



KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act-XII of 1956)
(‘A’ Grade, NAAC Accredited)

Advt. No. 3/2011

**BEFORE APPLYING APPLICANTS MUST ENSURE THEIR ELIGIBILITY ON THE
UNIVERSITY WEBSITE <http://www.kuk.ac.in>**

Applications for the following posts are invited on the prescribed application form obtainable alongwith prescribed qualifications and instructions from the Manager, Printing & Publications, Kurukshetra University, Kurukshetra on payment of Rs.500/- (Rs.125/- for SC/ST/BC of Haryana) in cash at the counter or by post by sending Demand Draft of Rs.550/- (Rs.175/- for SC/ST/BC of Haryana) drawn in favour of Registrar, Kurukshetra University, Kurukshetra. Application forms can also be downloaded from Website: <http://www.kuk.ac.in> Such forms must be accompanied with Demand Draft for the amount of application fee applicable to the relevant category in favour of Registrar, KUK.

Librarian-1 (` 37400-67000+ ` 10000 G.P)

Assistant Librarians- 5 (SC-1) (` 15600-39100 + ` 6000 G.P.)

Chief Security Officer-1 (` 15600-39100 + ` 6000 G.P.)

Medical Officers -3 (SC-1, Female-1) (on contract basis on ` 25000/- per month fixed)

UNDER SELF-FINANCING SCHEME

Producer-2 (Web Designing-1, Television Production-1) (` 9300-34800+ ` 4200 G.P.)

Applicants who have applied earlier for the posts of Producer (Web Designing) and Producer (Television Production) under Self-Financing Scheme vide Advt.No.3/2009 are required to apply afresh on the prescribed downloaded Proforma without any extra fee.

Application form for the post of Librarian, Chief Security Officer and Medical Officers should reach the Assistant Registrar (Estt.T), Kurukshetra University, Kurukshetra-136119 **AND** for Assistant Librarian and Producers (under Self-Financing Scheme) should reach the Senior Administrative Officer,(Estt.NT) Kurukshetra University, Kurukshetra latest by 08th April 2011.

For General Instructions, qualifications and other details, please visit our website. www.kuk.ac.in

REGISTRAR

KURUKSHETRA UNIVERSITY KURUKSHETRA
IMPORTANT INSTRUCTIONS FOR ADVERTISEMENT NO. 3/ 2011

Candidates must go through the following instructions before filling up the application form:

GENERAL INSTRUCTIONS :

1. Reservation of posts for SC/BC/Ex-Servicemen will be for Haryana Residents only and as per other conditions of reservation policy of State Govt./University.
2. The number of posts can be increased or decreased according to requirement.
3. The prescribed essential qualifications do not entitle a candidate to be called for interview. 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 inquiry or correspondence will be entertained in this regard.
4. The appointment of Producers under Self-Financing Scheme will be made in the running grade for five years. After 5 years their work and conduct will be reviewed for continuation of their services, which will be co-terminus with the specific course or date of superannuation, whichever is earlier. The persons appointed will be entitled for basic pay in the pay band + Grade pay, ADA, HRA, fixed medical allowance, CPF, annual increment. They will also be entitled for Earned leave, Maternity leave, Anti Rabic leave, Quarantine Leave, Extra Ordinary Leave (Without pay), Academic leave, Study leave (without pay), Casual leave, Child care Leave (without pay), Vacations and forwarding of applications for State/ Centre Government jobs. They will not be entitled for any pension, ex-gratia benefits, LTC, Education Allowance, Indoor Medical Reimbursement facility and Long Term Loans e.g. House Building Loan, Vehicle Loan, Marriage Loan, Computer Loan etc.
5. The terms and conditions for the posts under Self Financing Scheme shall be governed by the Self Financing Rules framed by the University from time to time.
6. The applicants who have applied earlier for the posts of Producer (Web Designing) and Producer (Television Production) under Self-Financing Scheme vide Advt.No.3/2009 are required to apply afresh on the prescribed downloaded Proforma without any extra fee.
7. The eligibility of every candidate will be determined on the basis of qualifications acquired and communicated to the office by him/her up to the last date fixed for receipt of applications.
8. Incomplete applications or the applications received without the prescribed fee are liable to be rejected.
9. Ten Xerox copies of the Application Form for the posts must be sent alongwith the form. Attested copies of all the certificates/testimonials be attached with original application form.
10. Name of the post applied for must be super-scribed at the top of the envelope as under:

“Application for the post of _____”.
11. Those who are already in employment should submit their Application Form through proper channel.

12. Application not supported with required application fee, attested copies of certificates/testimonials/reprints of Research Publications, title page(s) and contents page(s) of each Journal in which the publication under reference were published and the applications received after the expiry of last date will be liable to be rejected.
13. Concealment of facts or supply of wrong information will result in cancellation of candidature in addition to legal action.
14. Separate application form is required to be submitted for each post

MINIMUM QUALIFICATIONS PRESCRIBED

LIBRARIAN

1. Master's degree in Library Science/ Information Science/ Documentation with at least 55% of the marks or its equivalent grade and a consistently Good Academic Record.
2. One year specialization in an area of Information Technology/ Archives and Manuscript keeping. Master's Degree in an area of thrust in the institution.
3. At least ten years as a Deputy Librarian in a University Library or 15years experience as a College Librarian.
4. Evidence of innovative Library service and organization of published work.

Desirable:-

M.Phil/ Ph.D degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript-keeping.

ASSISTANT LIBRARIAN

- i.* A Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- ii.* Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iii.* However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.
- iv.* A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.

DESIRABLE:

Experience in application of Library Automation Networking and knowledge of Software in Information Processing and retrieval.

NOTE:

1. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST/ Physically and Visually handicapped categories.

2. A relaxation of 5% at graduation level in good academic record may be provided to SC/ST/Physically and Visually handicapped categories.
3. B in the 7 point scale with latter grade O, A, B, C, D, E & F shall be recorded as equivalent to 55% wherever the grade system is followed.

CHIEF SECURITY OFFICER

A retired Defence Officer not below the rank of Major or equivalent with a good record of service.

OR

A retired Police Officer not below the rank of Superintendent of Police with a good record of service.

Knowledge of Hindi is desirable.

MEDICAL OFFICER

M.B.B.S or an equivalent degree from an Indian University or foreign University.

Preference will be given to a person having Post graduate degree/ Diploma in Medicine or having long experience.

UNDER SELF-FINANCING SCHEME

(FOR INSTITUTE OF MASS COMMUNICATION & MEDIA TECHNOLOGY PRODUCER (WEB DESIGNING))

- (a) B.Tech. Computer Engineering/Science or MCA or PG Degree in Mass Communication/Journalism/Electronic Media or equivalent.
- (b) One year experience of designing/handling web after the completion of the eligibility qualifications.

PRODUCER (TELEVISION PRODUCTION)

Master in Mass Communication with specialization in electronic media and/or at least one year experience in television production in a reputed organization.

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