# Sh. L. N. Hindu College Bhiwani Road, Rohtak
## Affiliated to M.D. University, Rohtak

**ADVERTISEMENT FOR RECRUITMENT OF NON-TEACHING STAFF**

Advt. No.: hcr/nov/2026/3-6 Portal Opening Date: 26.11.2026

Last Date for Submission of Online Application: 16.12.2026 (up to 5:00 pm)

Online applications are invited from **eligible candidates** for appointment against the following non-teaching sanctioned posts on **regular basis**:

**Restorer (General)-01, Library Attendant (PWD-VH)-01, Peon (EWS-General)-01, Mali (General)-01**

The eligibility, qualifications, pay/grade, selection criteria and other terms & conditions shall be as per the **latest rules and regulations of DGHE, Haryana and M.D. University, Rohtak**, as applicable from time to time. **Application Fee: Rs. 500/-**

Candidates are required to **submit the application online through the recruitment portal latest by 16.12.2026.** The **online application through recruitment portal is** available on the College website: **https://lnhinducollege.edu.in**

**Important Note:** Candidates who have **applied earlier against these posts are also required to apply afresh** through the present online application process. Earlier applications shall not be considered for the present recruitment.

No application will be accepted in offline mode. After successful online submission, **Candidates must take three printouts of the submitted application form with self- attested copies of all uploaded documents, sign all three sets, and send one set each to the following offices. The documents must reach the respective offices by 16.12.2026, up to 5:00 P.M.**

**1. Principal, Sh. L.N. Hindu College, Bhiwani Road, Rohtak, Haryana.**

**2. The Dean, College Development Council, M.D. University, Rohtak, Haryana.**

**3. The Directorate General of Higher Education (DGHE), Shiksha Sadan, Sector-5, Panchkula, Haryana.**

The College shall **not be responsible for any postal delay.**

Candidates are advised to visit the College website regularly for updates, if any, regarding the recruitment process.

**For any queries, contact at email: hindu_bca@yahoo.com or Ph. 9992614213**

**PRESIDENT, GOVERNING BODY**

From

The Financial commissioner and Principal Secretary to Govt.
Haryana Higher Education Department.

To

The Director Genaral Higher Education,
Haryana, Panchkula.

Memo No. 2/46-2001 C-II (4)
Dated, Panchkula the

**Subject:- Qualifications for Non-Teaching Employees in Non-Govt. Aided Colleges in Haryana State.**

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The qualifications of Non-Teaching posts of Non-Govt. Aided Colleges have been considered and decided by the State Government. These qualifications are incorporated in the enclosed Annexures at "A"

-Sd-
Deputy Secretary Higher Education,
for Financial Commissioner and Principal Secretary to
Govt. Haryana, Higher Education Department.

Endst.No. Even Dated Panchkula the, 28-12-11.

A copy is forwarded to the following for information and necessary action to:-

1 The Registrar, Maharshi Dayanand University, Rohtak.

2 The Registrar, Kurukshetra University, Kurukshetra.

3 All the Principals of Non-Govt. Aided Colleges in Haryana State.

Deputy Secretary Higher Education.
for Financial Commissioner and Principal Secretary to
Govt. Haryana, Higher Education Department.

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**Annexure R-A**

**Subject: Qualifications for Non-Teaching Employee in Non-Govt. Aided Colleges in Haryana.**

| Sr. No. | Name of sanctioned post | For Direct Recruitment | For promotion | Pay Band +Grade Pay |
|---|---|---|---|---|
| 1. | Head Clerk | i) Graduate with Basic knowledge of computer & Accounts.<br>ii) Knowledge of Hindi upto Matric Standard. | 5 years experience as Steno/clerk. | 9300-34800+3600 G.P |
| 2 | Clerk | किसी मान्यता प्राप्त विश्वविद्यालय/बोर्ड से मैट्रिक या उसके समकक्ष। | सेवादार व अन्य चतुर्थ श्रेणी कर्मचारी के रूप में 5 वर्ष का अनुभव। | 5200-20200+1900 G.P |
| 3 | Assistant Librarian | i) Bachelor in Lib. Science with knowledge of computer.<br>ii) Knowledge of Hindi upto Matric standard. | No provision for promotion. | 5200-20200+2400 G.P |
| 4 | Restorer | i) Matric or its equivalent.<br>ii) Knowledge of Hindi upto Matric standard | i) Matric or its equivalent with 5 years experience as Lib. Attendant. | 5200-20200+1900 G.P |
| 5 | Store Keeper | किसी मान्यता प्राप्त विश्वविद्यालय/बोर्ड से मैट्रिक या उसके समकक्ष। | No provision for promotion. | 5200-20200+1900 G.P |
| 6 | Lecture Assistant | किसी मान्यता प्राप्त विश्वविद्यालय/बोर्ड से मैट्रिक या उसके समकक्ष। | No provision for promotion | 5200-20200+1900 G.P |
| 7 | Steno Typist | 1. किसी मान्यता प्राप्त विश्वविद्यालय/बोर्ड से मैट्रिक या उसके समकक्ष.। 2. मैट्रिक स्तर तक हिन्दी का ज्ञान। 3. 64 शब्द प्रति मिनट की गति से हिन्दी आशुलिपि और 11 शब्द प्रति मिनट की गति से उसका प्रतिलेखन या 80 शब्द प्रति मिनट की गति से अंग्रेजी आशुलिपि और 15शब्द प्रति मिनट की गति से उसका प्रतिलेखन। | 1.लिपिक के रूप में एक वर्ष का अनुभव 2. 64 शब्द प्रति मिनट की गति से हिन्दी आशुलिपि और 11 शब्द प्रति मिनट की गति से उसका प्रतिलेखन या 80 शब्द प्रति मिनट की गति से अंग्रेजी आशुलिपि और 15 शब्द प्रति मिनट की गति से उसका प्रतिलेखन की गति से परीक्षा पास की हो। | 5200-20200+1900 G.P |
| 8 | Lab. Assistant | ITI in relevant trade with 60% marks<br>Or<br>3 years diploma in allied trade<br>Or<br>10+2 with science 50% marks.<br>Knowledge of Hindi upto Matric Standard<br>Computer knowledge be preferred. | 5 years experience as lab Attendant | 5200-20200+1800 G.P |
| 9 | Lib. Attendant | i) Matric pass.<br>ii) Knowledge of Hindi upto Matric standard | i) Matric pass<br>ii) 5 years experience as peon<br>iii) knowledge of Hindi upto Matric Standard | 5200-20200+1800 G.P |
| 10 | Lab. Attendant | 1. मैट्रिक पास।<br>2. मैट्रिक स्तर तक हिन्दी का ज्ञान। | 1. मैट्रिक पास.।<br>2. सेवादार के रूप में 5 वर्ष का अनुभव।<br>3. मैट्रिक स्तर तक हिन्दी का ज्ञान। | 5200-20200+1800 G.P |
| 11 | Mistri | Knowledge of Hindi alongwith the knowledge of Machinary operation/ carpenter/Plumbering /electricity etc. | No provision fro promotion | 5200-20200+1800 G.P |
| 12 | Tabla Player | i) Diploma in Tabla from a recongized institution.<br>ii) Knowledge of Hindi upto Middle standard | No provision for promotion | 5200-20200+1800 G.P |
| 13 | Peon | i) मिडल पास.<br>ii) मिडल स्तर तक हिन्दी का ज्ञान। | No provision for promotion | 4440-7440+1300 GP |
| 14 | Sweeper | Knowledge of Hindi | No provision for promotion | 4440-7440+1300 GP |
| 15 | Chowkidar | Knowledge of Hindi | No provision for promotion | 4440-7440+1300 GP |
| 16 | Mali | हिन्दी का ज्ञान | No provision for promotion | 4440-7440+1300 GP |

Assistant C-II

Joint Director C-I

25/12

Deputy Secretary Higher Edu.

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