous/PSU/or any other organization/institution substantially funded by the Central/State Government.
- iii. Must have Proficiency in the use of Computers & Internet. The Candidate shall have to qualify computer-based skill test, including type test on computers and Shorthand test as applicable (English/Hindi).
- iv. Knowledge of Hindi/Sanskrit upto Matric Standard.
- v. Age: 18-42 years as on the last date of submission of application form with relaxation as per Haryana Government rules.

10. Storekeeper:

- i. Graduation or its equivalent from any recognized University (Equivalent grade in a point scale wherever the grading system is followed in place of marks).
- ii. 5 years' experience on any class III (Group 'C') or higher post including atleast 2 years' experience of working in Stores in any Government/Govt. Aided/Govt. Autonomous/PSU/or any other organization/institution substantially funded by the Central/State Government.
- iii. Must have Proficiency in use of Computers & Internet. The Candidate shall have to qualify computer-based skill test, including type test on computers as applicable (English/Hindi).
- iv. Knowledge of Hindi/Sanskrit upto Matric Standard.
- v. Age: 18-42 years as on the last date of submission of application form with relaxation as per Haryana Government rules.

11. Technical Assistant (Grade-II):

- i. First Class Bachelor's Degree (B.E./B. Tech./B. SC./BCA) or Master's Degree (M. Sc./MCA) with 55% marks in Computer Science & Engineering/Software Engineering/Information Technology/ Computer Science/Computer Applications or its equivalent from any recognized University (Equivalent grade in a point scale wherever the grading system is followed in place of marks).
- ii. The candidate shall have to qualify the Skill based test prescribed for the post by the competent authority of the University.
- iii. Knowledge of Hindi/Sanskrit upto Matric Standard.
- iv. Age: 18-42 years as on the last date of submission of application form with relaxation as per Haryana Government rules.

12. Information Assistant:

- i. First Class Bachelor's Degree (B.E./B. Tech./B. SC./BCA) or Master's Degree (M. Sc./MCA) with 55% marks in Computer Science & Engineering/Software Engineering/Information Technology/ Computer Science/Computer Applications/Electronics Engg./Electronics & Communication Engg. or its equivalent from any recognized University (Equivalent grade in a point scale wherever the grading system is followed in place of marks).

OR

- ii. Bachelor's Degree with First Class 3-years Diploma in Computer Science & Engineering/Software Engineering/Information Technology/ Computer Science/Computer Applications/Electronics Engg./Electronics & Communication Engg. or its equivalent from any recognized University (Equivalent grade in a point scale wherever the grading system is followed in place of marks).
- iii. The candidate shall have to qualify the Skill based test prescribed for the post by the competent authority of the University.
- iv. Age: 18-42 years as on the last date of submission of application form with relaxation as per Haryana Government rules.

13. Driver:

- i. Matric with Hindi/Sanskrit from any recognized Board with 3 years' experience of driving vehicles as applicable OR Middle class with Hindi/Sanskrit from any recognized Board with 5 years' experience of driving vehicles as applicable.

- ii. Must have a valid driving license of the following categories: Driving License with LMV (Motor Cars, Jeep, etc.)
- iii. Shall have to qualify driving test.
- iv. Should not be color blind.
- v. Age: 18-42 years as on the last date of submission of application form with relaxation as per Haryana Government rules.

14. Clerk-cum-DEO:

- i. Graduation or its equivalent from any recognized University (Equivalent grade in a point scale wherever the grading system is followed in place of marks).
- ii. Must have Proficiency in the use of Computers & Internet. The Candidate shall have to qualify computer-based skill test including type test on computers as applicable (English/Hindi).
- iii. Knowledge of Hindi/Sanskrit upto Matric Standard.
- iv. Age: 18-42 years as on the last date of submission of application form with relaxation as per Haryana Government rules.

15. Daftri:

- i. 10+2 with a recognized board (Equivalent grade in a point scale wherever the grading system is followed in place of marks).
- ii. Must have Proficiency in the use of Computers & Internet. The Candidate shall have to qualify computer-based skill test including type test on computers as applicable (English/Hindi).
- iii. Knowledge of Hindi/Sanskrit upto Matric Standard.
- iv. Age: 18-42 years as on the last date of submission of application form with relaxation as per Haryana Government rules.

Note:

- i. The reservation policy as formulated/notified by the State Government of Haryana will be followed.
- ii. The candidates who may seek promotion at any later stage after securing employment must have to fulfill the qualifications for the post as prescribed above.
- iii. The selection criteria for each post will be published on the University website.