



राज ऋषि भर्तृहरि मत्स्य विश्वविद्यालय, अलवर

RAJ RISHI BHARTRIHARI MATSYA UNIVERSITY, ALWAR

क्रमांक : राऋभमवि/अल/2017/5192

दिनांक : 12.10.2017

विज्ञापन संख्या 01/2017

राज ऋषि भर्तृहरि मत्स्य विश्वविद्यालय, अलवर में निम्नलिखित अशैक्षणिक रिक्त पदों हेतु ऑन-लाईन आवेदन पत्र आमंत्रित किये जाते हैं ऑन-लाईन आवेदन की अन्तिम तिथि 15.11.2017 :-

क्र. सं.	पद का नाम	वेतन बैंड	पदों की संख्या	पदों का श्रेणीवार विवरण								
				सामान्य		अपिव		अजा		अजजा		
				सामान्य	महिला	सामान्य	महिला	सामान्य	महिला	सामान्य	महिला	
1	परीक्षा नियंत्रक	15600-39100+6800	01	01								
2	उप कुलसचिव	15600-39100+6600	01	01								
3	सहायक कुलसचिव	15600-39100+5400	02	02								
4	विधि सहायक	9300-34800+4800	01	01								

नोट:-

- विस्तृत विज्ञापन यथा-आवेदन-पत्र का प्रारूप, आवेदन शुल्क, शैक्षणिक योग्यता, अनुभव आदि एवं दिशा-निर्देश हेतु विश्वविद्यालय की वेबसाईट www.rrbmuniv.ac.in का अवलोकन करें।
- विज्ञापित पदों की संख्या में कमी/वृद्धि तथा भरने या रिक्त रखने का अधिकार विश्वविद्यालय के पास सुरक्षित रहेगा।
- उक्त पदों हेतु निर्धारित आवेदन आवेदन शुल्क रूपय 1000/- (अनुसूचित जाति/अनुसूचित जनजाति/विशेष योग्यजन के लिए रूपये 500/-) देय होगा।
- ऑन-लाईन आवेदन भरने की अन्तिम तिथि 15.11.2017 तक है। जिनकी मुद्रित (Print) हार्ड-कॉपी समस्त महत्वपूर्ण दस्तावेजों, यथा शैक्षणिक योग्यता, अनुभव आदि की पठनीय स्वप्रमाणित फोटो-कॉपी सहित दिनांक 22.11.2017 सायं 05:00 बजे तक कुल सचिव कार्यालय, राज ऋषि भर्तृहरि मत्स्य विश्वविद्यालय, अलवर के कार्यालय में जमा होनी चाहिए। निर्धारित तिथि के पश्चात प्राप्त होने वाले आवेदन-पत्रों पर कोई विचार नहीं किया जाएगा।
- अनुसूचित जाति/अनुसूचित जनजाति/पिछडा वर्ग/विशेष योग्यजन श्रेणी के अभ्यर्थी सक्षम प्राधिकारी द्वारा जारी प्रमाण-पत्र (अपिव के लिए 6 माह से पुराना नहीं हो) आवेदन-पत्र के साथ संलग्न करें। राजस्थान राज्य से बाहर के अभ्यर्थियों को राजस्थान सरकार की आरक्षण नीति के नियमों के अनुसार आरक्षण हेतु पात्र नहीं माना जायेगा। अतः उन्हें अनारक्षित वर्ग के अन्तर्गत ही माना जायेगा।

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6. राज ऋषि भर्तृहरि मत्स्य विश्वविद्यालय, अलवर द्वारा पूर्व में जारी भर्ती विज्ञापन संख्या MUA/Estt./2014/82 दिनांक 20.02.2014 के अन्तर्गत जिन अभ्यर्थियों ने आवेदन किया था उन्हें परीक्षा शुल्क से छूट दी गई है किन्तु सभी अभ्यर्थियों को पुनः आवेदन करना होगा।
7. प्रत्येक पद हेतु पृथक-पृथक आवेदन करना होगा तथा आवेदन शुल्क भी पृथक-पृथक देय होगा।
8. उक्त पदों हेतु चयन प्रक्रिया में हुई त्रुटि के ज्ञात होने की स्थिति में, किसी भी स्तर (Stage) पर, यहाँ तक कि नियुक्ति-पत्र जारी होने के पश्चात् भी, अभ्यर्थी को प्रदत्त/जारी किसी भी संचारण अथवा पत्र-व्यवहार को संशोधित, वापस लेने अथवा निरस्त करने का अधिकार विश्वविद्यालय में निहित होगा।
9. किसी प्रकार के डाक विलम्ब तथा साक्षात्कार के आयोजन एवं परिणाम एवं साक्षात्कार हेतु आमन्त्रित नहीं करने के कारणों के सम्बन्ध में किसी प्रकार के पत्र-व्यवहार पर विश्वविद्यालय द्वारा विचार नहीं किया जाएगा। सम्बन्धित जानकारी हेतु आवेदक नियमित रूप से विश्वविद्यालय वेबसाईट का निरीक्षण करें।
10. उक्त पदों पर भर्ती के लिए छँटनी (Short Listing) हेतु मापदण्ड एवं प्रक्रिया का निर्धारण किये जाने तथा बिना कारण निर्दिष्ट किए विज्ञापित पद पर भर्ती नहीं करने का अधिकार विश्वविद्यालय में निहित होगा।
11. आवेदन की अन्तिम तिथि तक आवेदक की वांछनीय योग्यता पूर्ण होना आवश्यक है।

रतन
कुलसचिव



राज ऋषि भर्तृहरि मत्स्य विश्वविद्यालय, अलवर

RAJ RISHI BHARTRIHARI MATSYA UNIVERSITY, ALWAR

क्रमांक : रात्रभमवि/अल/2017/5192

दिनांक : 12-10-2017

Qualifications and Eligibility conditions etc for the posts advertised under Advertisement No. 01/2017 (Estt.)

Qualifications & Experience:

Controller of Examinations

Pay Band of Rs. 15600-39100 with Grade Pay of Rs. 6800/- or as amended from time to time.

1. Essential Qualifications :

- (i) Master's Degree in any subject or Post Graduate Diploma in Management with at least 55% of Marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/Institution (5% relaxation in marks for SC/ST/Differently-abled category/Regular employees of the Raj Rishi Bhartrihari Matsya University, Alwar)
- (ii) At least 10 yrs. administrative experience in supervisory of equivalent cadre in group-B post in a Government Department/University/Educational or Research Institution/Teaching and/or Research Experience on a substantive post along with proven administrative capabilities out of which 5 years experience shall be examination related work.
Or
6 years experience on the post of Dy. Registrar in Central/State University.
Or
10 Years experience on the post of Assistant Registrar in a Central/State University

Desirable:

- (i) MBA or CA/ICWA or MCA or LL.B or Ph.D./B.Tech.
- (ii) I.T. & Soft skills.
- (iii) The incumbent should have experience and knowledge of examination work of a University System.

2. Mode of Selection

The selection will be based on the performance of the candidate in interview.

Note:

- (i) The incumbent should possess good communication, logical reasoning, analytical skills, soft skills and aptitude for drafting/noting in English & Hindi. Should be able to coordinate/liase with other divisions/departments and participate in discussions with senior functionaries and academicians.
- (ii) The incumbent is expected to handle independently one or more functions related to Educational administration/Examinations.

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Dy. Registrar

Pay Band of Rs. 15600-39100 with Grade Pay of Rs. 6600/- or as amended from time to time.

1. Essential Qualifications

- (i) Master's Degree in any subject or Post Graduate Diploma in Management with at least 55% of Marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/Institution. (5% relaxation in marks for SC/ST/Differently-abled category).
- (ii) At least 6 Yrs. administrative experience in supervisory or equivalent cadre in Group B Post in a government department/University/Educational or Research Institution/Teaching and/or Research Experience on a substantive post along with proven administrative capabilities or Five years experience on the post of Assistant Registrar in Central/State University.

Desirable:

- (i) MBA or CA/ICWA or MCA or LL.B. or Ph.D. or B.Tech.
- (ii) I.T. & Soft Skills.

2. Mode of Selection

- (a) The selection will be based on interview only.
- (b) In case the number of applicants are very large than the number of posts advertised, then written test will be conducted for short-listing the candidates for interview.
- (c) The number of candidates called for interview shall be 10 time of the number of posts to be filled-in in the category in case of short-listing.
- (d) The scheme of the examination for written test will be prescribed by the University from time to time with the approved of Board of management in regard.

Note :

1. The incumbent should possess good communication, logical reasoning, mathematical, analytical skills, soft skills and aptitude for drafting/noting in English & Hindi. Should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and academicians.
2. The incumbent is expected to handle independently one or more functions related to Educational Administration /Examinations/ General Administration/ Purchase/ Establishment/ Accounts & Finance/Project & Planning/ Research/ College Administration/ Management/HR/Legal.

Paper Scheme for Dy. Registrar's Written Test

Phase -I

Paper -I

- | | |
|--|-------------|
| (i) Verbal and Communication Ability in English 50 Questions | - 150 Marks |
| (ii) Verbal and Communication Ability in Hindi 50 Questions | - 150 Marks |

Paper -II

- | | |
|--|-------------|
| (i) Mathematical Ability 50 Questions | - 150 Marks |
| (ii) General Awareness 50 Questions | - 150 Marks |
| (iii) Logical reasoning and data Interpretation 50 Questions | - 150 Marks |

Phase -II

Interview

- 150 Marks

Note:

- (i) Each MCQ question shall contain four answer options and the candidate shall be required to select one option as his/her correct answer and mark in the OMR answer sheet by darkening the respective circle-with blue/black ball point pen. Darkening multiple marks in the OMR sheet will be treated as wrong answer. Each correct answer will be awarded three marks and one mark will be deducted for wrong or multiple answers.
- (ii) In case of equal marks in the written test the one who has secured higher percentage of marks in Post Graduate examination will be considered higher in merit. In case of equal marks and equal percentage in the Post Graduate examination the one born earlier will be considered higher in merit.
- (iii) Wherever interview is involved, the candidate shortlisted in Unreserved Category for the Interview will only be considered for the Post in Unreserved Category, however for short-listing for Unreserved Category all candidates will be considered.

Assistant Registrar

Pay Band of Rs. 15600-39100 with Grade Pay of Rs. 5400/- or as amended from time to time.

1. Essential Qualifications

- (i) Master's Degree in any subject or Post Graduate Diploma in Management with at least 55% of marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/Institution. (5% relaxation in marks for SC/ST/Differently-abled category.
- (ii) Desirable:
 - (i) MBA or CA/ICWA or MCA or LL.B. or Ph.D. or B.Tech.
 - (ii) I.T. & Soft skills.
- (iii) At least three years administrative experience in supervisory or equivalent cadre in a Group B post in a government department/University/Educational or Research institution/Teaching and/or Research Experience on a substantive post along with proven administrative capabilities or 3 Years experience as Section officer in a Central/State University.

2. Mode of Selection

- (a) The selection will be based on interview only.
- (b) In case the number of applicants are very large than the number of posts advertised, then written test will be conducted for short-listing the candidates for interview.
- (c) The number of candidates called for interview shall be 10 time of the number of posts to be filled-in in the category in case of short-listing.
- (d) The scheme of the examination for written test will be prescribed by the University from time to time with the approve of Board of management in regard.

Age Limit: Not exceeding 40 Yrs. (45 years in case of SC/ST/Differently-abled category/women candidates). Age will be calculated as on 1st January, 2018

Note:

1. The incumbent should possess good communication, logical reasoning, mathematical, analytical skills, soft skills and aptitude for drafting/noting in English & Hindi. Should be able to coordinate, liaise with other divisions/departments and participate in discussions with senior functionaries and academicians.
2. The incumbent is expected to handle independently one or more functions related to Educational Administration / Examinations / General Administration / Purchase / Establishment / Accounts & Finance / Project & Planning / Research/ College Administration/ Management/ HR / Legal.

Paper Scheme for Assistant Registrars Written Test

Phase -I - 2 Hrs.

Paper-I

- (i) Verbal and Communication Ability in English 50 Questions - 150 Marks
- (ii) Verbal and Communication Ability in Hindi 50 Questions - 150 Marks

Paper -II - 3 Hrs.

- (i) Mathematical Ability 50 Questions - 150 Marks
- (ii) General Awareness 50 Questions - 150 Marks
- (iii) Logical reasoning and data interpretation 50 Questions - 150 Marks

Phase -II
Interview - 150 Marks

Note:-

- (i) Each MCQ question shall contain four answer options and the candidate shall be required to select one option as his/her correct answer and mark in the OMR answer sheet by darkening the respective circle with blue/black ball point pen. Darkening multiple marks in the OMR sheet will be treated as wrong answer. Each correct answer will be awarded three marks and one mark will be deducted for wrong or multiple answers.
- (ii) In case of equal marks in the written test the one who has secured higher percentage of marks in Post Graduate Examination will be considered higher in merit. In case of equal marks and equal percentage in the Post Graduate examination the one born earlier will be considered higher in merit.
- (iii) Wherever interview is involved, the candidate shortlisted in Unreserved Category for the interview will only be considered for the post in Unreserved Category, however for short-listing for Unreserved Category all candidates will be considered.

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Legal Assistant

Pay Band of Rs. 9300-34800 (Grade Pay Rs. 4800) or as amended from time to time.

1. Essential Qualifications

The incumbent should have passed three year LL.B. Course/LL.B. Five Years Course from any recognized University/Institution.

2. Mode of Selection

- The selection will be based on interview only.
- In case the number of applicants are very large than the number of posts advertised, then written test will be conducted for short-listing the candidates for interview.
- The number of candidates called for interview shall be 10 time of the number of posts to be filled-in in the category in case of short-listing.
- The scheme of the examination for written test will be prescribed by the University from time to time with the approve of Board of management in regard.

Age Limit: Not exceeding 35 Yrs. (40 years in case of SC/ST/Differently-abled category/women candidates). Age will be calculated as on 1st January, 2018

Phase – I :-

Paper – I	- 2 Hrs.
(i) Verbal and Communication Ability in English 50 Questions	- 150 Marks
(ii) Verbal and Communications Ability in Hindi 50 Questions	- 150 Marks
Paper – II	- 3 Hrs.
(i) Legal Aptitude (100 Questions)	- 300 Marks
(ii) Logical reasoning and data interpretation 50 Questions	- 150 Marks

Phase – II

Interview - 150 Marks

Note :-

- Each MCQ question shall contain four answer options and the candidate shall be required to select one option as his/her correct answer and mark in the OMR answer sheet by darkening the respective circle with blue/black ball point pen. Darkening multiple marks in the OMR sheet will be treated as wrong answer. Each correct answer will be awarded three marks and one mark will be deducted for wrong or multiple answers.
- In case of equal marks in the written test the one who has secured higher percentage of marks in LL.B. examination will be considered higher in merit. In case of equal marks and equal percentage in the LL.B. examination the one born earlier will be considered higher in merit.
- Wherever Interview is involved, the candidate shortlisted in Unreserved Category for the Interview will only be considered for the Post in Unreserved Category, however for short-listing for Unreserved Category all candidates will be considered.

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