J. C. Bose University of Science and Technology, YMCA, Faridabad

(formerly YMCA University of Science and Technology)

A State Govt. University established vide State Legislative Act. No. 21 of 2009

SECTOR-6, FARIDABAD, HARYANA-121006

Ph:0129-2310158, 2242143 (Fax) web: www.jcboseust.ac.in

Advt. No: 01/2021

Applications on the prescribed form are invited for the following posts on direct recruitment/ deputation basis by 18/02/2021.

	Posts		No. of Posts
	Workshop Technicians -		
1	Technician Machine Shop		01 UR
2	Technician- Refrigeration & Air conditioning		01 UR
3	Technician- Fabrication Welding & Sheet Metal		01 UR
4	Technician – General Electrical Workshop		01 UR
	Non Teaching posts		
5	Store Keeper		01 UR
6	Jr. Stenographer	03, (UR-01, SC-01, EWSGen-01)	
7	Clerk	07, (UR-4, ESM (Gen)-1, SC-01, ESM(BC-A)-1)	
8	Lab Assistant	03, (UR-02, SC-1)	

UR (Unreserved), SC (Scheduled Caste), BC-A/BC-B (Backward Class A/B), ESM- Ex serviceman EWS Gen- Economic Weaker Section in Gen Category

General Conditions:

Application form including Information about qualifications & experience can be downloaded from the University website www.jcboseust.ac.in. The downloaded form must be accompanied by Demand Draft of Rs. 1000/- (Rs. 250/- for SC/ST) and Rs. 500/- for female candidates of Haryana, in favour of Registrar, J.C. Bose University of Science & Technology, YMCA, Faridabad payable at Faridabad. The University reserves the right to increase/ decrease the number of posts or it may not fill any of the posts advertised without assigning any reason. The posts may also be filled-up on deputation. Age Limit: Minimum 18 years to Maximum 42 years. The age relaxation will be considered as per applicable norms of the State Govt. The candidates who are already in service have to submit their application through proper channel or they are required to submit NOC from their present employer at the time of Documents Verification/Interview, otherwise their candidature will not be entertained.

REGISTRAR

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Information sheet containing details of qualifications/experience with particulars of the posts advertised vide Advt. No-1/2021

The erstwhile YMCA Institute of Engineering, Faridabad has been upgraded to University by the State Legislative Act No.21 of 2009, passed by the State Legislative Assembly and published vide Notification No. Leg. 29/2009 dated 16.9.2009 and notified by the Technical Education Department vide Memo dated 30.11.2009. Recently, it is renamed as J. C. Bose University of Science & Technology, YMCA, Faridabad. The University offers B.Tech/M.Tech and various other UG/PG courses including PhD in the following areas of specializations:

A. B.Tech Courses (Aided): B.Tech. in Mechanical Engineering, Electronics Instrumentation & Control, Electrical Engg., Civil Engg. and Computer Engg.

B. B.Tech/M.Tech Courses (Self-financing)

a) B.Tech. in Information Technology & Electronics & Communication Engg.

b) M.Tech in Computer Engg., Information Technology, Manufacturing Tech. & Automation Engg., Power System & Drives, Electronics & Instrumentation, Networking, Electronics & Communication, VLSI Design

c) Master of Computer Applications (MCA)/ Bachelor of Computer Application (BCA)

d) Master of Business Administration (MBA)

e) M.Sc./B.Sc (Hons.) in Physics, Mathematics, Chemistry, M.A- Journalism & Mass Communication, Environmental Studies & B.Sc in Animation & Multimedia.

C. Ph.D programme in different areas

![J. C. Bose University logo]

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Eligibility conditions including Qualifications/Experience etc. for various posts advertised vide Advt. No. 1/2021

1. **Workshop Technician:** Pay Band-2 Rs. 9300-34800 + 3600 GP (Pre-revised), FPL 6 revised

    i) A first class degree/diploma from a recognized Institute in relevant branch of Engg. & Tech. with 3 years' post qualification relevant experience in manufacturing Industry/ well established Workshop or training/ teaching in a recognized University/ Engineering/ Polytechnic Institutes.   **OR**

    National Trade Certificate or equivalent from NCVT with 01 year CTI in the relevant field with 5 years relevant experience in Manufacturing/ Industry/ well established Workshop or training/ teaching in a recognized University/ Engg. / Polytechnic Institute

    ii) Knowledge of Hindi /Sanskrit up to Matric

2. **Store Keeper**:   Pay Band-1 Rs. 5200-20200 + 1900 GP (Pre-revised) FPL-2 (Revised)
    i) Bachelor's Degree in Science (B.Sc) OR 10+2 with first Division from recognized University/Board.
    ii) 3 years experience in the relevant field
    iii) Knowledge of Hindi/Sanskrit up to Matric

3. **Jr. Scale Stenographer (Eng.)**:   Pay Band-1 Rs. 5200-20200 + 2400 GP (Pre-revised), FPL-4 (Revised)
    i) Bachelor's degree with minimum 50% marks
    ii) English shorthand @ speed of 80 w.p.m. and transcription of 20 w.p.m.
    iii) Word processing speed of 8000 keys/hours or more
    iv) Ability to work on computers with internet efficiently
    v) Knowledge of Hindi/Sanskrit up to Matric

4. **Clerk**:   Pay Band-1 Rs. 5200-20200 + 1900 GP (Pre-revised) FPL-2 (Revised)

    i) Bachelor's degree in any stream OR Diploma in Modern Office Practices from recognized University/Board.
    ii) The candidate will have to qualify the test as prescribed by the competent authority including typing (with a speed of minimum 30 wpm in English)
    iii) Knowledge of Hindi/Sanskrit up to Matric

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5. **Lab Assistant**: Pay Band-1 Rs. 5200-20200 + 1900 GP (Pre-revised) FPL-2 (Revised)

i)   B.Sc. / three years Diploma in Engineering and Technology

ii)   Candidates will have to qualify the test as prescribed by the competent authority

i)   Knowledge of Hindi/Sanskrit up to Matric.

GENERAL NOTE:

1.   The Candidate must be citizen of India.

2.   Good knowledge of computer applications (Word processor, Spread sheet, presentations, software etc.) will be a distinct plus.

3.   The required qualification and relevant experience etc for eligibility shall be determined as on the last date of receipt of application.

4.   The candidates are advised to mention the category in the application on which they are applying. The candidates seeking reservation under a particular category e.g. SC/BC-A/BC-B etc. are required to submit the requisite certificate(s) issued by the Competent Authority from Parental side only. In case of women candidates, Certificate from in-laws (Husband side) will not be entertained.

   i)   The candidates of reserved categories of Haryana for which no post is available/reserved, can apply for the posts of General Category, if he/she fulfill all the eligibility conditions i.e. age, qualification etc. as meant for General Category candidates except fees and also attached copy of the caste certificate for claiming fees concession.

   ii)   The reserved category candidates belonging to other states will compete against the posts meant for General Category and will be considered as General Category candidates.

   iii)   The category of ESM may be converted into respective ESM dependent of Un-reserved/reserved category as the case may be, if it is not filled out of ESM. In case it is not even filled out of ESM dependent category then the same will be converted into respective Un-reserved/reserved category.

5.   The reservation of EWS category is applicable to only domiciles of Haryana, who are not covered under the existing schemes of reservation for Scheduled Caste, Backward Class (Block-A) and Backward Class (Block-B).The candidates are required to submit the valid

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certificate of EWS (Economically Weaker Section) category along with certificate of domicile issued by the Competent Authority failing application will be summarily rejected and no correspondence will be made in this respect.

6. Minimum age is 18 years and Maximum age is 42 years. Age relaxation will be considered as per applicable norms of the State Govt. No age relaxation is admissible to reserved category candidates applying for unreserved (UR) posts.

7. All qualifications must be from recognized Board/Universities/Institutes. The Candidates who have obtained qualifications from any Board/ University/Institution declared fake or not recognized by respective regulatory bodies shall not be eligible for consideration for any of the post advertised. Qualifications obtained through distance mode are not admissible for teaching posts.

   *If a class/division is not awarded, 60% marks & above in aggregate shall be considered equivalent to first class/division & 50% & above equivalent to second division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks.

8. The prescribed essential qualifications and experience indicated are bare minimum and mere possession of the same will not entitle any candidate to be called for test/ interview. The applications may be short-listed on the basis as deemed appropriate by the Competent Authority.

9. The candidates have to produce the experience certificates mentioning the pay scale/band, along with valid salary slip/Form-16/PF-ESI details etc. to claim the benefit of experience mentioned therein.

10. The University may conduct any kind of written and/ or skill test for any/ all posts advertised and only those who qualify the said test(s) will be considered for further process of selection. The qualifying percentage in such test(s) is fixed at 40% (38% for SC category post). Only qualified candidates would be considered for further short listing of applicants to be called for Documents Verification/Interview.

11. The applicants are advised to refer the selection criteria for respective posts and the structure/syllabus of test(s) to be conducted, available on website along with this advertisement.

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12. The vacancies shown in advertisement are indicative and may increase or decrease at the discretion of the University or at the resultant vacancies available at the time of selection. The University reserves the right not to fill-in any of the posts advertised without assigning any reason.

13. No TA/DA is payable for attending the interview.

14. Applications on prescribed form duly completed in all respects along with self attested copies of testimonials and Demand Draft of Rs. 1000/- (Rs. 250/- for SC/ST) & Rs. 500/- for female candidates of Haryana in favour of Registrar, J.C. Bose University of Science & Technology, YMCA, Faridabad payable at Faridabad should be sent to Establishment Branch, J.C. Bose University of Science & Technology, YMCA, Sector-6 Faridabad-121006 by speed Post on or before 18.02.2021 up to 5.00 PM. No application will be received through e-mail/fax. The University would not be responsible for any postal delay.

15. Incomplete applications or those received after the last date for any reasons including postal delay will not be entertained and shall be summarily rejected. In case, the candidates fail to attach self attested copies of testimonials, their application would not be considered.

16. Concealment of facts or supply of wrong information will result in cancellation of candidature at any time in addition to legal action.

17. The candidates, who are in employment should send their applications through proper channel, or submit No Objection Certificate from their present employer at the time of document verification/interview, otherwise their candidature will not be entertained.

18. The appointments on deputation basis shall be for a period of one year extendable further on requirement basis. These appointments shall be made on usual terms and conditions of deputation.

19. The Candidates are advised to keep on visiting the website of the University for related updates including any corrigendum/addendum, date of test, list of shortlisted candidates/document verification etc. Further, no information in respect of this advertisement shall be published in the newspaper.

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20.   No correspondence what so ever will be entertained from the candidates regarding conduct/ result of Interview and the reason for not being called for Interview.

REGISTRAR

Selection Criteria for the posts of Technician/Store Keeper/Jr. Steno/ Clerk/Lab Assistant

Name of the Post	Weight-age for written test, Eligibility test in Computer Application & Socio- Economic criteria and experience				
	Tests (90)	Socio- Economic criteria			Experience
Technici an/ Store Keeper/	Written Test/ Skill test/	05 (If no person from among the applicant's father, mother, spouse,	05 (If the applicant is a widow OR	05 (If the applicant belongs to such a de-	05 (Half mark for each year or part thereof exceeding six months of

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Clerk/ Stenographer/ Lab Assistant	typing test etc	brothers and sons is, was or has been a regular employee in any Department/ Board/ Corporation/ Company/ Statutory Body/ Commission/ Authority of Government of Haryana or any other State Government or Government of India)	if the applicant is the first or the second child and his father had died before attaining the age of 42 years OR the applicant is the first or second child and his father had died before the applicant had attained the age of 15 years)	notified tribe (Vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of Haryana which is neither a Schedule Caste nor a Backward Class)	experience, out of a maximum of 10 years, on the same or a higher post in any department/ board/ corporation/ company/ statutory body/ commission/ authority of Govt. of Haryana. No marks will be awarded for any period less than six months)
Max Marks- 10 (no applicant shall be given more than 10 marks under any circumstances)					

Syllabus for tests for the post of Clerk:

Following tests are to be conducted
A) Written Test   70 Marks
B) Computer Typing Test   20 Marks

(A) Written Test

1.   Max. Marks: 70 Marks   &   2.   Time: 90 Minutes
3.   There will be no negative marking for a wrong answer.
4.   The written test will comprise of 70 MCQ of 1 mark each. The minimum qualifying marks shall be 40% (38% of SC/ST).
5.   The examination will be held in English medium only.
6.   The Question Paper will comprise of two sections as given below:
Section-I   General Aptitude   **45 marks**
Section-II   Computer Appreciation & Applications   **25 marks**

Section I: Syllabus for General Aptitude

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Unit A: General Knowledge - Current events, sports, history, geography, basic economics, general politics, Indian Constitution, Science environment etc

Unit B: Number system, simplification, decimals, corrections, simple and compound interest, percentage, average, profit and loss, discount, mensuration, Time & work and time & distance etc. *(Syllabus up to 10th standard of Haryana Board of School Education-HBSE)*

Unit C: Prepositions, adverbs, conjunction, direct/indirect speech, singular & plural, tenses, antonyms/synonyms etc. *(Syllabus up to 10th standard of HBSE)*

Unit D: Questions on Reasoning and analytical Ability

Section II: Syllabus for Computer Appreciation & Applications

Introduction to Computer, Introduction to Windows, Word Processing, Spread-Sheet, Power Point, Internet, www and Web Browsers, Introduction to E-mail (details are at Annexure-A).

B) Computer Typing Test: 20 Marks

Separate qualifying of this test is mandatory. This typing test will be of 20 minutes consisting of a passage in English to be typed with a minimum speed of 30 words per minutes (Minimum 600 words).

- Text for computer typing to be copied shall be prescribed on the Monitor only (no hard copy) of minimum 600 words in 20 minutes.
NOTE: Correct words copied with applicable penalties for every missing, wrong and left word shall be scored.
- The test of Computer Typing shall be in English Language only (may be alpha-numeric with all punctuations etc.)
- The minimum speed of 30 wpm will be qualifying with weight age of 0 (zero) marks. Thereafter, one mark shall be given for each completed wpm subject to a maximum of 20 marks corresponding to the speed of 50 wpm. The rounding off of the speed, if required will be carried out as per standard procedure.

Syllabus for tests for the post of Jr. Steno:

This test will be in two parts: Written Test and Stenography Test

Written Test

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1.   Max. Marks: 30 Marks   &   2.   Time: 60 Minutes
3.   There will be no negative marking for a wrong answer.
4.   The written test will comprise of 30 MCQ of 1 mark each. The minimum qualifying marks shall be 40% (38% for SC/ST).
5.   The examination will be held in English medium only.

Syllabus

Unit A: General Knowledge - Current events, sports, history, geography, basic economics, general politics, Indian Constitution, Science environment etc

Unit B: Number system, simplification, decimals, corrections, simple and compound interest, percentage, average, profit and loss, discount, mensuration, Time & work and time & distance etc. *(Syllabus up to 10th standard of the Haryana Board of School Education-HBSE)*

Unit C: Prepositions, adverbs, conjunction, direct/indirect speech, singular & plural, tenses, antonyms/synonyms etc. *(Syllabus up to 10th standard of the HBSE)*

Unit D: Questions on Reasoning and analytical Ability

Stenography Test: **60 Marks**

Separate qualifying of this test is mandatory. The candidate shall have to qualify stenography test in English at the speed of 80 wpm & transcription thereof at the speed of 20 wpm only on Computer. Only 8% mistakes are permissible. More than 8% mistakes will lead to disqualify.

First Stage: A paragraph in English of 240 words will be dictated in 3 minutes to the candidates. 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.

Second stage: In second stage of the test, candidates need to type the text that he/she has written within 12 minutes on computer only. Admissible Mistakes are 8% i.e. 19 words.

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Marking scheme: Every mistake accounts for deduction of 1.5 marks. It means that in case of 19 mistakes, marks deducted are 1.5 X 19=28.5, So, in a text of 240 words, if five mistakes are there, then marks obtained will be 60 − 7.5 (1.5 X 5) = 52.5

Syllabus for tests for the post of Lab Assistant:

Written test: 90 MCQs   Duration: 2 hrs   No negative marking

Syllabus:

Part I: Aptitude (30 Multiple Choice Questions of 1mark each)

Unit A   General Knowledge – Current events, sports, history, geography, basic economics, general politics, Indian Constitution, Science environment etc

Unit B   General English, covering Grammar- Prepositions, adverbs, conjunction, direct/indirect speech, singular & plural, tenses, antonyms/synonyms etc

Unit C   Questions on Reasoning and analytical Ability

Part II: Subject knowledge (60 Multiple Choice Questions of 1mark each)

Unit A   General Science & Mathematics: NCRTE Syllabus of 10+2 standard.

Unit B   Lab Procedures & Good Practices, Safety Precautions, Handling & Maintenance of equipments, Preparation of SOPs for equipments, Maintenance of Lab records, Understanding of flammable & highly flammable solutions and handling procedures, Disposable of different waste ..etc

This examination will be held in English medium only.

NOTE: The syllabus & structure of test for the post of Workshop Technician & Store Keeper will be uploaded later on the website of the University.

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Annexure 'A'

SYLLABUS

Introduction to Computer

1.0   Introduction

1.1   Objective

1.2   What is Computer

    1.2.1 Advantage/Disadvantage of Computer

    1.2.2 History of Computer

    1.2.3 Generation of Computer

    1.2.4 Basic applications of computer

    1.2.5 Entertainment

    1.2.6 e-governance

1.3   Components of Computer System

    1.3.1 Central Processing Unit (CPU)

    1.3.2 VDU

    1.3.3 Keyboard and Mouse

    1.3.4 Other input/output Devices

    1.3.5 Computer Organization

    1.3.6 Computer Memory – Primary & Secondary, Ram & Rom, units of memory

1.4   Introduction to Computer Peripherals

    1.4.1 Connecting keyboard, mouse, monitor and printer to CPU

    1.4.2 Use of Mouse

    1.4.3 Working with left Mouse Button

    1.4.4 Working with right Mouse Button

    1.4.5 Checking Power Supply

1.5   Concepts of Hardware and Software

    1.5.1 Hardware

    1.5.2 Software

        1.5.2.1 Application software

        1.5.2.2 Systems software

1.6   Classifications of Computers

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3.5.3 Spell checking

3.5.4 Text Selection

3.5.5 Editing with cut, copy & paste

3.5.6 Undo & Redo

3.5.7 Find and Replace

3.5.8 Thesaurus

3.5.9 Paragraph and Tab Setting

3.6 Formatting the Text

3.6.1 Font and Size selection

3.6.2 Bold, Italic and Underline

3.6.3 Alignment of Text: Center, Left, Right and Justify etc

3.6.4 Bullet and Numbering

3.6.5 Border and Shading, Change Case

3.6.6 Working with tabs, Indents & Spacing

3.6.7 Formatting paragraphs, using columns

3.7 Table Manipulation

3.7.1 Concept of table: Rows, Columns and Cells

3.7.2 Draw Table

3.7.3 Changing cell Width and Height

3.7.4 Alignment of Text in Cell

3.7.5 Copying of cell

3.7.6 Delete/insertion of row and columns

3.7.7 Borders for Table

3.7.8 Deleting a table

3.7.9 Splitting and merging cells

3.7.10 Converting table to text

3.7.11 Setting table properties

3.8 Mail Merge

3.9 Printing

3.9.1 Print Preview

3.9.2 Print a selected page, etc.

3.9.3 Paper Orientation

3.9.4 Paper setting/Margin

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Spread-Sheet

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4.7.2 Totaling of various transactions

4.7.3 Maintaining daily & monthly sales report

Power-point

5.0 Introduction to PowerPoint, What is PowerPoint, starting PowerPoint, creating and opening a presentation,

5.1 PowerPoint views, moving between slides, saving/ closing a presentation, exiting PowerPoint,

5.2 Creating a new presentation using the auto content wizard and slide layout. Creating a new presentation using different layouts,

5.3 Customizing Presentation:- changing the text formats, adding bullets, aligning text.

5.4 Formatting Slides:- Using Color Schemes, background Color and Designs, Adding Pictures/ Graphics on Slide,

5.5 Adding Header and Footer, changing slide layouts,

5.6 Adding charts of different types to slide, organization chart, Slide show,

5.7 Using slide transition:- giving timing, sound and adding animations to slides and using preset animations,

5.8 Using Drawing Toolbar,

5.9 Slide Master View,

5.10 Using Custom Animation:- Animating pictures and Text with Sound effects

5.11 Using Page Setup and printing

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Internet

6.0   Introduction

6.1   Objectives

6.2   Basic of Computer networks

      6.2.1   Local Area Network (LAN)

      6.2.2   Wide Area Network (WAN)

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