



## CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI

(A State University established under Haryana Act No. 25 of 2014)

### Advt. No. CBLU/NT/01/2023

Online applications are invited from the eligible candidates for direct recruitment to the posts of Personal Assistant, Clerk, Steno-typist, Lab Attendant (Group-C) and Peon (Group-D).

Opening date for submission of online applications: **10.04.2023**

Closing date for submission of online applications: **30.04.2023 upto (05:00 PM)**

**Note:** The posts of Clerk and Peon, which were advertised earlier vide Advt. No. 01/2019 have been cancelled and the candidates should apply afresh. For more details visit University website: [www.cblu.ac.in](http://www.cblu.ac.in)

**REGISTRAR**

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**CHAUDHARY BANSI LAL UNIVERSITY, BHIWANI**  
(A State University established under Govt. of Haryana Act No. 25 of 2014)

**Advertisement No. CBLU/NT/01/2023**

Opening date for submission of online applications: **10.04.2023**

Closing date for submission of online applications: **30.04.2023** (upto 05:00 PM)

Online applications are invited from the eligible candidates for direct recruitment to the following posts through the University website i.e. [www.cblu.ac.in](http://www.cblu.ac.in). Candidates should go through the general instructions/conditions before filling up the application form. The candidates can apply online from 10.04.2023 to 30.04.2023 upto 05:00 PM. The candidates are strictly advised to apply online well in advance without waiting for the closing date for submission of online application form. The candidates are also advised to check all the particulars filled up in the application form before final submission of the online application as no request for correction of any particular shall be entertained by the University. No offline application form or copy of downloaded application form will be accepted by the University. Qualifications/eligibility, age and other documents will be determined as on closing date fixed to apply online applications i.e. 30.04.2023 upto 05:00 PM given in the advertisement.

**Details of posts and pay scales:**

Sr. No.	Post	Number of Posts	Pay scale
1.	<b>Personal Assistant</b>	01 (PwBD OH-01(Locomotor Disability including Cerebral Palsy, Leprosy cured, Dwarfism, Acid attack victims and muscular dystrophy))	Level-6 in the pay matrix of Rs.35400-112400/-+Rs.150 SP
2.	<b>Clerk</b>	10 (PwBD OH-01(Locomotor Disability including Cerebral Palsy, Leprosy cured, Dwarfism, Acid attack victims and muscular dystrophy), Gen.- 2, EWS-1, SC-1, BC-A-1, BC-B-1, ESM (Gen)-1, ESM (SC)-1, ESM (BCA)-1)	Level-2 in the pay matrix of Rs.19900-63200/- + Rs.40SP
3.	<b>Steno-Typist</b>	01 (PwBD OH-01(Locomotor Disability including Cerebral Palsy, Leprosy cured, Dwarfism, Acid attack victims and muscular dystrophy))	Level-2 in the pay matrix of Rs.19900-63200/-+ Rs.100SP
4.	<b>Lab Attendant</b>	03 (PwBD OH-01(Locomotor Disability including Cerebral Palsy, Leprosy cured, Dwarfism, Acid attack victims and muscular dystrophy), ESM (Gen)-1, ESM (BCA)-1)	Level-2 in the pay matrix of Rs.19900-63200/-
5.	<b>Peon</b>	08 (PwBD OH-01(Locomotor Disability including Cerebral Palsy, Leprosy cured, Dwarfism, Acid attack victims and muscular dystrophy), Gen-2, EWS-1, SC-1, BC-A-1, BC-B-1 ESM (Gen)-1)	Level-DL in the pay matrix of Rs.16900-53500/- + Rs.30SP

**Important Note:**

The advertisement No. 01/2019 vide which the posts of Clerk (12) and Peon (19) were advertised stands withdrawn by the University. The candidates, who had applied earlier in response to that advertisement, should apply afresh, if they are eligible. However, the application processing fee earlier deposited by the candidates will be refunded on the request of the candidates within two months from the date of making such request on the prescribed format, available on the University website, along-with a copy of Identity Proof.

**Age:**

Minimum age limit for all posts is 18 years. Upper age limit is 50 years, relaxable up to 5 years in respect of Scheduled Caste, Backward Classes, Widow/Women divorcee/Legally separated women/Un-married women/Deserted women candidates. Upper age limit for persons with disability is relaxable by 10 years (15 years for person with disability of SCs/BCs). Ex-servicemen can be recruited up to the age of 50 years plus continuous military service added by three years.

**(Cut-off date for determination of Age is last date also called the closing date fixed for receipt of online application forms.)**

**Fee details:**

Category		Fee (Rs.)
General	Male (irrespective of State)/Female (Non-resident of Haryana State)	500/-
	Female (Resident of Haryana State)	250/-
SC/BC-A/BC-B candidates of Haryana State only	Male	125/-
	Female	63/-
Person with Disabilities (PwBD) and Ex-serviceman of Haryana State	Nil	

The dependents of Ex-serviceman and Freedom Fighter are required to pay the fee for their relevant category i.e. General/SC/BC-A/BC-B, as the case may be. The fee once deposited is neither transferrable nor refundable/adjustable. The fee should be deposited through Net Banking/Debit Card/Credit Card. No other mode for depositing the fee such as Demand Draft, Cheque, Banker's Cheque, Postal Order etc. will be accepted.

**Qualifications and Selection Criteria:**

Qualifications and Selection Criteria for these posts are enclosed at Annexure-I to V, respectively at the end of this advertisement.

**Note:**

1. The University reserves the right not to fill or withdraw any or all of the advertised posts without assigning any reason.
2. The number of post may be increased or decreased by the University without assigning any reason.

### General instructions/conditions:

1. Please read the instructions carefully before you start filling the online application form.
2. Candidates can apply for more than one post as per their qualifications. Candidates applying for more than one post should apply separately for each post. Application fee is also required to be paid separately for each posts.
3. Before registering/submitting their applications on the website candidates should possess the following:
  - a. **Valid E-mail ID and Mobile No.:** The E-Mail ID and Mobile No. entered in the Online Application Form should remain valid/active until the recruitment process is completed. The candidate himself/herself will be responsible for wrong or expired E-Mail ID & Mobile No.
  - b. **PHOTOGRAPH:** Recent coloured passport size photograph preferably with white background scanned in JPEG format. File size of the photograph should be between 20kb-50kb.
  - c. **SIGNATURE:** Signature (in Black ink) against white background scanned in JPEG format. Candidates must ensure that the signatures are identical throughout the recruitment process at all stages and/or places. If any variation is found between the signatures, the candidature is liable to be cancelled. File size of the signature should be between 20kb-30kb.
  - d. **THUMB IMPRESSION:** Thumb Impression (Right hand for Female and Left hand for Male/Transgender) in blue ink against white background scanned in JPEG format. File size of thumb impression should be between 10kb-20kb.
  - e. **CERTIFICATES:** Documents/certificates related to Qualification, Domicile (as applicable) and Category etc. in JPEG format. File size should be between 50kb-100kb.
4. The candidates should fill up all details in the online application form.
5. Candidates are advised to fill their details such as Name, Father's Name, Mother's Name, Date of Birth, Category and Qualification etc. in the application form carefully. After final submission of application form, no change will be allowed. Candidate will be responsible for any mistake in the application form and fees paid by him/her. No request for change of any particular in the online application form shall be entertained by the University in this regard.
6. After applying online, registration no. will be generated. Take print out of registration no. for future reference of your application status and for reprinting of your online filled application form and payment receipt.
7. After successful submission of application candidates can take print out of application form and payment receipt. The hard copy of application form along-with all required/uploaded documents must be brought at the time of verification/scrutiny.

8. No offline application form or copy of downloaded application form will be accepted by the University.
9. The required qualification and relevant experience etc. for eligibility shall be determined as on the last date of receipt of application.
10. The prescribed essential qualifications and experience indicated are bare minimum and mere possession of the same will not entitle a candidate to be called for test/scrutiny.

All qualification must be from recognized Board/University/Institution. 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.

All information regarding examination shall be available on the website of the University. Candidates can download examination admit card/call letter for written/screening test etc. from the website. University will not be responsible for any loss of E-mail/SMS sent due to invalid or wrong E-mail ID/Mobile Phone No. or delivery of E-mails to Spam/Bulk mail folder. No separate letters/communication will be sent by post, hence the applicants are advised to visit the University website regularly.

11. No TA/DA shall be paid by the University for any test/scrutiny of documents.
12. A candidate absent during an examination/stage shall not be considered for next stage(s).
13. The candidates, who are in employment in Government/Semi Government/ Government Aided service should send their applications Through Proper Channel, or submit No Objection Certificate from their present employer at the time of scrutiny, otherwise their application will not be entertained.
14. Reservation will be as per Haryana Government instructions contained in letter No. 22/10/2013-1GSIII dated 15.07.2014 and subsequent instruction issued by the State Government by time to time. The benefit of reservation will be given only to those Scheduled Caste (SC), Backward Class (A) & Backward Class (B), Ex-serviceman (ESM), Persons with Disability (PwBD) and Eligible Sports Person (ESP) candidates who are domicile of Haryana State.
15. The SC/ BCA/ BCB/ ESM/ DESM /DFF/ PwBD (Physically Handicapped) candidates are required to upload SC/BCA/BCB/ESM/DESM/DFF/PwBD (Physically Handicapped) Certificate duly issued by the competent authority and submit the same when called upon to do so by the University.
16. Scribe/Extra time for PwBD category candidates of Haryana:
  - i. Extra/compensatory time of @20 minutes per hour will be allowed in each paper to the Persons with Benchmark Disabilities (Blind and Low vision or Locomotor Disability), only on production of a Medical Certificate issued by Medical Board constituted by the Chief Medical Officer/Civil Surgeon of the concerned district, and after issuing permission by the University in this regard. They have to apply to the university well in time i.e. at least 10 days prior to commencement of Examination.

- ii. The PwBD (Blindness and Low Vision) candidates who want help of a scribe needs to write to the University for the permission of a scribe separately well in time i.e. at least 10 days prior to the commencement of the Examination.
  - iii. The candidate has to make his/her own arrangement of a scribe. University will not provide any scribe.
  - iv. The scribe should be a studying-student upto 10+2 and his/her photo & other particulars should be duly verified by the Principal of the Institution in which the student is studying. No online request for a scribe will be accepted by the university. The PwBD (Blindness and Low Vision) candidates who intend to avail extra time without the help of a scribe will have to apply to the University authorities for the permission for extra time well in time i.e. 10 days prior to the commencement of the Exam.
  - v. PwBD candidates suffering from Locomotor Disability who want extra/compensatory time will have to apply to the University authorities well in time. Such candidates will be allowed extra time @ 20 minutes per hour for examination, on production of medical certificate issued by a Medical Board Constituted by Civil Surgeon of the Concerned District clearly stating therein that the candidate's writing ability is grossly affected due to his/her disability.
  - vi. It should be noted that no such permission in the above cases will be granted by the Centre Superintendent.
17. Dependant of Ex-serviceman (DESM) candidates of Haryana claiming benefit must have valid eligibility certificate on last date of submission of online application form and will have to produce the fresh valid Eligibility Certificate duly issued by the respective Zila Sainik Board when called upon to do so by the University. Mere dependent certificate will not be entertained. ESM candidates should also produce attested photo copy of Identity Card issued by concerned Zila Sainik Board/Discharge Book whenever required.
18. If on verification at any stage, it is found that any candidate does not fulfil any of the eligibility condition or it is found that the information furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable to be criminally prosecuted. This is irrespective of whether the candidate was benefitted in his/her application from that particular eligibility condition or not.
19. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode of and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
20. If on verification at any stage starting from submitting application till appointment, it is found that any candidate does not fulfil any of the eligibility condition or it is found that the information furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable to be

- criminally prosecuted. This is irrespective of whether the candidate was benefitted in his/her application from that particular eligibility condition or not.
21. The University reserves the right to call upon any candidate personally along with printed copy of the application form with original certificates and photo copy of self-attested certificates along with Photo. Identity Proof i.e. Identity Card/Driving License/Passport/ Voter Card/Pan Card/Aadhar Card etc.
  22. Wherever CGPA/OGPA or grading system in a degree/diploma is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/Institute. The candidate will have to produce a copy of these norms with respect to his/her University/Institute at the time of verification of documents.
  23. Canvassing in any form may lead to cancellation of candidature at any stage.
  24. The appointing authority shall have the power to lay down the procedure in respect of any matter not mentioned above.
  25. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
  26. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
  27. Information uploaded on the University Website shall not be provided to the candidate under RTI Act, 2005. The uploaded information on the University Website shall remain for a specific period only. Therefore, the candidates are advised to down the information and keep them for future reference. During the recruitment process, neither any application under RTI Act, 2005 shall be entertained nor information shall be provided. Factual information under RTI Act shall be provided only after declaration of final result and completion of the entire recruitment process of this advertisement subject to condition. Reply shall not be provided for any inferential or speculative question.

#### **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT**

Candidates are warned that they should not furnish any particular that are false, tempered/ fabricated or should not suppress any material information while filling up the application form. At the time of examination/scrutiny, if a candidate is (or has been) found guilty of:

1. Using unfair means during the examinations or
2. Impersonating or procuring impersonation or
3. Misbehaving in the examination hall or taking away the question booklet or any part thereof/answer-sheet from the examination hall or
4. Resorting to any irregular or improper means in connection with his/her candidature for selection or
5. Obtaining support for his/her candidature by any unfair means

6. Not complying with instruction issued from time to time, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, shall be liable:
  - a. To be disqualified from the examination/scrutiny for which he/she is a candidate
  - b. To be debarred either permanently or for a specific period from any examination or recruitment conducted by the University.
  - c. To be terminated from service, if he/she is already in Govt. service

**NOTE:**

1. The University reserves the rights to supervise the complete recruitment process from online applications to selection by way of using biometric process and CCTV cameras/ videography etc.
2. Candidates who have obtained Degrees or certificates for various courses from any institution declared fake by the University Grant Commission or not recognized by Haryana Govt. shall not be eligible for being considered for recruitment to the posts advertised and no representation in this regard shall be entertained.

**DOCUMENTS TO BE UPLOADED WITH APPLICATION FORM**

1. Scanned copies of essential qualifications i.e. Matric showing Date of Birth and marks sheets of 10+2/Graduation etc.
2. Scanned copy of SC/BCA/BCB/ESM/DESM/DFF/PwD/ESP certificate along-with Haryana Domicile Certificate issued by the competent authority.
3. Scanned Photograph of the candidate.
4. Scanned Signature of the candidate.
5. Scanned Thumb Impression of the candidate (Right hand for Female and Left hand for Male/Transgender).
6. Orphan Certificate issued by Tehsildar.
7. Widow Certificate issued by Tehsildar.
8. Vimukt Jati and Tapriswas Jati Certificate issued by Tehsildar.
9. Self-declaration/Undertaking in prescribed format (Annexure-VI) for getting marks under socio-economic criteria.

**DOCUMENTS TO BE BROUGHT AT THE TIME OF SCRUTINY/SELECTION**

1. All original certificates/documents/testimonials of educational qualifications and other documents mentioned in the online application form and one set of self-attested copies of all these certificates.
2. Original Photo Identity Proof i.e. Voter Card/Pan Card/Aadhar Card/Passport/Driving License along-with one self-attested copy of the same.
3. Printed copy of online application form along-with latest passport size coloured photograph pasted on the application form duly attested by a Gazetted Officer.
4. Original proof of fee deposited.
5. Candidates who are in employment in Govt./Semi Govt./Govt. Aided Institution will have to submit "No Objection Certificate" from their employer.



## **REJECTION OF APPLICATION**

The following are likely causes of rejection: -

1. More than one application form for a particular category.
2. Application is incomplete and not online.
3. Full fee, if not deposited in the manner prescribed.
4. Lack of essential qualification as prescribed in the advertisement.
5. Applicant does not possess the requisite academic qualification on last date/closing date.
6. Candidate is underage/overage on the last date/closing date.
7. Applicant does not indicate visible identification mark in appropriate column of application form.
8. Variation in data of online application form and in original documents when brought for verification/scrutiny.

**USE OF MOBILE PHONE AND OTHER ELECTRONIC DEVICE IN THE EXAMINATION/ SCRUTINY OF DOCUMENTS IS STRICTLY PROHIBITED.**

**Dated:**

**REGISTRAR  
CBLU, Bhiwani**

**ESSENTIAL QUALIFICATIONS FOR THE POST OF PERSONAL ASSISTANT (DIRECT)**

- (i) Bachelor's Degree with at least 50% marks OR P.G. Degree with 50% marks from a recognized University.
- (ii) 5 years' experience as Stenographer/Sr. Scale stenographer OR 8 years' experience as Junior Scale Stenographer in the UGC approved University or Govt./Semi Govt./Govt. Aided Institution/Govt. approved Institution.
- (iii) Hindi or Sanskrit as one of the subjects in Matriculation or Higher Education.

**SELECTION CRITERIA FOR THE POST OF PERSONAL ASSISTANT (DIRECT)**

Selection Criteria:

A) General Aptitude Test/Screening Test	80 marks
B) Academic Qualifications	15 marks
C) Socio-Economic Criteria and Experience	05 marks

Note:- The candidates will be shortlisted on the basis of General Aptitude Test/Screening Test in the first stage. The shortlisted candidates shall be restricted to 15 times for the first post and additional five for each additional post advertised in the respective category for their further processing.

**A) General Aptitude Test /Screening Test** **80 mark**

(Based on NCERT Syllabus wherever applicable)

The test shall be divided in two portions, comprising of:

Part-I

- i) 75% General Awareness, Reasoning, Maths, Science, English, Hindi etc; and  
 ii) 25% History, Current Affairs, Literature, Geography, Civics, Environment, Cultures, etc. of Haryana.

Part-II

- iii) Computer knowledge:  
 Historical Development of Computers, Generations of Computers, Types of Computers, Components, Types of Memories, Input Devices (Keyboard, Mouse etc.), Output Devices (all types of Printers, Media-Floppy Diskettes, Pen Drives, CD-ROMs, etc.) Types of Software (Operating Systems, Compilers and Interpreters, Application Software), Types of Computer Languages, Data Representation, Components of Network, Types of Network (LAN/MAN/WAN), Data Transmission Modes, Data Transmission Medium, Historical Development of Internet, Internet Browsers, Search Engines, WWW, Website, Home Page, E-Mail Concepts, Cyber Security and M.S. Office etc.

Note:-

- |  |   |            |
|--|---|------------|
| 1. Max. Marks  | : | 100        |
| 2. Time  | : | 90 minutes |
| 3. There will be ¼ negative marks for each wrong answer.                                   |   |            |
| 4. Test will be of 100 marks which will be reduced proportionally to 80 for merit purpose. |   |            |
| 5. There shall be 100 Multiple Choice Questions (MCQ).                                     |   |            |

**B) Academic Qualifications** **15 marks**

- |      |   |          |
|------|---|----------|
| i)   | Minimum essential qualification (Bachelor's Degree with at least 50% marks)   | 00 marks |
|      | Bachelor's Degree with above 50% up to 55% marks  | 03 marks |
|      | Bachelor's Degree with above 55% up to 60% marks  | 05 marks |
|      | Bachelor's Degree with more than 60% marks  | 08 marks |
| ii)  | Any two or three years' degree course in Computer Sc./IT/Computer Engg.   | 03 marks |
| iii) | P.G. Degree with 60% marks and above  | 02 marks |
| iv)  | One year regular diploma course (Accountancy/Data Entry/Computer, Stenography, Secretarial Training etc.) from recognized University or Govt./Semi Govt./Govt. Aided Institution<br>(in case a diploma has been Cumulated for a degree programme its weightage shall not be counted for these 02 marks) | 02 marks |

**C) Social Economic Criteria and Experience** **05 marks**

The marks earmarked under Socio Economic and Experience criteria shall be allocated strictly as per Haryana Govt. Instructions.

**ESSENTIAL QUALIFICATIONS FOR THE POST OF CLERK (DIRECT)**

- (i) Bachelor's Degree with at least 50% marks OR P.G. Degree with at least 50% marks from a recognized University.
- (ii) Hindi or Sanskrit as one of the subjects in Matriculation or Higher Education.
- (iii) Typing speed of 40 words per minute in English converted with equivalent key depressions as the typing speed would be tested on computers.

**SELECTION CRITERIA FOR THE POST OF CLERK (DIRECT)**

Selection Criteria:

A) Computer Typing Test	30 marks
B) General Aptitude Test/Screening Test	50 marks
C) Academic Qualifications	15 marks
D) Socio-Economic Criteria and Experience	05 marks

Note:-

- The process will start with the holding of Computer Typing Test first. Fifteen times of the number of posts within each category shall be called for General Aptitude Test on the basis of their scores in Computer Typing Test.
- The merit of General Aptitude Test shall be within category only and no change in the category at this stage will be considered. The candidates who qualify the General Aptitude Test will be restricted to 15 times for the first post and additional five for each additional post advertised in respective category for their further processing.
- A final merit list based upon the scores in criterion A to D shall be prepared, and a candidate absent at any stage shall not be considered for next stage(s).

**A) Computer Typing Test 30 marks**

Total time: 10 minutes

1. Text for computer typing to be copied shall be prescribed on the Monitor only (no hard copy) of 400 words.

Note: Correct words copied with penalties of 1/10<sup>th</sup> for every missing and wrong word shall be scored. The candidate is required to type the text strictly in the provided sequence, and line/paragraph jumping/skipping is not allowed.

2. The test of Computer Typing shall be in English Language only (may be alphanumeric with all punctuations etc.).

**B) General Aptitude Test /Screening Test 50 marks**  
(Based on NCERT Syllabus wherever applicable)

The test shall be divided in two portions, comprising of:

Part-I

- i) 75% General Awareness, Reasoning, Maths, Science, English, Hindi etc; and
- ii) 25% History, Current Affairs, Literature, Geography, Civics, Environment, Cultures, etc. of Haryana.

Part-II

- iii) Computer knowledge:  
Historical Development of Computers, Generations of Computers, Types of Computers, Components, Types of Memories, Input Devices (Keyboard, Mouse etc.), Output Devices (all types of Printers, Media-Floppy Diskettes, Pen Drives, CD-ROMs, etc.) Types of Software (Operating Systems, Compilers and Interpreters, Application Software), Types of Computer Languages, Data Representation, Components of Network, Types of Network (LAN/MAN/WAN), Data Transmission Modes, Data Transmission Medium, Historical Development of Internet, Internet Browsers, Search Engines, WWW, Website, Home Page, E-Mail Concepts, Cyber Security and M.S. Office etc.

Note:-

1. Max. Marks : 100
2. Time : 90 minutes
3. There will be  $\frac{1}{4}$  negative marks for each wrong answer
4. Test will be of 100 marks which will be reduced proportionally to 50 for merit purpose.
5. There shall be 100 Multiple Choice Questions (MCQ).

**C) Academic Qualifications 15 marks**

- i) Minimum essential qualification (Bachelor's Degree with at least 50% marks) 00 marks
- Bachelor's Degree with above 50% up to 55% marks 03 marks
- Bachelor's Degree with above 55% up to 60% marks 05 marks
- Bachelor's Degree with more than 60% marks 08 marks
- ii) Any two or three years' degree course in Computer Sc./IT/Computer Engg. 03 marks
- iii) P.G. Degree with 60% marks and above 02 marks
- iv) One year regular diploma course (Accountancy/Data Entry/Computer, Stenography, Secretarial Training etc.) from recognized University or Govt./Semi Govt./Govt. Aided Institution 02 marks

(in case a diploma has been Cumulated for a degree programme its weightage shall not be counted for these 02 marks)

**D) Social Economic Criteria and Experience 05 marks**

The marks earmarked under Socio Economic and Experience criteria shall be allocated strictly as per Haryana Govt. Instructions.

**ESSENTIAL QUALIFICATIONS FOR THE POST OF STENO TYPIST (DIRECT)**

- (i) Bachelor's Degree with at least 50% marks OR P.G. Degree with at least 50% marks from a recognized University or its equivalent and qualifies a test in stenography in English at the speed of 80 w.p.m. and transcription thereof on computer at the speed of 15 w.p.m. (8% mistakes are allowed).
- (ii) Hindi or Sanskrit as one of the subjects in Matriculation or Higher Education.

**SELECTION CRITERIA FOR THE POST OF STENO TYPIST (DIRECT)****Selection Criteria:**

A) Stenography and Computer Typing Test	30 marks
B) General Aptitude Test/Screening Test	50 marks
C) Academic Qualifications	15 marks
D) Socio-Economic Criteria and Experience	05 marks

**Note:-**

- The process will start with the holding of Stenography and Computer Typing Test first. 15 times of the number of posts within each category shall be called for General Aptitude Test on the basis of their scores in Stenography and Computer Typing Test.
- The merit of General Aptitude Test shall be within category only and no change in the category at this stage will be considered. The candidates who qualify the General Aptitude Test will be restricted to 15 times for the first post and additional five for each additional post advertised in respective category for their further processing.
- A final merit list based upon the scores in criterion A to D shall be prepared, and a candidate absent at any stage shall not be considered for next stage(s).

**A) Stenography and Computer Typing Test 30 marks**

Stenography Test (English shorthand of 300 words at the speed of 80 w.p.m. and transcription thereof on computer at the speed of 15 w.p.m. in 20 minutes (8% mistakes are permissible) and Computer Typing Test at the rate of 8000 depressions per hour.

**B) General Aptitude Test /Screening Test 50 marks**

(Based on NCERT Syllabus wherever applicable)

The test shall be divided in two portions, comprising of:

**Part-I**

- i) 75% General Awareness, Reasoning, Maths, Science, English, Hindi etc; and
- ii) 25% History, Current Affairs, Literature, Geography, Civics, Environment, Cultures, etc. of Haryana.

**Part-II**

- iii) Computer knowledge:  
Historical Development of Computers, Generations of Computers, Types of Computers, Components, Types of Memories, Input Devices (Keyboard, Mouse etc.), Output Devices (all types of Printers, Media-Floppy Diskettes, Pen Drives, CD-ROMs, etc.) Types of Software (Operating Systems, Compilers and Interpreters, Application Software), Types of Computer Languages, Data Representation, Components of Network, Types of Network

(LAN/MAN/WAN), Data Transmission Modes, Data Transmission Medium, Historical Development of Internet, Internet Browsers, Search Engines, WWW, Website, Home Page, E-Mail Concepts, Cyber Security and M.S. Office etc.

Note:-

1. Max. Marks : 100
2. Time : 90 minutes
3. There will be  $\frac{1}{4}$  negative marks for each wrong answer
4. Test will be of 100 marks which will be reduced proportionally to 80 for merit purpose.
5. There shall be 100 Multiple Choice Questions (MCQ).

**C) Academic Qualifications 15 marks**

- i) Minimum essential qualification (Bachelor's Degree with 00 marks at least 50% marks)
  - Bachelor's Degree with above 50% up to 60% marks 03 marks
  - Bachelor's Degree with above 60% up to 70% marks 05 marks
  - Bachelor's Degree with more than 70% marks 08 marks
- ii) Any two or three years' degree course in Computer 04 marks  
Sc./IT/Computer Engg.
- iii) One year regular diploma course (Accountancy/Data 03 marks  
Entry/Computer, Stenography, Secretarial Training etc.)  
from recognized University or Govt./Semi Govt./Govt.  
Aided Institution  
(in case a diploma has been Cumulated for a degree programme its  
weightage shall not be counted for these 02 marks)

**D) Social Economic Criteria and Experience 05 marks**

The marks earmarked under Socio Economic and Experience criteria shall be allocated strictly as per Haryana Govt. Instructions.

**QUALIFICATIONS FOR THE POST OF LAB ATTENDANT (DIRECT)**

- (i) 10+2 with Science with at least 60% marks.  
OR  
Bachelor's Degree in Science with at least 50% marks from a recognized University.
- (ii) Hindi or Sanskrit as one of the subjects in Matriculation or Higher Education.

**SELECTION CRITERIA FOR THE POST OF LAB. ATTENDANT (DIRECT)**

Selection criteria:

- |   |          |
|---|----------|
| A) Written Test/Screening Test            | 50 marks |
| B) Academic Qualifications                | 45 marks |
| C) Socio-Economic Criteria and Experience | 05 marks |

Note:- The candidates will be shortlisted on the basis of Written Test/Screening Test in the first stage. The shortlisted candidates shall be restricted to 15 times for the first post and additional five for each additional post advertised in the respective category for their further processing.

**A) Written Test/Screening Test** **50 marks**  
(Based on NCERT Syllabus wherever applicable)

The written Test shall be divided in two portions, comprising of:

- i) 75% General Awareness, Reasoning, Maths, Science, English, Hindi, Computer Awareness etc; and
- ii) 25% History, Current Affairs, Literature, Geography, Civics, Environment, Cultures, etc. of Haryana.

Note:-

1. Max. Marks : 100
2. Time : 90 minutes
3. There will be ¼ negative marks for each wrong answer
4. Test will be of 100 marks which will be reduced proportionally to 50 for merit purpose.
5. There shall be 100 Multiple Choice Questions (MCQ).

**B) Academic Qualification** **45 marks**

- i) Minimum essential qualification (10+2 with Science with at least 60% marks or Bachelor's Degree in Science with at least 50% marks) 00 marks
- ii) 10+2 with Science with above 60% up to 70% marks 05 marks
- iii) 10+2 with Science with more than 70% marks up to 80% marks 10 marks
- iv) 10+2 with Science with more than 80% marks 20 marks
- v) Bachelor's Degree in Science with above 50% up to 60% marks 05 marks
- vi) Bachelor's Degree in Science with above 60% up to 70% marks 15 marks
- vii) Bachelor's Degree in Science with more than 70% marks 25 marks

**C) Social Economic Criteria and Experience** **05 marks**

The marks earmarked under Socio Economic and Experience criteria shall be allocated strictly as per Haryana Govt. Instructions.



**ESSENTIAL QUALIFICATIONS FOR THE POST OF PEON (DIRECT)**

- (i) Matriculation from a recognized Board.
- (ii) Hindi or Sanskrit as one of the subjects in Matriculation or Higher Education.

**CRITERIA FOR SELECTION, EXAMINATION & SYLLABUS FOR THE POST OF PEON (DIRECT)**

The scheme of marks in respect of selection to the post of Peon shall comprise of total 100 marks, as detailed below:

- i) Written Exam: 90 marks
- ii) Socio-Economic criteria and experience: 10 marks

The University shall make selection on the basis of merit in written examination, experience and socio-economic criteria. The written examination shall be divided into two portion, comprising:

- A) Written Test/Screening Test 90 marks**  
(Based on NCERT Syllabus upto 10th standard wherever applicable)
- i) 75% weightage for General Awareness, Reasoning, Maths, Science, English, Hindi as applicable.
  - ii) 25% weightage for History, Current Affairs, Literature, Geography, Civics, Environment, Culture, etc. of Haryana.

- B) Social Economic Criteria and Experience 10 marks**

The marks earmarked under Socio Economic and Experience criteria shall be allocated strictly as per Haryana Govt. Instructions.

## UNDERTAKING

I \_\_\_\_\_ Son/Daughter of  
 \_\_\_\_\_ aged \_\_\_\_\_ years, R/o  
 \_\_\_\_\_ District \_\_\_\_\_ do hereby submit the  
 following information for claiming marks under the socio-economic criteria namely: -

1. That I am to apply for the post of \_\_\_\_\_ in CBLU, Bhiwani against Advt. No. **CBLU/NT/01/2022**.
2. That my Aadhar No./PAN Card No./Voter ID No. (if any) is \_\_\_\_\_ My Family ID/PPP No. is \_\_\_\_\_.
3. That neither me nor any person amongst my family is/was or has been a regular employee in any Department/Board/Corporation/Company/Statutory Body/ Commission/Authority of Haryana Government or any State Government or Government of India
4. That as no person as mentioned above had been in employment, I may be allotted marks under the socio-economic criteria.
5. That I fully understand that the marks are given on the basis of information supplied by me and if at any stage it is found that the information has been provided wrongly then not only my service can be terminated on the ground of supply of wrong information even if without these marks also my name would have figured within the select list/recommendation list. I also understand that criminal action can be taken against me for providing wrong/false information.
6. That the deponent shall not take advantage of the certificate (s) issued by the Competent Authority if in the meantime any other eligible person in any family obtains the benefits thereof in the recruitment.

Place:  
Date:

DEPONENT

**VERIFICATION:**

Verified that the contents of all the above paras are true to my knowledge and belief and nothing has been concealed therein.

Place:  
Date:

DEPONENT

Dated: .....

To

The Registrar,  
Chaudhary Bansilal University,  
Bhiwani.

**Sub.: Request for refund of application processing fee.**

Respected Sir,

I had applied for the post of ..... in Chaudhary Bansilal University, Bhiwani against Advt. No. .... under ..... Category. I paid an amount of Rs...../- on account of application processing fee. Now, the said post has been cancelled by the University vide Advt. No. CBLU/NT/01/2019.

Therefore, you are requested to kindly refund the above said amount paid by me as application processing fee. For the purpose, a copy of Fee Proof (Fee Receipt/Demand Draft) and Identity Proof are enclosed herewith.

Thanking you.

Yours faithfully,

- Encl.: 1. Copy of Fee Proof  
 2. Self-Attested copy of Identity Proof  
 3. Self-Attested copy of DMC of Matriculation (Signature)  
 4. Copy of Bank Passbook

Name:.....

Father's Name: .....

Bank Account No.: .....

Bank Name: .....

IFS Code: .....

Address for communication:

.....  
.....  
.....  
.....

Mobile No.: .....

Email ID: .....