

Bulletin of Information for Recruitment of Non-Teaching Posts



**Bhagat Phool Singh Mahila Vishwavidyalaya,
Khanpur Kalan-131305**



Bhagat Phool Singh Mahila Vishwavidyalaya

Khanpur Kalan, Sonipat, Haryana – 131 305.

**A State University established by an Act of State Legislative Assembly of Haryana
and recognized by UGC under Section 2(f) and 12(B) of the UGC Act. 1956.**

Table of Contents

1	Employment Notice	3
2	Important Dates	4
3	Bifurcation of Posts	5
4	Detail of Application Fee	11
5	Important Instructions / Conditions	12
6	Qualifications for direct recruitment	20
7	Criteria/ Weightage for direct recruitment	27

Employment Notice

(Advt. No. 201/2023 to 204A/2023, 207/2023 to 210/2023, 213/2023 to 227/2023, 230/2023, 232/2023, 234 to 238/2023, 240 to 241/2023 & 243/2023 to 246/2023)

Bhagat Phool Singh Mahila Vishwavidyalaya invites online applications for direct recruitment from eligible candidates for various Non-Teaching Posts against the sanctioned posts. Category-wise number of vacant non-teaching posts along with Advt. Nos., detailed instructions, requisite qualifications, pay scales and modalities for selection are given on the University Website www.bpsmv.ac.in. The link for submission of online application shall be available on the University Website from 22.03.2024 to 21.04.2024

Note: The Advertisement No. 201/2023 to 246/2023 stands withdrawn and applicants, who have already applied for the posts against the said advertisements are required to fill up the fresh application form and mention the earlier application form number against which they had paid the application fee. Those candidates unwilling to participate in the recruitment process may apply for refund of fee.

REGISTRAR



Bhagat Phool Singh Mahila Vishwavidyalaya

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Important Dates		
Sr. No.	Item(s)	Timeline
1	Date of publication of Advertisement for Non-Teaching Posts	15.03.2024
2	Opening date for submission of online applications	22.03.2024
3	Closing date for submission of online applications	21.04.2024

Note:-

1. The onus of checking of the dates and details from the University website lies with candidates and Email/SMS is an additional service provided by the University and cannot be claimed as a right.
2. No correspondence other than this mode will be made or accepted in this regard by Bhagat Phool Singh Mahila Vishwavidyalaya.



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Subject wise details/bifurcation of various Non-teaching posts as per Reservation Policy/Instructions of State Government of Haryana issued from time to time.

Abbreviation of Categories:

UR-Unreserved, SC- Scheduled Caste, BC-A-Backward Class-A, BC-B- Backward Class-B, EWS- Economic Weaker Section, PwBD- Persons with Benchmark Disabilities, ESP- Eligible Sports Person and ESM-Ex-serviceman.

Sr. No.	Name of Posts and Pay Scale	Total Posts	Post Code	Number of Vacancies With Category	Advt. No.	Qualifications (Page No.) and Criteria (Annexure)
1.	Controller of Examinations (Level-14) Rs.144200-218200/-	01	201	UR-01	201/2024	Page No.20 Annexure- I
2.	Workshop Superintendent (Level -9) Rs.53100-167800/-	01	202	UR-01	202/2024	Page No.20 Annexure- II
3.	PGT (KGSSS) (Only Woman) (Level -8) Rs.47600-151100/-	02 (Hindi - 01 Biology- 01)	203	UR-02	203/2024	Page No.20 Annexure- III
4.	TGT (KGSSS) (Only Woman) (Level -7) Rs. 44900-142400/-	04 Science-01 English-01 Sanskrit-01 Art & Craft-01	204	UR-01 BC-B-01 EWS(UR) -01 ESM(UR)-01	204/2024	Page No.21 Annexure- IV



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5.	TGT (Campus) (Only Woman) (Level -7) Rs. 44900- 1424100/-	02 English-01 SST.-01	204-A	BC-A - 01 SC - 01	204-A/2024	Page No.21 Annexure- IV
6.	Junior Engineer (Preferably Women) (Level -6) Rs.35400- 112400/-	01	207	(Public Health) UR-01	207/2024	Page No.21 Annexure- VII
7.	Junior Engineer (Preferably Women) (Level -6) Rs.35400- 112400/-	01	208	(Electrical) UR-01	208/2024	Page No.21 Annexure- VII
8	Junior Engineer (Preferably Women) (Level -6) Rs.35400- 112400/-	02	209	(Civil) UR-01 EWS-01	209/2024	Page No.21 Annexure- VII
9	Hostel Supervisor (Only Women) (Level -6) Rs.35400- 112400/-	01	210	SC-01	210/2024	Page No.22 Annexure- VIII
10.	Staff Nurse (Only Woman) (Level -6) Rs. 35400- 112400/-	06	213	UR-03 EWS-01 SC-01 BC-A-01	213/2024	Page No.22 Annexure- IX
11.	Workshop Instructor (Level -6) Rs. 35400- 112400/-	02	214	UR-02	214/2024	Page No.22 Annexure- X



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12.	PRT (Campus School) (Preferably Only Women) (Level -6) Rs. 35400-112400/-	02 Art & Craft-01 English-01	215	SC-01 BC-A-01	215/2024	Page No.22&23 Annexure- XI&XII
13.	JBT (KGSSS) (Only Woman) (Level -6) Rs. 35400-112400/-	03	216	UR-03	216/2024	Page No.23 Annexure- XIII
14.	Junior Scale Stenographer (English) (Level -4) Rs.25500-81100/-	05	217	UR-03 EWS-01 SC-01	217/2024	Page No.24 Annexure- XVI
15.	Junior Scale Stenographer (Hindi) (Level -4) Rs.25500-81100/-	02	218	BC-A -01 UR-01	218/2024	Page No.24 Annexure- XVI
16.	Driver (Level -4) Rs. 25500-81100/-	03	219	EWS-01 SC-01 BC-A-01	219/2024	Page No.24 Annexure- XVII
17.	Panchkarama Technician (Level -4) Rs. 25500-81100/-	01	220	UR-01	220/2024	Page No.25 Annexure- XVIII
18.	Panchkarma Assistant (Level -4) Rs. 25500-81100/-	02	221	UR-02	221/2024	Page No.25 Annexure- XIX



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19	Accounts Clerk (Level -2) Rs.19900- 63200/-	02	222	UR-01 EWS-01	222/2024	Page No.25 Annexure- XX
20	Clerk (Level -2) Rs.19900- 63200/-	15	223	UR-04 EWS-02 SC-03 BC-A -02 BC-B- 01 PwBD-01 ESM(UR)-02	223/2024	Page No.25 Annexure- XXI
21	Lab Attendant (Level -2) Rs.19900- 63200/-	15	224	UR-04 EWS-02 SC-03 BC-A- 02 BC-B-01 ESM(UR)- 02 PwBD-01	224/2024	Page No.25 Annexure- XXII
22	Attendant Dark Room (Level -2) Rs. 19900- 63200/- (Only Women)	01	225	UR-01	225/2024	Page No.26 Annexure- XXIII
23	Library Attendant (Level -2) Rs. 19900- 63200/-	01	226	UR-01	226/2024	Page No.26 Annexure- XXIV
24	Security Guard (Level -DL) Rs. 16900- 53500/-	12	227	UR-4 EWS-01 SC-02 BC-A-02 BC-B-01 PwBD(UR)-1 ESM(UR)-01	227 to 229/2024	Page No.26 Annexure- XXV
25	Pump Operator (Level -DL) Rs.16900- 53500/-	01	230	UR-01	230/2024	Page No.26 Annexure- XXVI



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Regional Centre, Kharal (Jind)

Sr. No.	Name of Posts and Pay Scale	Total Posts	Post Code	Number of Vacancies With Category	Advt. No.	Qualifications and Criteria
26	Sr. Library Asstt. (Level -7) Rs. 44900-142400/-	01	232	UR-01	232/2024	Page No.21 Annexure- VI
27	Computer Assistant (Level -6) Rs. 35400-112400/-	01	234	SC-01	234/2024	Page No.24 Annexure- XV
28	Technical Assistant (Level -6) Rs. 35400-112400/-	02	235	BC-A-01 SC-01	235/2024	Page No.23 Annexure- XIV
29	Clerk/Clerk-cum-DEO (Level -2) Rs.19900-63200/-	05	236	UR-02 BC-B-01 BCA (ESM)-01 SC (ESM)-01	236/2024	Page No.25 Annexure- XXI
30	Library Attendant (Level -2) Rs.19900-63200/-	01	237	UR-01	237/2024	Page No.26 Annexure- XXIV
31	Security Guard (Level -DL) Rs.16900-53500/-	01	238	UR-01	238/2024	Page No.26 Annexure- XXV



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Regional Centre, Krishan Nagar, Rewari

Sr. No.	Name of Posts and Pay Scale	Total Posts	Post Code	Number of Vacancies With Category	Advt. No.	Qualifications and Criteria
32	Superintendent (Level -7) Rs.44900- 142400/-	01	240	UR-01	240/2024	Page No.21 Annexure- V
33	Sr. Library Asstt. (Level -7) Rs. 44900- 142400/-	01	241	UR-01	241/2024	Page No.21 Annexure- VI
34	Technical Assistant (Level -6) Rs. 35400- 112400/-	02	243	ESM(UR)-01 BC-B-01	243/2024	Page No.23 Annexure- XIV
35	Computer Assistant (Level -6) Rs. 35400- 112400/-	01	244	BC-A-01	244/2024	Page No.24 Annexure- XV
36	Clerk/Clerk- cum-DEO (Level -2) Rs.19900- 63200/-	01	245	UR-01	245/2024	Page No.25 Annexure- XXI
37	Library Attendant (Level -2) Rs.19900- 63200/-	01	246	UR-01	246/2024	Page No.26 Annexure- XXIV

Note:

1. Number of posts advertised may increase or decrease, including complete withdrawal without assigning any reason thereof.
2. The reservation has been given as per State Govt. Reservation Policy. However, the reservation of posts is subject to change as per Govt. of Haryana Reservation Policy/norms from time to time in force. Changes, if any, will be notified through University Website only.

Details of Application Fee

Sr. No.	Category	Fee Details in INR
1.	UR, ESM,ESP	Rs. 2000/-
2.	Female of UR of Haryana State Only	Rs. 1000/-
3.	Candidates of SC/BC-A/BC-B/EWS Category of Haryana State Only	Rs. 500/-
4.	Candidates of Persons with Benchmark Disabilities of Haryana State Only	NIL

Note:

1. Fee once deposited is neither transferable nor refundable/adjustable under any circumstances.
2. Candidates applying for multiple posts will be required to pay separate fee against each post.
3. The fee will be accepted through online mode link given in the online Application Form on the University website i.e. www.bpsmv.ac.in.



IMPORTANT INSTRUCTIONS/CONDITIONS FOR VARIOUS NON-TEACHING POSTS

1. Candidates are advised to visit only official website of the Bhagat Phool Singh Mahila Vishwavidyalaya (BPSMV) i.e. www.bpsmv.ac.in and be cautious about fake websites and job racketeers.
2. Candidate applying for multiple posts will have to select appropriate option(s) available on the portal to specify choice of posts. Each post is given a unique post code.
3. SET/SLET score shall be considered, if the conducting body is Government of Haryana.
4. ASRBNET will not be considered for appointment in BPSMV.
5. In case marks are given in form of the CGPA then a conversion formula to convert CGPA into percentage should be essentially provided by the candidate from the competent authority awarding CGPA i.e. a documentary proof should be provided by the applicant. In case marks are given in the form of the CGPA along with conversion formula as well absolute marks then to compute the percentage CGPA will be used.
6. In case marks are given in form of the CGPA but conversion formula is not provided by the candidate then CGPA shall be multiplied by default value 9 on a scale of 10 to obtain the percentage marks.
7. To compute the merit points, no rounding off shall be carried out. The number should be accurate to three decimal places.
8. There are various options available for payment through Net Banking, Debit/Credit Card, UPI etc. “candidate should note that in case status of payment shown by bank as not “success” for their transaction, i.e. Status of payment shown by bank is “pending”, “failure”, “rejected” or any other technical issue, then it is the responsibility of the candidate to ensure that payment made to BPSMV is remitted within due date. In case transaction is reversed by bank to candidate or cancelled and payment is not received by BPSMV within due date, the candidature shall be summarily rejected/cancelled.”
9. The scores (based on data filled in by the Candidate) shall be displayed in the dashboard of the candidate on recruitment portal and candidates can represent, if any discrepancy, is noticed within stipulated period as notified through an email at ntr2023@bpswomenuniversity.ac.in with the subject: Advt. No. xx/yyyy.
10. A candidate whether belongs to General or reserved category viz. SC/BCA/BCB/ESM/PWD/ESP/EWS should submit only one online application for/against each post code. Submission of more than one application form against one post code will automatically lead to rejection of candidature and may also attract appropriate action as per rules/law.
11. The candidates who obtained their degrees, which are essential for eligibility, from Singhania University(Rajasthan), EIILM University (Sikkim), Manav Bharti University (Himachal Pradesh), Vinayaka Mission University(Sikkim), Global Open University(Nagaland) and Vinayaka Mission University, Salem, Tamilnadu vide notification. D.O No. F 5-4/2014 (CPP-I/PU)dated 05.08.2014 and D.O No. F10-6/2011(PS) Misc. dated 06.07.2015 have been declared ineligible for appointment in the University. However, their candidature will be considered for the appointment in the University if they upload the certificate as per Annexure –I, in addition to Annexure I or II, whichever is applicable from their universities. Such candidate(s) having degrees issued by the above Universities through Distance Education Mode will have to upload the certificate duly verified from the Distance Education Council/Distance Education Bureau, New Delhi.
12. Reserved category candidates shall be considered against General category strictly as per Govt.letter No.EC/2018/20179389 dated 26.04.2018 & 12/1 2017 Ad (3) dated 04.06.2018.



13. University reserves the right of deciding the disciplines as concerned/allied/relevant while scrutinizing the applications. The decision of the University shall be final and binding on the candidate(s).
14. The benefit of reservation will be given only to those SC/BCA/BCB/ESM/PWD/ EWS/ ESP candidates who are domicile of Haryana State. These candidates are required to upload SC/BCA /BCB /ESM /PwBD /EWS /ESP Certificate duly issued by the Competent Authority of Haryana. Likewise, the Eligible Sports Person (ESP) shall be required to upload the Sports Gradation Certificate as per Government instructions duly issued by the competent authority. ESM/DESM/DFE shall be required to upload the Valid Eligibility Certificate duly issued by the respective Zila Sainik Board. As well EWS (Economically Weaker Section) candidates shall be required to upload Certificate as per instructions of the Haryana Government.
15. The Ex-Serviceman who had not availed the benefit of ESM in re-employment in any Government service, Public Sector undertakings, including Para Military Forces, their dependents sons and daughters will be considered for appointment(s) against the posts reserved for Ex-Servicemen to the extent of non-availability of suitable Ex-Servicemen, provided they fulfill all the required eligibility conditions viz. qualifications, age, experience etc. This entitlement would be available to one dependent child only.
16. Candidates applying for the posts under ESM/DESM/DFE category should submit a certificate duly issued by the Zila Sainik Board to the effect that his/her father has not availed the benefit of re-employment in any Government service, Public Sector Undertakings including Para-Military Forces, in view of State Government instructions.
17. The benefit of reservation to Ex-Servicemen and their children will be given in accordance with the instructions of the State Govt. Haryana conveyed vide letter No. 12/15/2019 -4GS-II dated 14.07.2021.
18. Backward class Block (A & B) candidates claiming benefit of reservation have to upload a certificate issued by the competent authority of Haryana dated not before six months of the last date of receipt of applications mentioning therein that he/she is not covered under the criteria of creamy layer as per State Govt. instructions issued by vide letter No.1170-SW(1)-95 dated 07.06.1995 & No. 213-SW(1)- 2010 dated 31.08.2010, No.22/22/2004 3GS-III dated 14.06.2016, No.1282-SW(1) dated 28.08.2018 and No. 512-SW (1) 2021 dated 01.12.2021 as per Annexure.
19. Candidates are required to have a valid personal active Email ID as all the information regarding the recruitment process will be sent on their registered Email ID throughout the process as an additional service by the university. In case a candidate does not have a valid personal Email ID, the candidate should create a new Email ID before applying online and must maintain that Email account throughout the selection process.
20. Candidates must give a valid Mobile number, as all the SMSs during the process will be sent on the registered Mobile number.
21. Candidates are advised not to change their Mobile number/Email ID mentioned at the time of Registration. Candidates are also advised not to give mobile number/Email ID of unknown person/ stranger to avoid any future complications. BPSMV shall not be responsible in any manner for non-delivery of SMS/Email or any other communication sent to them. It shall be the responsibility of the candidate to regularly update himself/herself by visiting the website of BPSMV i.e. www.bpsmv.ac.in and by checking his/her Email Account/SMS regularly for important notifications.



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22. In case of integrated program, the percentage marks shall be considered for both the degrees covered under the program (i.e. graduation and post-graduation) as the percentage marks of the integrated program.
23. In case of lateral entry programmes, percentage marks given in the degree of awarding University shall be considered final.
24. Since the practical work including use of gases, acids, tool, machinery, surgery, etc. is involved in laboratories related to Sciences, Life Science, Ayurveda, Pharmacy, Engineering, and Technology Faculties, Hotel Management, Library, the blind persons (visually impaired persons) may not be considered against non-teaching posts viz. Lab Attendant, Panchkarma Technician, Panchkarma Attendant in these faculties.
25. The blind persons (visually impaired persons) may not be considered against non-teaching posts related to security and pump operator.
26. Candidates, who have obtained degrees or certificates required for fulfilling the eligibility conditions from any Institution declared fake by the University Grants Commission or not recognized by Haryana Government/ Govt. Regulatory Bodies and BPSMV, shall not be eligible for recruitment to the said posts advertised and no representation in this regard shall be entertained.
27. The eligibility of every candidate will be determined on the basis of qualifications acquired and communicated to the office by him/her upto the last date fixed for submitting of online applications. No certificate/document will be accepted after the last date.
28. All the educational qualifications should be from a University/Institution/Board recognized by Govt. of India/State Govt. approved by Govt. Regulatory Bodies and the final result should have been declared on or before the last date of submission of application form. The candidates who are able to prove through documentary evidence that the result of the qualifying examination was declared on or before the last date of submission of application form and he/she has been declared passed, will also be considered to have the required Educational Qualification.
29. The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University. In case the result of a particular examination is posted on the website of the University, a certificate issued by the appropriate authority of the University indicating the date on which the result was posted on the website will be taken as the date of passing.
30. As per Ministry of Human Resources Development Notifications No.44 dated 01.03.1995 published in Gazette of India edition dated 10.06.2015, the Degree obtained through open Universities/ Distance Education Mode needs to be recognized by Distance Education Council, IGNOU(Now Distance Education Bureau). Accordingly, unless such Degrees had been recognized for the period when the candidates acquired the relevant qualification, these will not be accepted for the purpose of Educational Qualification.
31. No change in the category of any candidate is allowed after submission of application form. No correspondence/EMail/phone will be entertained in this regard.
32. The status of short-listing will be made available on the dashboards of the respective applicants for information before interview, if any, as per Selection Criteria in the respective Appendixes. In



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case of any dispute with regard to screening of the applications, the decision of the University Authorities shall be final.

33. No TA/DA shall be paid by the University for attending screening/written examination/or any other selection criteria, whatsoever, during the selection process.
34. The candidate in the job shall have to apply through proper channel and has to upload the No Objection Certificate duly signed by his/her employer as per Annexure-III. Those not applying through proper channel will not be considered for any benefit of past service/employment, if selected.
35. The entire onus of the content/authenticity of the information being uploaded in the application as mandatory attachments shall exclusively rest with the applicant in terms of eligibility for recruitment and for subsequent selection through due process.
36. Candidates should not furnish any particulars that are fake, tempered/ fabricated and should not suppress any material information at the time of filling up the online application form.
37. Mere submission of online application/ permission does not mean that the candidate is eligible for appointment to the post applied for. The eligibility shall be verified at the time of verification of original documents as per the qualifications and terms and conditions of advertisement. If at any stage, it is found that the information furnished by the candidate is fake or incorrect, the candidature will be out rightly cancelled, and the candidate will also be liable to legal proceedings.
38. The University shall, in no way, be responsible for any error/ omission/ commission/ suppression of relevant information by the applicant knowingly/ unknowingly/ overtly/ covertly while filling up the application form and uploading the documents required therein. Candidates must ensure that they fulfill all the eligibility conditions on the last date fixed for receipt of application. If on verification at any stage, before or after the selection, it is found that the candidate did not fulfill any of the eligibility condition(s) as on last date or it is found that the information furnished is false or incorrect, the candidature will be cancelled, and the services will be terminated forthwith in addition to criminal/legal prosecution against the candidate..
39. In case the applicant gets screened/ shortlisted/ selected/ appointed based on the credentials furnished by the applicant which are, on scrutiny, found to be incorrect/ inadmissible/ forged/fabricated/ falsified, applicants candidature shall be liable to be cancelled at any stage of the recruitment/ at any time during the tenure of the service and appropriate legal action under applicable laws shall be initiated against the applicant. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/ background and has suppressed the facts/true information, then this services shall be liable for termination.
40. The University reserves the right to modify/withdraw/cancel any communication made to the applicant without assigning any reason. In case of any dispute arising out of such a situation, the decision of the University shall be final and binding on the applicant(s).



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41. The possession of prescribed essential qualifications does not entitle a candidate to be called for an interview, as applicable. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/ suitability of the candidates, or the criteria for selection, etc. will be final and binding on the candidates. No query or correspondence will be entertained in this regard.
42. The curriculum, schedule and modalities of Domain Knowledge assessment and short listing of applicants will be made available on University website/portal/dashboard.
43. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down for each post, in this advertisement.
44. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates. In case of any dispute arising out of such a situation, the decision of the University shall be final and binding on the applicant(s).
45. Canvassing in any form on behalf of any candidate shall disqualify the candidature.
46. The University reserves the right not to fill all or any of the vacancies advertised, if circumstances so warrant, without assigning any reason, thereof.
47. Any changes/corrigendum/amendments/updation/cancellation notice related to the recruitment process shall be published on official website of BPSMV i.e. www.bpsmv.ac.in only and not in any of the newspapers. Therefore, candidates are advised to check the University website regularly and keep them updated.
48. 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 download the information and keep them for future reference. During the recruitment process, neither any application under RTI Act, 2005 shall be entertained nor shall information 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 notification subject to condition. Reply shall not be provided for any inferential or speculative question.
49. All original documents in support of the claims should be produced for verification before/at the time of interview, if called for.
50. Every uploaded document shall be duly signed and self-certified by the candidate; else it shall not be considered for assessment.
51. Age limit shall be between 18-42 years for all the posts except COE. Relaxation of Age shall be as per Haryana Govt. Instructions.
52. All disputes pertaining to the recruitment of these posts shall fall within the jurisdiction of Sonipat Court only.

Appendix – I

(The candidate who have obtained their degrees from Singhania University (Rajasthan), EIILM University (Sikkim), Manav Bharti University (Himachal Pradesh), Vinayak Mission University (Sikkim), Global Open University (Nagaland) and Vinayak Mission University, Salem, Tamilnadu and want to claim the benefit of his/her degree are required to submit a certificate from their Universities, in addition to Annexure-I or II whichever is applicable).

CERTIFICATE

This is to certify that Mr./Mrs. Son/Daughter of Sh has completed his/her degree through the main campus of the (Name of University)through regular mode with the approval of the Statuary Bodies/ Councils, wherever it is required.

Further, in case of M.Phil./Ph.D. degrees, this is to certify that the University has allocated the supervisor from amongst the regular faculty members in a department or its affiliated PG College/Institutes depending on the number of students per faculty members, the available specialization among the faculty supervisor and the research interest of the student.

Registrar or
the Dean Academic Affairs of concerned University.



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Appendix – II

BACKWARD CLASS CERTIFICATE (BLOCK 'A' or 'B')

This is to certify that Mr./Ms. _____ son/daughter of Sh. _____ resident of Village/Town _____ Tehsil _____ Distt. _____ of the State/Union Territory _____ belongs to the _____ Caste, which has been notified as Backward Class by the Haryana Government and is placed in Block _____ (mention Block 'A' or 'B').

This is to certify that he/she does not belong to the person/section (Creamy layer) as per State Govt. letter No. 1170-SW(1)-95 dated 07.06.1995 & No. 213-SW(1)-2010 dated 31.08.2010, No.22/22/2004 3GS-III dated 14.06.2016, No.1282-SW(1) dated 28.08.2018 and No. 512-SW (1) 2021 dated 01.12.2021.

This certificate is being issued to him/her on the basis of verification of Sarpanch/Patwari/Kanungo.

Signature with seal of issuing Authority

Full Name.....

Designation.....

Address with Telephone No. With code.....

Sr. No.:.....

Place :.....

Dated :.....

Issuing Authority: Tehsildar or Naib Tehsildar
Head of Department in case of Govt. employees

Appendix – III

NO OBJECTION CERTIFICATE

To

The Registrar,
Bhagat Phool Singh Mahila Vishwavidyalaya,
Khanpur Kalan, Sonapat

This letter is in reference to Mr./Ms./Mrs. _____ son/daughter of
Sh. _____ who has been an employee at (Organization name
_____ in the capacity of
(Designation) _____ w.e.f.
_____. The undersigned has no objection if he/she applies for the
post at Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan, Sonapat and he/she will be
relieved from the job in case of selection.

Contact for any inquiries.

Sincerely,

Signature with Seal of Head of Institution
Name of the Official
Organization Address
Contact Number

Place: _____
Date: _____



Bhagat Phool Singh Mahila Vishwavidyalaya

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Qualifications for Direct Recruitment to Various Non-teaching Positions

Sr. No.	Name of Post	Qualifications
1	Controller of Examination	<p>Essential:</p> <ol style="list-style-type: none">1. Master degree with at least 55% marks or its equivalent grade 'B' in the UGC seven point scale.2. At least 15 years' experience as Lecturer (Senior Scale)/Assistant Professor/Lecturer with 8 years' experience in Reader's/Associate Professor grade along with experiences in Educational administration. <p>OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p>OR</p> <p>15 years' of administrative experience of which 8 years as Deputy Registrar or on an equivalent post.</p> <p>*Age: Between 18-50 years.</p> <p>*Age limit may be relaxed in case of In-service candidates who have applied through proper channel.</p> <p>The Selection will be based on the criteria mentioned at Annexure-I.</p>
2	Workshop Supdt.	<ol style="list-style-type: none">i) Master Degree with 60% marks in Mechanical or Production or Automobile Engineering with minimum 05 years' experience as Assistant Technical Officer in University/Training Centre of Govt.ii) Matric with Hindi/ Sanskrit as one of the subject. <ol style="list-style-type: none">i) The candidates shall have to qualify the Subjective Test and Computer Appreciation & Application (Phase-I) and Aptitude Test (Phase-II). <p>The Selection will be based on the criteria mentioned at Annexure-II.</p>
3	PGT	<ol style="list-style-type: none">i) Hindi/ Sanskrit as one of the subject in Matriculation or Higherii) Certificate of having qualified Haryana Teacher Eligibility Test (HTET Level-III) / School Teachers Eligibility Test (STET) of concerned subject.iii) "Good academic record" Candidates having 50% marks after taking average of any three examination from 10th / 12th / Graduation/ Post Graduation as the case may be. However, the candidate must have at least 50% marks in Post-Graduation except PGT Computer Science; the candidate must have at least 55% marks in Post Graduation/ Graduation as the case may be.iv) The candidates shall have to qualify the Subjective Test (Phase-I). <p>The Selection will be based on the criteria mentioned at Annexure-III</p>



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4	TGT	<p>i) Bachelor degree with at least 50% marks in the concerned subject/ combination of subject and in aggregate</p> <p>ii) B.Ed. Or equivalent degree from a recognized University & HTET Level-II Qualified</p> <p>iii) Proficiency in teaching in Hindi and English medium.</p> <p>iv) The candidates shall have to qualify the Subjective Test (Phase-I).</p> <p>The Selection will be based on the criteria mentioned at</p> <p style="text-align: center;">Annexure-IV.</p>
5	Superintendent	<p>i) A Bachelor Degree from a recognized university</p> <p>ii) 08 years' experience in Clerical Cadre (out of which 05 years as Assistant).</p> <p>iii) Matric with Hindi/ Sanskrit as one of the subject.</p> <p style="text-align: center;">Annexure-V.</p>
6	Sr. Library Asst.	<p>i) M. Lib & I. Sc. With 55% marks</p> <p>ii) PGDCA or equivalent diploma/ Degree</p> <p>iii) 5 years experience on the post of Jr. Library Assistant (Level -4) or 10 years experience as Library Attendant (Level-2).</p> <p>i) The candidates shall have to qualify the Subjective Test (Phase-I) and Aptitude Test (Phase-II).</p> <p>The Selection will be based on the criteria mentioned at</p> <p style="text-align: center;">Annexure-VI.</p>
7	Junior Engineer	<p>i) Three years Diploma in relevant stream of Engineering from a Polytechnic/Institution duly recognized by the State Technical Board. OR</p> <p>ii) B.E./B. Tech. Degree in relevant stream of Engineering recognized by AICTE/ UGC.</p> <p>iii) Matric with Hindi/ Sanskrit as one of the subject.</p> <p>iv) 03 years experience in the relevant field.</p> <p>v) The candidates shall have to qualify the Subjective Test and Computer Appreciation & Application (Phase-I) and Aptitude Test (Phase-II).</p> <p>The Selection will be based on the criteria mentioned at</p> <p style="text-align: center;">Annexure-VII.</p>



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8	Hostel Supervisor	<p>ii) 12th from recognized board and having knowledge of Computer and 05 years' experience in handling mess and accounts in recognized Educational Institutes / PSUs.</p> <p>iii) Matric with Hindi/ Sanskrit as one of the subject.</p> <p>iv) The candidates shall have to qualify the Subjective Test and Computer Appreciation & Application (Phase-I) and Aptitude Test (Phase-II).</p> <p>The Selection will be based on the criteria mentioned at Annexure-VIII.</p>
9	Staff Nurse	<p>i) Matriculation or its equivalent from a recognized University/Board with Hindi as a compulsory subject.</p> <p>ii) Certificate in General Nursing & Midwifery from a recognized institution or equivalent qualification from an institution recognized by the Indian Nursing Council. OR Any recognized higher qualification (B.Sc./M.Sc. Nursing)</p> <p>iii) Should be registered A-Grade Nurse and Midwife with Haryana Nurses Registration Council.</p> <p>iv) The candidates shall have to qualify the Subjective Test and Computer Appreciation & Application (Phase-I) and Aptitude Test (Phase-II).</p> <p>The Selection will be based on the criteria mentioned at Annexure-IX.</p>
10	Workshop Instructor	<p>i) First class 3 year Diploma in Mechanical or Production or Automobile Engineering from a recognized Institute or a Polytechnic affiliated to State Board of Technical Education.</p> <p>ii) Matric with Hindi/ Sanskrit as one of the subject.</p> <p>iii) The candidates shall have to qualify the Subjective Test and Computer Appreciation & Application (Phase-I) and Aptitude Test (Phase-II).</p> <p>The Selection will be based on the criteria mentioned at Annexure-X</p>
11	PRT (Art & Craft)	<p>i) Graduation with 50% from a recognized University with the concerned subject.</p> <p>ii) Senior Secondary School Certificate with 50% marks or intermediate with 50% marks or its equivalent.</p> <p>iii) The candidate should have passed H. TET Level-I.</p> <p>iv) The candidates shall have to qualify the Subjective Test (Phase-I).</p> <p>The Selection will be based on the criteria mentioned at Annexure-XI</p>



Bhagat Phool Singh Mahila Vishwavidyalaya

Khanpur Kalan, Sonapat, Haryana – 131 305.

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12	PRT (English)	<p>i) Graduation with 50% from a recognized University with the concerned subject.</p> <p>ii) Senior Secondary School Certificate with 50% marks or intermediate with 50% marks or its equivalent.</p> <p>iii) The candidate should have passed H. TET Level-I.</p> <p>iv) The candidates shall have to qualify the Subjective Test (Phase-I).</p> <p>The Selection will be based on the criteria mentioned at Annexure- XII</p>
13	JBT	<p>i) The candidate should have passed Senior Secondary with a 2 year diploma in Elementary Education from a recognized university & HTET Level-I qualified.</p> <p>ii) The candidates should have scored at least a 50% in the above required course.</p> <p>iii) The candidates shall have to qualify the Subjective Test (Phase-I).</p> <p>The Selection will be based on the criteria mentioned at Annexure- XIII</p>
14	Technical Asst.	<p>i) First class 3 years Diploma in CSE/IT from State Technical Board OR equivalent OR B. Tech. in CSE/IT with at least 50% marks OR B.Sc. Computer Science with at least 60% marks</p> <p>ii) Matric with Hindi/ Sanskrit as one of the subject.</p> <p>iii) (Already approved vide Resolution No. 31 in 43rd Executive Council meeting dated 25.07.2017. For Fashion Technology Three years Diploma in Textiles with at least 60% marks with two years experience. Or B. Tech Textiles with 50% marks. CAD/CAM/Pattern Making is desirable.</p> <p>iii) The candidates shall have to qualify the Subjective Test (Phase-I) and Aptitude Test (Phase-II).</p> <p>The Selection will be based on the criteria mentioned at Annexure-XIV.</p>



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15	Computer Asst.	<p>i) First class 3 years Diploma in CSE/IT from State Technical Board OR equivalent OR B. Tech. in CSE/IT with at least 50% marks OR B.Sc. Computer Science with at least 60% marks</p> <p>ii) Proficiency in use of computers</p> <p>iii) Candidates will have to qualify a written test and typing test at the speed of 30 words in English/ Hindi per minute and computer test at the speed of 8000 key depressions per hour in MS Word.</p> <p>i) The candidates shall have to qualify the Type Test (Phase-I), Computer Appreciation and Application (Phase-II) and Aptitude Test (Phase-III).</p> <p>The Selection will be based on the criteria mentioned at Annexure-XV.</p>
16	Junior Scale Stenographer (English)	<p>i) 12th pass from recognized Board</p> <p>ii) Matric with Hindi/ Sanskrit as one of the subject.</p> <p>iii) The candidates shall also have to qualify a test in Stenography in English shorthand at the speed of 80 wpm & transcription thereof at the speed of 15 wpm only on Computer up to (8% mistakes are allowed) (Phase-I) and Test in Computer Appreciation and Application (Phase-II).</p> <p>The Selection will be based on the criteria mentioned at Annexure-XVI.</p>
17	Junior Scale Stenographer (Hindi)	<p>i) 12th pass from recognized Board</p> <p>(ii) Matric with Hindi/ Sanskrit as one of the subject.</p> <p>iii) The candidates shall also have to qualify a test in Stenography in Hindi shorthand at the speed of 80 wpm & transcription thereof at the speed of 15 wpm only on Computer up to (8% mistakes are allowed) (Phase-I) and Test in Computer Appreciation and Application (Phase-II).</p> <p>The Selection will be based on the criteria mentioned at Annexure-XVI.</p>
18	Driver	<p>i) Matric with Hindi/ Sanskrit as one of the subject.</p> <p>ii) Five years' experience in driving Heavy and Light Vehicles.</p> <p>iii) Should possess driving license for Heavy and Light vehicles.</p> <p>iv) Should not be colour / night blind.</p> <p>(v) The candidates shall have to qualify the Written Test (Phase-I) and Skill Test/ Driving Test (Phase-II).</p> <p>Desirable: Knowledge of working on Computers.</p> <p>The Selection will be based on the criteria mentioned at Annexure-XVII.</p> <p>Note: Qualifying the Driving test is compulsory for all the Candidates.</p>



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19	Panchkarma Technician	<p>i) Diploma or Certificate in Panchkarma of minimum one year duration from a recognized institution.</p> <p>ii) Minimum three years' experience in Govt/ Semi Govt/ autonomous body/ PSU in the concerned field.</p> <p>iii) Hindi / Sanskrit up to Matric standard.</p> <p>iv) The candidates shall have to qualify the Subjective Test and Computer Appreciation & Application (Phase-I) and Aptitude Test (Phase-II).</p> <p>The Selection will be based on the criteria mentioned at Annexure-XVIII.</p>
20	Panchkarma Assistant	<p>i) Diploma or Certificate in Panchkarma of minimum one year duration from recognized institution.</p> <p>ii) Minimum three years' experience in Govt/ Semi Govt/ autonomous body/ PSU in concerned field.</p> <p>iii) Matric with Hindi/ Sanskrit as one of the subject.</p> <p>iv) The candidates shall have to qualify the Subjective Test and Computer Appreciation & Application (Phase-I) and Aptitude Test (Phase-II).</p> <p>The Selection will be based on the criteria mentioned at Annexure-XIX</p>
21	Accounts Clerk	<p>i) 12th pass with Commerce from recognized Board</p> <p>ii) Proficiency in use of computers</p> <p>iii) Matric with Hindi/ Sanskrit as one of the subject.</p> <p>(vi) The candidates shall have to qualify the Subjective Test and Computer Appreciation & Application (Phase-I) and Aptitude Test (Phase-II).</p> <p>The Selection will be based on the criteria mentioned at Annexure-XX.</p>
22	Clerk	<p>i) 12th pass from recognized Board</p> <p>ii) Matric with Hindi/ Sanskrit as one of the subject.</p> <p>iii) The candidates shall have to qualify the Type Test (Phase-I), Computer Appreciation and Application (Phase-II) and Aptitude Test (Phase-III).</p> <p>The Selection will be based on the criteria mentioned at Annexure-XXI.</p>
23	Lab Attendant	<p>i) Graduation from a recognized university. OR 10+2 with ITI (any industrial trade)/ Diploma(two years in Laboratory Technology/ medical Technology from a recognized institute</p> <p>ii) Matric with Hindi/ Sanskrit as one of the subject.</p> <p>iii) The candidates shall have to qualify the Written Test (Phase-I) and Computer Test (Phase-II).</p> <p>The Selection will be based on the criteria mentioned at Annexure-XXII.</p>



Bhagat Phool Singh Mahila Vishwavidyalaya

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24	Attendant Dark Room	<p>i) 10+2 with Science ii) Matric with Hindi/ Sanskrit as one of the subject. iii) Preference will be given to persons with two years' diploma in Radiography and imaging Technology with one year experience from a Govt. Hospital. Or B.Sc. in Radiology.</p> <p>iv) The candidates shall have to qualify the Subjective and Computer Appreciation & Application Test (Phase-I) and Aptitude Test (Phase-II).</p> <p>The Selection will be based on the criteria mentioned at Annexure-XXIII</p>
25	Library Attendant	<p>i) 12th Pass with recognized board. ii) Certificate/ Dip./ Degree in Library Science and Knowledge of Computer iii) Matric with Hindi/ Sanskrit as one of the subject. iii) The candidates shall have to qualify the Subjective Test and Computer Appreciation & Application (Phase-I) and Aptitude Test (Phase-II).</p> <p>The Selection will be based on the criteria mentioned at Annexure-XXIV.</p>
26	Security Guard	<p>i) Matric with Hindi/ Sanskrit as one of the subject. ii) Should be conversant with the work of Watch & Ward. iii) Preferably Ex-serviceman. iv) The candidates shall have to qualify the Subjective Test (Phase-I) and Aptitude Test (Phase-II).</p> <p>The Selection will be based on the criteria mentioned at Annexure-XXV</p>
27	Pump Operator	<p>i) Certificate in the trade of motor / Tractor/ Diesel/ Mechanical/ Electrical/ Wireman. ii) Matric with Hindi/ Sanskrit as one of the subject. iii) The candidates shall have to qualify the Subjective Test (Phase-I) and Aptitude Test (Phase-II).</p> <p>The Selection will be based on the criteria mentioned at Annexure-XXVI</p>

**CRITERIA/WEIGHTAGE FOR THE POST OF CONTROLLER OF EXAMINATIONS FOR DIRECT RECRUITMENT IN BPSMV KHANPUR KALAN**

Parameters		Maximum Marks
A Academic Record		40
Criteria for Assessment of Academic Record		
10 th Or equivalent	(% of marks in 10 th subtracted by 40) x 0.084	5*
12 th Or Equivalent	(% of marks in 12 th subtracted by 40) x 0.084	5*
Graduation	(% of marks in UG subtracted by 40) x 0.167	10*
Post Graduation(in the subject of eligibility)	(% of marks in PG subtracted by 55) x 0.334*	15*
M. Phil.- OR Ph.D. - 5	3 Or 5	5*
B Work experience	01 mark for each year above the minimum no. of years of experience (In Govt. / Semi Govt./ Govt. Aided / University / Affiliated Colleges/higher educational institutions) relevant to the post	10
C Domain Knowledge Test		30
D Performance in Interview		20
Criteria for assessment during Interview: Performance in the interview shall be judged on the basis of subject knowledge, communication skills, confidence, creative and analytical thinking, quality of responses, knowledge of ICT tools, etc. and over all personality in an aggregate manner.		
Total Marks obtained by applicant/ assessed by committee (A+B+C+D)		

(*) subject to minimum zero

Note:- 1. Assessment and Verification of Category A and B will be done by the Screening Committee.
2. Assessment of Category D will be done by the Selection Committee.

• **Criteria for short listing of Candidates for consideration before Selection Committee:** Top 15 candidates will be shortlisted against one post based on the total merit points (80) of Academic record, Work experience and Domain Knowledge Test. In case of tie, all the candidates on same score will be shortlisted and hence called for interview. In case Domain Knowledge Test is conducted, it will be mandatory to score 40% marks in it for consideration of candidature.

• **Criteria for Selection committee meeting and decision:**

1. Selection Committee meeting will be held only if three eligible candidates apply for the post.
2. The decision of Selection committee shall be final and binding regarding suitability of a candidate for the post. Merely having merit points will not bestow any right of appointment to a candidate.



Annexure – III

CRITERIA/WEIGHTAGE FOR THE POST OF ACCOUNTANT, STAFF NURSE, J.E, HOSTEL SUPERVISOR, LIBRARY ATTENDANT, LIBRARY ASSISTANT /ASSISTANT LIBRARIAN, ASO, PANCHKARMA TECHNICIAN, PANCHKARMA ASSISTANT, ATTENDANT DARK ROOM, TECHNICAL ASSISTANT, ACCOUNTS CLERK, SR. LIBRARY ASSISTANT, WORKSHOP SUPERINTENDENT, WORKSHOP INSTRUCTOR FOR DIRECT RECRUITMENT IN BPSMV KHANPUR KALAN.

The Merit Points of the candidate will be calculated on the basis of the aggregate marks obtained as per following distribution:

	Parameters	Maximum Marks
A	Subjective Test and Computer Appreciation & Application Test (Phase-I)	50
B	Aptitude Test (Phase-II)	30
C	Academic Qualification (Physically Original Document Verification) (Phase-III)	20
	Total Marks	100

Selection Procedure:

Selection will be based on the total aggregate marks/Merit of the candidate out of 100 will be calculated as per Criteria of Selection of 4 phases (i.e. Marks obtained in subjective test and Computer Appreciation & Application test Phase - I) + (Marks obtained in Aptitude test in Phase-II) + Marks on the basis of Academic Qualification (after Physically verification of original documents) in Phase-III). All marks/ percentage /merits points will be computed with the precision of three digits after decimal without any rounding. Final selection will be made on the basis of merit list prepared on the basis of aggregate marks obtained by the candidates out of 100.

However, as PWD (Persons with Disabilities) candidates with the following disabilities only have been exempted from qualifying the Computer Appreciation & Application.

Amputation of hand (Left and Right), Amputation of upper limbs, Paralysis of Radial Nerve (Left and Right), Paralysis of upper limbs, Degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.

The total merit of the PWD candidates with above disabilities only will be calculated on the basis of aggregate marks obtained in the Aptitude Test and Academic Qualifications as defined against point as **per criteria specified in Section – 1.3, 1.4 and 1.5 respectively** and their merit will be prepared only against PWD posts.

The Graduation Certificate issued by the Government to the Ex-Servicemen does not contain any percentage. For such Ex-Servicemen candidates criteria of calculating of marks at the Graduation level will be 35%.



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Detail of Phases for Selection		
S.No.	No. of Phase	Detail of Phase
A.	Phase-I (As per criteria specified in Section-1.3.)	It will consist of subjective test and Computer Appreciation & Application. The candidate has to qualify the same as per criteria specified in Section-1.3 to appear in Phase –II
B.	Phase-II (As per criteria specified in Section –1.4.)	It will consist of Aptitude test The candidate has to qualify the Aptitude test as per criteria specified in Section-1.4 . (The candidate who will qualify Phase-II will appear in Phase-III)
C.	Phase-III (As per criteria specified In Section 1.5.)	The candidate has to appear for the physical verification of the required Original Educational/Castes certificates/testimonials as per criteria specified in Section –1.5 . (Final Merit list of only those candidates will be prepared who will physically appear in Phase-III and if the original educational/Caste certificates/NOC from present employer, as applicable documents are found in order).

Tie-Breaking Criterion:

In the event of two or more candidates obtaining same aggregate marks, the tie-breaking criterion for awarding the ranks will be as follows:

- Candidate with higher marks in subjective test and Computer Appreciation & Application Test will be given preference.
- If tie still persists, it will be resolved on the basis of marks obtained in Aptitude test. Candidate with higher marks in aptitude test will be given preference.
- If tie still persists, senior in age will be given preference.



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1.3: PHASE-I	Subjective Test and Computer Appreciation & Application:
Time: 50 Minutes	Max. Marks: 50 Pass Marks :25
Syllabus of Computer Appreciation & Application Test: Introduction to Computer & Windows, Word Processing, Spread sheet, Power Point, Internet Browsing and Email Management.	
The Question Paper of Computer Appreciation & Application Test will consist of 100 Multiple Choice Questions. For each question, four suggested answers are given out of which one is correct and remaining three are incorrect. Candidate has to choose one correct answer to each question. In any case, for each question candidate has to select only one answer. If candidates elect more than one answer, the response will be considered wrong. For every correct answer, candidate will be awarded 0.5 mark. There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth of the marks assigned to that question (i.e. 0.125), will be deducted. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question and zero mark will be awarded to that question.	

1.4: PHASE-II	Aptitude Test		
Time:60minutes	Max.Marks:30	Pass Marks: 15	
Structure of the Aptitude Test is as under:			
SN	Sections	No. of Questions	Marks
1.	General English	20	10
2.	Numerical Ability	20	10
3.	Reasoning Ability	20	10
	Total	60	30
The Question Paper of the Aptitude Test will consist of 60 Multiple Choice Questions. For each question, four suggested answers are given out of which one is correct and remaining three are incorrect. Candidate has to choose one correct answer to each question. In any case, for each question candidate has to select only one answer. If candidate select more than one answer, the response will be considered wrong. For every correct answer candidate will be awarded 0.5 mark. There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth of the mark assigned to that question (i.e. 0.125), will be deducted. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question and 0 mark will be awarded to that question.			



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1.5:	PHASE-III	Academic Qualification (Physically Original Document Verification)
		Max.Marks:20

- a) The candidates are compulsory required to appear physically in Phase III for Original Document verification of Educational/ castes/No objection certificates who are already in service.
- b) The Graduation Certificate issued by the Army/Navy/Air Force to the Ex-Servicemen does not contain any percentage. For such Ex-Servicemen candidates criteria of calculating of marks at the Graduation level will be 35%.

Formula of Calculation of Marks in Academic Qualification (Phase-III)	
Marks in Academic Qualification out of 20 =	(% of marks at Graduation Level X 0.2)

**Annexure – IV****CRITERIA/ WEIGHTAGE FOR THE POST OF POST GRADUATE TEACHERS FOR DIRECT RECRUITMENT IN BPSMV KHANPUR KALAN.**

The Merit Points of the candidate will be calculated on the basis of the aggregate marks obtained as per following distribution:

	Parameters	Maximum Marks
A	Subjective Test (Phase-I)	80
B	Experience (Phase-II)	10
C	Academic Qualification (Phase-III)	10
	Total Marks	100

Selection Procedure:

Final Selection will be based on the total aggregate marks/Merit of the candidate out of 100 will be calculated as per Criteria of Selection of 3 phases (i.e. Marks obtained in subjective test Phase - I) + (Marks obtained in Experience Phase-II) + Marks on the basis of Academic Qualification (after Physically verification of original documents) in Phase-III). All marks/percentage/merits points will be computed with the precision of three digits after decimal without any rounding. Final selection will be made on the basis of merit list prepared on the basis of aggregate marks obtained by the candidates out of 100. The Graduation Certificate issued by the Government to the Ex-Servicemen does not contain any percentage. For such Ex-Servicemen candidates criteria of calculating of marks at the Graduation level will be 35%.

Detail of Phases for Selection	
No. of Phase	Detail of Phase
Phase-I (As per criteria specified in Section-1.3.)	It will consist of subjective test. The candidate has to qualify the same as per criteria specified in Section-1.3 to appear in Phase –II
Phase-II (As per criteria specified in Section –1.4.)	Marks obtained of experience as per criteria specified in section 1.4
Phase-III (As per criteria specified In Section 1.5.)	The candidate has to appear for the physical verification of the required Original Educational/Castes certificates/testimonials as per criteria specified in Section –1.5. (Final Merit list of only those candidates will be prepared who will physically appear in Phase-III and if their original educational/Caste certificates/NOC from present employer, as applicable documents are found in order).

Tie-Breaking Criterion :

In the event of two or more candidates obtaining same aggregate marks, the tie-breaking criterion forwarding the ranks will be as follows:

- Candidate with higher marks in subjective test will be given preference.
- If tie still persists, Candidate with higher marks in Experience will be given preference.
- If tie still persists, Candidate with higher marks in Academic Qualifications will



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be given preference.

d) If tie still persists, senior in age will be given preference.

1.3: PHASE-I	Subjective Test:	
Time:90 Minutes	Max. Marks: 80	Pass Marks :40
<p>The exam pattern followed in the PGT recruitment is explained below:</p> <ol style="list-style-type: none"> 1 General awareness, Reasoning, Maths, Science, Computer, English, Hindi, and concerned or relevant subject, as applicable. 2 History, Current Affairs, Literature, Geography, Civics, Environment, Culture etc. of Haryana. <p>The Question Paper of Subjective Test will consist of 80 Multiple Choice Questions. For each question, four suggested answers are given out of which one is correct and remaining three are incorrect. Candidate has to choose one correct answer to each question. In any case, for each question candidate has to select only one answer. If candidate select more than one answer, the response will be considered wrong. For every correct answer, candidate will be awarded 01 mark. There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth of the marks assigned to that question (i.e. 0.25), will be deducted.</p> <p>If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question and zero mark will be awarded to that question.</p>		
1.4: PHASE-II	Experience	
Work experience		
01 mark for each year of experience (In Govt. / Semi Govt./ Govt. Aided / University / Affiliated Schools)		
1.5: PHASE-III	Academic Qualification (Physically Original Document Verification)	
	Max.Marks:10	

- The candidates are compulsory required to appear physically in Phase III for Original Document verification of Educational/ castes/No objection certificates who are already in service.
- The Graduation Certificate issued by the Army/Navy/Air Force to the Ex-Servicemen does not contain any percentage. For such Ex-Servicemen candidates criteria of calculating of marks at the Graduation level will be 35%.

Formula of Calculation of Marks in Academic Qualification (Phase-III)
Marks in Academic Qualification out of 10 = (% of marks at Graduation Level X 0.2)



Annexure-V

**CRITERIA / WEIGHTAGE FOR THE POST OF TGT FOR DIRECT
RECRUITMENT IN BPSMV KHANPUR KALAN**

	Parameters	Maximum Marks
A	Subjective Test (Phase-I)	80
B	Experience (Phase-II)	10
C	Academic Qualification (Phase-III)	10
	Total Marks	100

Selection Procedure:

Final Selection will be based on the total aggregate marks/Merit of the candidate out of 100 will be calculated as per Criteria of Selection of 3 phases (i.e. Marks obtained in subjective test Phase - I) + (Marks obtained in Experience Phase-II) + Marks on the basis of Academic Qualification (after Physically verification of original documents) in Phase-III). All marks/percentage/merits points will be computed with the precision of three digits after decimal without any rounding. Final selection will be made on the basis of merit list prepared on the basis of aggregate marks obtained by the candidates out of 100.

The Graduation Certificate issued by the Government to the Ex-Servicemen does not contain any percentage. For such Ex-Servicemen candidates criteria of calculating of marks at the Graduation level will be 35%.

Detail of Phases for Selection	
No. of Phase	Detail of Phase
Phase-I (As per criteria specified in Section-1.3.)	It will consist of subjective test. The candidate has to qualify the same as per criteria specified in Section-1.3 to appear in Phase -II
Phase-II (As per criteria specified in Section -1.4.)	Marks obtained of experience as per criteria specified in section 1.4
Phase-III (As per criteria specified In Section 1.5.)	The candidate has to appear for the physical verification of the required Original Educational/Castes certificates/testimonials as per criteria specified in Section -1.5. (Final Merit list of only those candidates will be prepared who will physically appear in Phase-III and if their original educational/Caste certificates/NOC from present employer, as applicable documents are found in order).

Tie-Breaking Criterion

In the event of two or more candidates obtaining same aggregate marks, the tie-breaking criterion forwarding the ranks will be as follows:

- a) Candidate with higher marks in subjective test will be given preference.
- b) If tie still persists, Candidate with higher marks in Experience will be given preference.
- c) If tie still persists, Candidate with higher marks in Academic Qualifications will Be given preference.



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d) If tie still persists, senior in age will be given preference.

1.3: PHASE-I	Subjective Test:
Time:90 Minutes	Max. Marks: 80 Pass Marks :40
<p>The exam pattern followed in the PGT recruitment is explained below:</p> <ol style="list-style-type: none"> 1 General awareness, Reasoning, Maths, Science, Computer, English, Hindi, and concerned or relevant subject, as applicable. 2 History, Current Affairs, Literature, Geography, Civics, Environment, Culture etc. of Haryana. 	
<p>The Question Paper of Subjective Test will consist of 80 Multiple Choice Questions. For each question, four suggested answers are given out of which one is correct and remaining three are incorrect. Candidate has to choose one correct answer to each question. In any case, for each question candidate has to select only one answer. If candidate select more than one answer, the response will be considered wrong. For every correct answer, candidate will be awarded 01 mark. There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth of the marks assigned to that question (i.e. 0.25), will be deducted.</p> <p>If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question and zero mark will be awarded to that question.</p>	

1.4: PHASE-II	Experience
Work experience	
01 mark for each year of experience (In Govt. / Semi Govt./ Govt. Aided / University / Affiliated Schools)	

1.5: PHASE-III	Academic Qualification (Physically Original Document Verification)
	Max.Marks:10

- The candidates are compulsory required to appear physically in Phase III for Original Document verification of Educational/ castes/No objection certificates who are already in service.
- The Graduation Certificate issued by the Army/Navy/Air Force to the Ex-Servicemen does not contain any percentage. For such Ex-Servicemen candidates criteria of calculating of marks at the Graduation level will be 35%.

Formula of Calculation of Marks in Academic Qualification (Phase-III)
Marks in Academic Qualification out of 10 = (% of marks at Graduation Level X 0.2)



Annexure – VI

CRITERIA/WEIGHTAGE FOR THE POST OF CLERK, COMPUTER ASSISTANT AND CLERK-CUM-DATA ENTRY OPERATOR FOR DIRECT RECRUITMENT IN BPSMV KHANPUR KALAN

The Merit Points of the candidate will be calculated on the basis of the aggregate marks obtained as per following distribution:

	Parameters	Maximum Marks
A	Type Test(Phase-1)	30
B	Computer Appreciation & Application Test(Phase –II)	20
C	Aptitude Test (Phase –III)	30
	Academic Qualifications (Phase-IV) (Physically Original Document Verification)	20
	Total Marks	100

Selection Procedure:

Final Selection will be based on the total aggregate marks/Merit of the candidate out of 100 will be calculated as per Criteria of Selection of 4 phases (i.e. Marks obtained in Type test on Computer in Phase - I) + (Marks obtained in test of Computer Appreciation & Application test in Phase-II) + (Marks obtained in Aptitude test in Phase-III) + Marks on the basis of Academic Qualification (after Physically verification of original documents) in Phase-IV. All marks/percentage/merits points will be computed with the precision of three digits after decimal without any rounding. Final selection will be made on the basis of merit list prepared on the basis of aggregate marks obtained by the candidates out of 100.

However, as PWD (Persons with Disabilities) candidates with the following disabilities only have been exempted from qualifying the Computer Appreciation & Application and Typing Test:

Amputation of hand (Left and Right), Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) either upper limbs, Declination Degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.

The total merit of the PWD candidates with above disabilities only will be calculated on the basis of aggregate marks obtained in the Aptitude Test and Academic Qualifications as defined against point as per criteria specified in Section – 1.5 and 1.6 respectively and their merit will be prepared only against PWD posts.

The Graduation Certificate issued by the Government to the Ex-Servicemen does not contain any percentage. For such Ex-Servicemen candidates criteria of calculating of marks at the Graduation level will be 35%.



Detail of Phases for Selection		
S.No.	No. of Phase	Detail of Phase
1.	Phase-I (As per criteria specified in Section-1.3.)	It will consist of type test in English on Computer only. The candidate has to qualify the type test as per criteria specified in Section-1.3 to appear in Phase –II
2.	Phase-II (As per criteria specified in Section –1.4.)	It will consist of test of Computer Appreciation & Application. The candidate has to qualify the Computer Appreciation & Application Test as per criteria specified in Section-1.4.
3.	Phase-III (As per criteria specified In Section 1.5.)	It will consist of Aptitude test The candidate has to qualify the Aptitude test as per criteria specified in Section-1.5. (The candidate who will qualify Phase-II and Phase-III will appear in Phase-IV)
4.	Phase-IV (As per criteria specified in Section –1.6.)	The candidate has to appear for the physical verification of the required Original Educational/ Castes certificates/testimonials as per criteria specified in Section –1.6. (Final Merit list of only those candidates will be prepared who will physically appear in Phase-IV and if their original educational/ Caste certificates/ NOC from present employer, as applicable documents are found in order).

Tie-Breaking Criterion

In the event of two or more candidates obtaining same aggregate marks, the tie-breaking criterion for awarding the ranks will be as follows:

- Candidate with higher marks in Type test will be given preference.
- If tie still persists, it will be resolved on the basis of marks obtained in Computer Appreciation & Application Test. Candidate with higher marks in Computer Appreciation & Application Test will be given preference.
- If tie still persists, it will be resolved on the basis of marks obtained in Aptitude test. Candidate with higher marks in aptitude test will be given preference.
- If tie still persists, senior in age will be given preference.

1.3: PHASE-I	Type Test in English (On Computer Only):
Time : 10 Minutes	Max. Marks: 30

Candidate will be provided with a passage comprising of 600 words in English. The required qualifying speed on Computer for typing test is 30 Words Per Minute (WPM). The duration of test will be TEN (10) minutes.



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Formula of Calculation of Marks in type Test (Phase-I)
Marks in Type Test (Phase-I) out of 30=(Words Per Minute minus 30) = (WPM - 30)
Note:
(i) The transcripts of those candidates comprising of less than 300 words will not be evaluated.
(ii) Marks will not be given whose speed will be less than 30 WPM, they will be declared as 'Not Qualified'

1.4: PHASE-II	Computer Appreciation & Application Test	
Time:40 minutes	Max. Marks: 20	Pass Marks:10
Syllabus of Computer Appreciation & Application Test: Introduction to Computer & Windows, Word Processing, Spreadsheet, PowerPoint, Internet Browsing and Email Management. (Detailed Syllabus attached page 12 to 17) .		
<p>The Question Paper of Computer Appreciation & Application Test will consist of 40 Multiple Choice Questions. For each question, four suggested answers are given out of which one is correct and remaining three are incorrect. Candidate has to choose one correct answer to each question. In any case, for each question candidate has to select only one answer. If candidate select more than one answer, the response will be considered wrong. For every correct answer, candidate will be awarded 0.5 mark. There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth of the marks assigned to that question (i.e. 0.125), will be deducted.</p> <p>If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question and zero mark will be awarded to that question.</p>		

1.5: PHASE-III	Aptitude Test		
Time: 60 minutes	Max.Marks:30	Pass Marks: 15	
Structure of the Aptitude Test is as under:			
SN	Sections	No. of Questions	Marks
1.	General English	20	10
2.	Numerical Ability	20	10
3.	Reasoning Ability	20	10
	Total	60	30



The Question Paper of the **Aptitude Test** will consist of 60 Multiple Choice Questions. For each question, four suggested answers are given out of which one is correct and remaining three are incorrect. Candidate has to choose one correct answer to each question. In any case, for each question candidate has to select only one answer. If candidate select more than one answer, the response will be considered wrong. For every correct answer candidate will be awarded 0.5 mark. There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth of the mark assigned to that question (i.e. 0.125), will be deducted. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question and 0 mark will be awarded to that question.

1.6: PHASE-IV	Academic Qualification (Physically Original Document Verification)
	Max. Marks : 20

- The candidates are compulsory required to appear physically in Phase IV for Original Document verification of Educational/ castes/No objection certificates who are already in service.
- The Graduation Certificate issued by the Army/Navy/Air Force to the Ex-Servicemen does not contain any percentage. For such Ex-Servicemen candidates criteria of calculating of marks at the Graduation level will be 35%.

Formula of Calculation of Marks in Academic Qualification (Phase-IV)
Marks in Academic Qualification out of 20 = (%of marks at Graduation Level X 0.2)



Annexure – VII

CRITERIA / WEIGHTAGE FOR THE POST OF JBT/PRT FOR DIRECT RECRUITMENT IN BPSMV KHANPUR KALAN

	Parameters	Maximum Marks
A	Subjective Test (Phase-I)	80
B	Experience (Phase-II)	10
C	Academic Qualification (Phase-III)	10
	Total Marks	100

Selection Procedure:

Final Selection will be based on the total aggregate marks/Merit of the candidate out of 100 will be calculated as per Criteria of Selection of 3 phases (i.e. Marks obtained in subjective test Phase - I) + (Marks obtained in Experience Phase-II) + Marks on the basis of Academic Qualification(after Physically verification of original documents) in Phase-III). All marks/percentage/merits points will be computed with the precision of three digits after decimal without any rounding. Final selection will be made on the basis of merit list prepared on the basis of aggregate marks obtained by the candidates out of 100.

The Graduation Certificate issued by the Government to the Ex-Servicemen does not contain any percentage. For such Ex-Servicemen candidates criteria of calculating of marks at the Graduation level will be 35%.

Detail of Phases for Selection	
No. of Phase	Detail of Phase
Phase-I (As per criteria specified in Section-1.3.)	It will consist of subjective test. The candidate has to qualify the same as per criteria specified in Section-1.3 to appear in Phase –II
Phase-II (As per criteria specified in Section –1.4.)	Marks obtained of experience as per criteria specified in section 1.4
Phase-III (As per criteria specified In Section 1.5.)	The candidate has to appear for the physical verification of the required Original Educational/Castes certificates/testimonials as per criteria specified in Section –1.5. (Final Merit list of only those candidates will be prepared who will physically appear in Phase-III and if their original educational/Caste certificates/NOC from present employer, as applicable documents are found in order).

Tie-Breaking Criterion

In the event of two or more candidates obtaining same aggregate marks, the tie-breaking criterion forwarding the ranks will be as follows:

- Candidate with higher marks in subjective test will be given preference.
- If tie still persists, Candidate with higher marks in Experience will be given



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preference.

- c) If tie still persists, Candidate with higher marks in Academic Qualifications will be given preference.
- d) If tie still persists, senior in age will be given preference.

1.3: PHASE-I	Subjective Test:
Time:90 Minutes	Max. Marks: 80 Pass Marks :40

The exam pattern followed in the PGT recruitment is explained below:

- a) General awareness, Reasoning, Maths, Science, Computer, English, Hindi, and concerned or relevant subject, as applicable.
- b) History, Current Affairs, Literature, Geography, Civics, Environment, Culture etc. of Haryana.

The Question Paper of Subjective Test will consist of 80 Multiple Choice Questions. For each question, four suggested answers are given out of which one is correct and remaining three are incorrect. Candidate has to choose one correct answer to each question. In any case, for each question candidate has to select only one answer. If candidate select more than one answer, the response will be considered wrong. For every correct answer, candidate will be awarded 01 mark. There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth of the marks assigned to that question (i.e. 0.25), will be deducted.

If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question and zero mark will be awarded to that question.

1.4: PHASE-II	Experience
Work experience	
01 mark for each year of experience (In Govt. / Semi Govt./ Govt. Aided / University / Affiliated Schools)	

1.5: PHASE-III	Academic Qualification (Physically Original Document Verification)
	Max.Marks:10

- a) The candidates are compulsory required to appear physically in Phase III for Original Document verification of Educational/ castes/No objection certificates who are already in service.
- b) The Graduation Certificate issued by the Army/Navy/Air Force to the Ex-Servicemen does not contain any percentage. For such Ex-Servicemen candidates criteria of calculating of marks at the Graduation level will be 35%.

Formula of Calculation of Marks in Academic Qualification (Phase-III)
Marks in Academic Qualification out of 10 = (% of marks at Graduation Level X 0.2)



Annexure-VIII

CRITERIA/WEIGHTAGE FOR THE POST OF JR.SCALE STENOGRAPHER AND STENO TYPIST FOR DIRECT RECRUITMENT IN BPSMV KHANPUR KALAN.

Section-1:

The Merit Points of the candidate will be calculated on the basis of the aggregate marks obtained as per following distribution:

	Parameters	Maximum Marks
A	Stenography Test(Phase-1)	50
B	Computer Appreciation & Application Test(Phase –II)	20
C	Academic Qualification (Phase III) (Physically Original Document Verification)	30
	Total Marks	100

Note: Tie-breaking criterion

- The tie-breaking criterion forwarding the ranks to candidates scoring the same aggregate marks will be as follows:
- Candidate with higher marks in 10+2 or equivalent will be given preference.
- If tie-persists, it will be resolved on the basis of marks obtained in 10th or equivalent examination. Candidate with higher marks in 10th or equivalent will be given preference.
- If tie-persists, senior in age will be given the preference.

Phase I: Stenography Test

Max. Marks: 50 Pass Marks: 25

The candidate shall have to qualify a test in stenography in English at the speed of 80 wpm & transcription thereof at the speed of 15 wpm only on Computer (8% mistakes are allowed).

(a) First Stage:

A paragraph in English of 240 words will be dictated in 3 minutes to the candidates (i.e. at the speed of 80 words per minute (w.p.m)). Candidates are required to write down the Speech. Candidate has to carefully listen the words and need to write it in the note book. To write the speech in fast way, candidate need to use the technique called "SHORTHAND". The text that candidate has written in the notebook from listening is going to be used in second stage of Skill test.



(b) Second Stage :

In the second stage of the test, candidate needs to type the text that he has written within 16 minutes on computer only.

Admissible Mistake in Steno Test is 19 words.

(c) Marking scheme

Every full mistake account for 1.25 marks. Its meaning is in case of 19 mistakes, marks deducted are $1.25 \times 19 = 23.75$. So in a text of 240 words, if five mistakes are there, then marks obtained will be: $(1.25 \times 5) = 6.25$ $50 - 6.25 = 43.75$

Phase II: Computer Appreciation & Application Test:

Max.Marks:20

Pass Marks: 10

Time: 60Minutes.

The Question Paper will consist of 40 Multiple Choice Questions. For each question, four suggested answers are given out of which one is correct and remaining three are incorrect. Candidate has to choose one correct answer to each question. In any case, for each question candidate has to select only one answer. If candidate select more than one answer, the response will be considered wrong. For every correct answer candidate will be awarded 0.5 marks. There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth i.e. 0.125 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

Phase III: Academic Qualifications:

Maximum Marks: 30Marks

% marks at Graduation Level X 0.3.

Section II Selection Procedure

Phase-I:

The Phase-I will consist of stenography test. The candidate has to score minimum 26.25 marks out of 50 to qualify for the Phase- II.

Phase-II:

The phase - II will consist of on-line/off-line test of Computer Appreciation & Application. The candidate has to score minimum 8 marks out of 20 to qualify for the

Phase-III.

The Phase -III: The aggregate marks will be calculated as Marks in Stenography Test + Marks obtained in Computer Appreciation & Application test + Marks in Stenography test + Marks on the basis of Academic Qualification. Final selection will be made on the basis of merit list prepared on the basis of aggregate marks.



Detailed syllabus of Test in Computer Appreciation and Application

1. Introduction to Computer

Introduction, Objective, What is Computer, Advantage/Disadvantage of Computer History of Computer, Generation of Computer, Basic applications of computer, Entertainment, E-governance, Components of Computer System, Central Processing Unit(CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Organization, Computer Memory Primary & Secondary, Ram & Rom, units of memory, Introduction to Computer Peripherals, Connecting keyboard, mouse, monitor and printer to CPU, Use of Mouse, Working with left Mouse button, Working with right Mouse Button, Checking Power Supply, Concept of Hardware and Software, Hardware, Software, Application software, Systems software, Classifications of Computers. Representation of data/information concepts of data processing, Data and Information, Storage of Data/Information as files.

2. Introduction to Windows

Introduction, Objective, Operating System, What is Operating System, Types of Operating system, Operating System and Basics of Windows, User Interface, Using Mouse and Moving Icons on the screen, My Computer, Starting an application using start button, minimize, maximize, restore and closing of window, Taskbar, Status bar, Recycle Bin, Start Button and Menu selection etc. Running an Application, Windows Explorer, Creating, deleting and Renaming of files and folders, Opening and closing of different Windows etc. Windows Setting, Control Panels, Wall Papers and Screen Savers, Setting the date and Sound etc.

Using Help, Display Properties, Advanced Windows, Using Right Mouse Button, Creating shortcuts, Basics of window setup, Notepad, Window Accessories, Using Multimedia, Playing CD's/DVD's, Using Media Player, Sound Recorder.

3. Word Processing

Introduction, Objectives, Word Processing Basics, Opening Word Processing Package, Menu Bar, Toolbar, Using Help, Using Icons below, Menu Bar, Opening Documents, and Closing Documents, Opening, Documents, Save and Save as, Page Setup, Print Preview, Printing of Documents & Other Properties, Display/Hiding of Paragraph Marks, Moving Around in a Document, Scrolling the Documents, Scrolling by line/paragraph, Fast Scrolling and Moving Pages, Using a Document/Help Wizard, Text Creation and editing, Creating a document, Selecting & Moving text, Spell checking, Text Selection, Editing with cut, copy & paste, Undo & Redo, Find and Replace, The saurus, Paragraph and Tab Setting, Formatting the text, Font and Size selection, Bold, Italic and Underline, Alignment of Text, Center, Left, Right and justify etc., Bullet and Numbering Border and Shading, Change Case, Working with tabs, indents & spacing, ,Formatting paragraphs, using columns, Table Manipulation, Concept of table, Rows, Columns and Cells, Draw Table, Changing cell Width and Height, Alignment of Text in Cell, Copying of cell, Delete/insertion of row and columns, Borders for table, Deleting at able, Splitting and merging cells, Converting table to text, Setting table properties, Mail Merge, Printing, Print Preview, Print as elected page, etc. Paper Orientation, Paper setting/margin.



4. Spread-Sheet

Introduction, Objectives, Elements of Electronics Spread Sheet, Application/usage of Electronic Spread Sheet, Opening of Spread Sheet, Menu bar, Saving Work book, Creation of cell and addressing of cells, Inserting new rows & columns, worksheets, Editing rows/ columns height & width, Renaming, deleting and moving a worksheet, Manipulation of Cells, Cell addressing, Enter texts, Numbers and Dates, Cell Height and Width, Copying of cells etc., Formulas Using Formulas, Using basic functions & formulas a cell, Sum function, Average, Percentage, other functions, Function, Data sorting, Using Subtotals, Applying filters, Chart, Inserting Chart Formatting chart, Spreadsheet for small accountings, Maintaining invoices/budgets, Totaling of various transactions, Maintaining daily & monthly sales report.

5. PowerPoint

Introduction to power Point, what is Power Point, starting Power Point, creating and opening a presentation, Power Point views, moving between slides, saving/ closing a presentation, exiting PowerPoint. Creating a new presentation using the auto content wizard and slide layout. Creating a new presentation using different layouts Customizing Presentation: Changing the text formats, adding bullets, aligning text. Formatting slides: Using color schemes, background color and designs, adding picture/ graphics on slide Adding Head and Footer, changing slide layouts. Adding charts of different types of slide, organization chart slide show, Using slide transition: giving timing, sound and adding animations to slides and using preset animations Using Drawing Toolbar Slide Mater View Using custom animation: Animating pictures and Text with sound effects, Using page setup and printing.

6. Internet

Introduction, Objectives, Basic of computer net works, Local Area Network(LAN), Wide Area Network(WAN), Internet, Concept of Internet, Application of internet, Advantages of internet, Connecting internet, Internet service providers(ISP), Internet Access, Broad Band, Dial Up
Wi-Fi, Troubleshooting

7. WWW and Web Browsers

Introduction, Objectives, World Wide Web(WWW), Web Browser, Internet Explorer Netscape Communicator, Search Engine and Surfing the Internet, URL Address, Searching over the Web, Moving Around in a web-site, Printing and saving web pages, Uploading and Downloading, Chatting.

8. Introduction to E-mail

Introduction, Objectives, Basic of Electronic Mail, Creating new e-mail account, What is an Electronic mail, Email addressing, Mailbox: Inbox and outbox, Sending & Checking mails, Creating an E-mail, Viewing an E-mail, Sending an E-mail, Replying to an E-mail message, Forwarding an E-mail message, Sorting and searching emails, Saving mails, Sending same mail to various users etc., Documents Handling, Sending soft copy as attachment, Sending a portion of document as email, Visiting various sites.



Annexure-IX

CRITERIA / WEIGHTAGE FOR THE POST OF DRIVER FOR DIRECT RECRUITMENT IN BPSMV KHANPUR KALAN

The Merit Points of the candidate will be calculated on the basis of the aggregate marks obtained as per following distribution:

	Parameters	Maximum Marks
A	Written Test (Phase –I)	50
B	Skill Test/Driving Test (Phase –II)	50
	Total Marks	100

Selection Criteria for the post of Driver for direct recruitment in BPSMV Khanpur Kalan

A . PHASE-I	Written Test : 50Marks	There shall be 100 multiple choice questions, including English, Hindi, Arithmetic, General Awareness & General Sciences along with questions for aptitude test (Duration of Test 100 Minutes). For each question, four suggested answers are given out of which one is correct and remaining three is incorrect. Candidate has to choose one correct answer to each question. If candidate select more than one answer, the response will be considered wrong. For every correct answer, candidate will be awarded 0.5 mark. There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth of the marks assigned to that question (i.e. 0.125), will be deducted. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question and zero mark will be awarded to that question.
B. PHASE-II		
Skill Test/Driving Test :50 Marks (Driving test is compulsory to qualify by the Candidates with minimum 25 marks)		Skill Test/Driving Test contains different tests like DUG test, ZIG ZAG / 8 shape test (forward and reverse), Road test etc. (The candidate who will qualify Phase-I will appear in Phase-II) Note: 25 marks are mandatory as qualifying marks out of 50 marks of Written Test for all candidates. (Weight-age 50%)



Selection Procedure:

Final Selection will be based on the total aggregate marks/Merit of the candidate out of 100 will be calculated as per Criteria of Selection of 2 phases (i.e. Marks obtained in written test Phase - I) + (Marks obtained in Skill test / Driving test in Phase-II). All marks/percentage/merits points will be computed with the precision of three digits after decimal without any rounding. Final selection will be made on the basis of merit list prepared on the basis of aggregate marks obtained by the candidates out of 100.

Tie-Breaking Criterion:

In the event of two or more candidates obtaining same aggregate marks, the tie-breaking criterion forwarding the ranks will be as follows:

- a) Candidate with higher marks in written test will be given preference.
- b) If tie still persists, it will be resolved on the basis of marks obtained in Driving Test.
- c) If tie still persists, senior in age will be given preference.

**Annexure-X****CRITERIA / WEIGHTAGE FOR THE POST OF SECURITY GUARD AND PUMP OPERATOR FOR DIRECT RECRUITMENT IN BPSMV KHANPUR KALAN**

The Merit Points of the candidate will be calculated on the basis of the aggregate marks obtained as per following distribution:

	Parameters	Maximum Marks
A	Subjective Test (Phase-I)	50
B	Aptitude Test(Phase-II)	30
C	Academic Qualification (Physically Original Document Verification) (Phase-III)	20
	Total Marks	100

Selection Procedure:

Final Selection will be based on the total aggregate marks/Merit of the candidate out of 100 will be calculated as per Criteria of Selection of 4 phases (i.e. Marks obtained in subjective test Phase - I) + (Marks obtained in Aptitude test in Phase-II) + Marks on the basis of Academic Qualification (after Physically verification of original documents) in Phase-III). All marks/percentage/merits points will be computed with the precision of three digits after decimal without any rounding. Final selection will be made on the basis of merit list prepared on the basis of aggregate marks obtained by the candidates out of 100.

The Graduation Certificate issued by the Government to the Ex-Servicemen does not contain any percentage. For such Ex-Servicemen candidates criteria of calculating of marks at the Graduation level will be 35%.

Detail of Phases for Selection	
No. of Phase	Detail of Phase
Phase-I (As per criteria specified in Section-1.3.)	It will consist of subjective test. The candidate has to qualify the same as per criteria specified in Section-1.3 to appear in Phase -II
Phase-II (As per criteria specified in Section -1.4.)	It will consist of Aptitude test The candidate has to qualify the Aptitude test as per criteria specified in Section-1.4. (The candidate who will qualify Phase-II will appear in Phase-III)
Phase-III (As per criteria specified In Section 1.5.)	The candidate has to appear for the physical verification of therequiredOriginalEducational/Castescertificates/testimonialsasper criteria specified in Section -1.5. (Final Merit list of only those candidates will be prepared who will physically appear in Phase-III and if their original educational /Caste certificates/NOC from present employer, as applicable documents are found in order).



Tie-Breaking Criterion

In the event of two or more candidates obtaining same aggregate marks, the tie-breaking criterion forwarding the ranks will be as follows:

- a) Candidate with higher marks in subjective test will be given preference.
- b) If tie still persists, it will be resolved on the basis of marks obtained in Aptitude test.
- c) Candidate with higher marks in aptitude test will be given preference.
If tie still persists, senior in age will be given preference.

1.3: PHASE-I	Subjective Test
Time: 50Minutes	Max. Marks: 50 Pass Marks :25
The written test will consist of 100 Multiple Choice Questions. For each question, four suggested answers are given out of which one is correct and remaining three are incorrect. Candidate has to choose one correct answer to each question. In any case, for each question candidate has to select only one answer. If candidate select more than one answer, the response will be considered wrong. For every correct answer, candidate will be awarded 0.5 mark. There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth of the marks assigned to that question (i.e. 0.125), will be deducted. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question and no mark will be awarded to that question.	

1.4: PHASE-II	Aptitude Test		
Time : 60minutes	Max.Marks:30	Pass Marks: 15	
Structure of the Aptitude Test is as under:			
S.N.	Sections	No. of Questions	Marks
1.	General English	20	10
2.	Numerical Ability	20	10
3.	Reasoning Ability	20	10
	Total	60	30



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The Question Paper of the Aptitude Test will consist of 60 Multiple Choice Questions. For each question, four suggested answers are given out of which one is correct and remaining three are incorrect. Candidate has to choose one correct answer to each question. In any case, for each question candidate has to select only one answer. If candidate select more than one answer, the response will be considered wrong. For every correct answer candidate will be awarded 0.5 mark. There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth of the mark assigned to that question (i.e. 0.125), will be deducted. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question and 0 mark will be awarded to that question.

1.5:	PHASE-III	Academic Qualification (Physically Original Document Verification)
		Max.Marks:20

- The candidates are compulsory required to appear physically in Phase III for Original Document verification of Educational/ castes/No objection certificates who are already in service.
- The Graduation Certificate issued by the Army/Navy/Air Force to the Ex-Servicemen does not contain any percentage. For such Ex-Servicemen candidates criteria of calculating of marks at the Graduation level will be 35%.

Formula of Calculation of Marks in Academic Qualification (Phase-III)

Marks in Academic Qualification out of 20=(% of marks at Graduation Level X0.2)



Annexure-XI

CRITERIA / WEIGHTAGE FOR THE POST OF LAB ATTENDENT FOR DIRECT RECRUITMENT IN BPSMV KHANPUR KALAN

The Merit Points of the candidate will be calculated on the basis of the aggregate marks obtained as per following distribution:

	Parameters	Maximum Marks
A	Written Test(Phase –I)	70
B	Computer Test(Phase –II)	30
	Total Marks	100

Selection Criteria for the post of Lab Attendant for direct recruitment in BPSMV Khanpur Kalan

PHASE-I	It will consist of Aptitude test. The candidate has to qualify the Aptitude test as per criteria specified in Section–1.1. (The candidate who will qualify Phase-I will appear in Phase-II)
A. Written Test :70 Marks	
PHASE-II	It will consist of subjective test and Computer Appreciation & Application. The candidate has to qualify the same as per criteria specified in Section–1.2
B. Computer Test: 30 Marks	

Selection Procedure:

Final Selection will be based on the total aggregate marks/Merit of the candidate out of 100 will be calculated as per Criteria of Selection of 2 phases (i.e. Marks obtained in written test Phase - I) + (Marks obtained in Skill test / Computer Test in Phase-II). All marks/percentage/merits points will be computed with the precision of three digits after decimal without any rounding. Final selection will be made on the basis of merit list prepared on the basis of aggregate marks obtained by the candidates out of 100.



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1.1 : PHASE- I	Written Test
Time: 70 Minutes	Max. Marks: 70 Pass Marks :35
<p>There shall be 70 multiple choice questions, including English, Hindi, Arithmetic, General Awareness & General Sciences along with questions for aptitude test. For each question, four suggested answers are given out of which one is correct and remaining three are incorrect. Candidate has to choose one correct answer to each question. If candidate select more than one answer, the response will be considered wrong. For every correct answer, candidate will be awarded 01 mark. There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth of the marks assigned to that question (i.e. 0.125), will be deducted. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question and zero mark will be awarded to that question.</p>	
1.2: PHASE-II	Subjective Test and Computer Appreciation & Application:
Time:60Minutes	Max. Marks: 30 Pass Marks :15
<p>Syllabus of Computer Appreciation & Application Test: Introduction to Computer & Windows, Word Processing, Spreadsheet, Power Point, Internet Browsing and Email Management.</p>	
<p>The Question Paper of Computer Appreciation & Application Test will consist of 60 Multiple Choice Questions. For each question, four suggested answers are given out of which one is correct and remaining three are incorrect. Candidate has to choose one correct answer to each question. In any case, for each question candidate has to select only one answer. If candidate select more than one answer, the response will be considered wrong. For every correct answer, candidate will be awarded 0.5 mark. There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth of the marks assigned to that question (i.e. 0.125), will be deducted. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question and zero mark will be awarded to that question.</p>	



Tie-Breaking Criterion:

In the event of two or more candidates obtaining same aggregate marks, the tie-breaking criterion for awarding the ranks will be as follows:

- a) Candidate with higher marks in written test will be given preference.
- b) If tie still persists, it will be resolved on the basis of marks obtained in Computer Test.
- c) If tie still persists, senior in age will be given preference.