

**RMSA/SSA HARYANA
SECTOR 5, SHIKSHA SADAN
PANCHKULA.**

RECRUITMENT OF VARIOUS POSTS IN THE HARYANA PRATHMIK SHIKSHA PARIYOJNA PARISHAD
RMSA/ SSA, Haryana, Panchkula invites applications for the Test to be conducted for filling up the following posts on Contract Basis (Consolidated salary) as per details given below.

Eligible applicants may personally submit online application starting from 17 AUG, 2011 to 8 SEPT, 2011 up to 5:00 PM in the prescribed online format available at <http://recruitment.cdacmohali.in>.

S. No.	Name of Post	Consolidated Remuneration (Per Month)	Basic and professional Qualification	No. of Posts
1	Library cum Information Manager	₹ 20000/- (Rs.2500/- will be deducted per month for laptop).	<p>a) Essential Qualifications:</p> <p>1) At least 50% Marks in aggregate in any of the following: BE or B. Tech. (Computer Science/ IT) from a recognized university. OR BE or B. Tech. (any stream) and Post Graduate Diploma in Computers from a recognized university. OR M. Sc. (Computer Science)/ MCA or equivalent and Post Graduate Degree in any subject from a recognized university. OR Post Graduate Diploma in Computers and Post Graduate Degree in any subject from a recognized university.</p> <p>2) B. Lib. From any recognized University. (In case the candidate does not possess this qualification, he/she shall have to complete Bachelor of Library and Information Science (BLIS) from IGNOU within two years of taking the assignment. An undertaking to this effect shall have to be given by him/ her)</p> <p>3) Knowledge of Multimedia & Web Technology, Computer Science & Informatics Practices.</p> <p>b) Desirable Qualifications: M. Lib. or B. Ed. Degree from a recognized university.</p>	<p>Total – 3118 Gen.- 1311 ESM(Gen.) -219 Sports Person(Gen.)-31 SC-530 ESM(SC)-62 Sport person(SC)-31 BCA- 405 ESM(BC-A) -62 Sports person(BC-A)-16 Sport person(BC-B)-15 BC-B- 250 ESM(BC-B)-93 PH(Blindness or low vision)-31 PH(Hearing impairment)-31 PH (Loco motor disability)-31</p>
2	Lab Attendant (Technical assistant)	₹ 9000/-	B. Sc. with 50% marks Degree from a recognized university.	<p>Total- 730 Gen. -309 ESM(Gen.) -51 Sports Person(Gen.)-7 SC-123 ESM(SC)-15 Sport person(SC)-8 BCA- 94 ESM(BC-A) -15 Sports person(BC-A)-4 BC-B- 58 ESM(BC-B)-22 Sport person(BC-B)-3</p>

				PH(Blindness or low vision)-7 PH(Hearing impairment)-7 PH (Loco motor disability)-7
3	MIS Coordinator	₹ 13500/-	Master in Computer Application/ M. Sc. In Computer Science (with 60% marks) Desirable: 2 Years experience as Jr. Programmer	Total- 119 Gen. -51 ESM(Gen.) -9 Sports Person(Gen.)-1 SC-20 ESM(SC) -2 Sport person(SC)-1 BCA- 15 ESM(BC-A) -3 Sports person(BC-A)-1 BC-B- 10 ESM(BC-B)-3 PH(Blindness or low vision)-1 PH(Hearing impairment)-1 PH (Loco motor disability)-1
4	Accountants	₹ 12150/-	1) Commerce Graduate with 55% marks and 3 years experience in accounts in an organization of repute 2) Good knowledge of Accounts Software (Tally 9.0 ERP). 3) Knowledge of computer- MS Office including excel, Access & Power point	Total- 180 Gen. -77 ESM(Gen.) -13 Sports Person(Gen.)-1 SC-30 ESM(SC) -4 Sport person(SC) -2 BCA- 23 ESM(BC-A) -4 Sports person(BC-A)-1 BC-B- 14 ESM(BC-B)-5 Sport person(BC-B)-1 PH(Blindness or low vision)-2 PH(Hearing impairment)-2 PH (Loco motor disability)-1

***No. of posts may increase or decrease as per requirement.**

****** The classifications for the total no. of posts be read as: - General, Scheduled Casts, Backward Classes, Handicapped, Ex- Servicemen, Sports Persons and Freedom Fighters.**

Terms and conditions:

- All posts will be on contractual basis initially for 1 year to be renewed on the basis of work, conduct and performance every year.
- Educational qualification must be from a recognized University/ Board as per details mentioned against each post
- Age Limit: Between 18 and 40 years as on **1st August 2011. (01.08.2011).** Age relaxation as per the rules of Haryana Government.
- Relaxation in upper age for SC/BC, candidates is 5 years and for Physically Handicapped is 10 years and for candidates of Ex- Servicemen category, the age relaxation will be as follows:-

" For recruitment to any vacancy in the State Civil Services whether reserved or not under these rule an Ex-Servicemen shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such vacancy in the concerned Service rules, by more than 3 years, he shall be deemed to satisfy the condition regarding age limit."

- Only those candidates who have passed Hindi or Sanskrit subject in Matriculation or above are eligible to apply.
- **Reservation will be as per applicable rules & Haryana Govt. policy guidelines.**
- The SC/ BC Category certificate should be in accordance with the instructions of the department of welfare Haryana and the certificate for the Ex-Serviceman, Freedom fighters and Sports persons categories should be in accordance with instruction of the Concerned Department as per the followings details:-

S.C./ B.C.	Certificate as per the instructions of the concerned department
Ex-Servicemen	Lineal Descendant certificate duly issued by the concerned Distt. Ex-Serviceman Welfare Officer.
Freedom Fighters	The requisite certificate issued by the Deputy Commissioner of the concerned distt. as per the instructions of the Haryana Govt.
Sports persons	The certificate regarding gradation issued by the Director, Sports Department, Haryana.

Note:-

Candidates applying under the above-mentioned 4 categories should have mentioned certificates before last date of filing the applications.

- Reservation shall be as per the policy/instructions of the Haryana Government. It shall include candidates of:- SC, BC, EX-Servicemen, Handicapped persons, freedom fighter & Sportspersons, Categories The qualification of candidates should be prior to the last date of filing the applications.
- No TA, DA will be paid for the journeys performed for the written test/ counseling.
- **The candidate applying for more than one post / category shall have to apply separately, along with necessary fees.**

How to Apply Online

1. The candidates have to apply only on-line on web-site <http://recruitment.cdacmohali.in> from 17 AUG, 2011 to 8 SEPT, 2011 up to 5:00 PM. and generate his/her application number. Once his/her application number is generated, he/she should get the print of the form, paste recent photograph on it and get it attested from a notary or a Gazette officer. This allotted registration number slip will be used as identification slip at the time of written test, interview and also counseling, if called for. Candidates need not send any application/Documents by Post.
2. Applicant will be allotted online Registration Number printed on the acknowledgement slip containing the details (Registration number and Password).
3. Thereafter the candidate shall have to report to the designated banker (State Bank of Patiala) along with the downloaded Acknowledgement Slip and Fee Challan for depositing the fee.

4. In case the candidate fails to deposit the fee, his/her application shall stand automatically cancelled/ rejected and shall not be considered for further processing.
5. Candidates may apply for more than one post by submitting separate application for each post along with separate processing fee.
6. Only On-line registered application forms will be entertained i.e. application sent by post / in person will not be entertained.
7. Candidates are advised to visit <http://recruitment.cdacmohali.in> website regularly for updates.
8. Candidate having been called for counseling will not confer any right to appointment.
9. If by mistake the candidate has filled in wrong data, he/she can correct the data from 17 AUG, 2011 to 8 SPET, 2011 up to 5:00 PM. by entering his/her registration number and password. Henceforth no editing will be done and thereafter data will be locked and no change will be acceptable/ allowed.
10. The Registration slip will be generated after filing the online form. Get the printout (2 copies) of the Registration Slip - cum - Fee Challan.
11. The list of candidates whose fee is confirmed will be available on <http://recruitment.cdacmohali.in> for candidate reference from 15 SEPT, 2011.
12. The candidate can download their **ADMIT CARDS** by visiting the website <http://recruitment.cdacmohali.in> again by entering his/her registration number and password (**Candidates are advised not to disclose the password to any one for data security**) from 22 SEPT, 2011. Incase candidate unable to get the admit card, he/ she must contact C-DAC Mohali personally or on helpline numbers one day before the said examination **upto 5.00 PM**, failing which department will not be held responsible.
13. For any clarifications regarding the online filling of the form, the candidate can call at CDAC Mohali help-line numbers 0172-6619054-55 on all working days from 9:00 am to 5.30 pm.
14. Candidate must bring a admit card/ Registration slip on the day of written examination at the venue of the examination centre. The candidates without admit card/ Registration slip will not be allowed to appear in the written examination.
15. Candidate will be responsible for any mistakes made by him/ her in the on line application form, SSA/RMSA & C-DAC Mohali shall not be responsible or liable in any way.
16. The merit list will be prepared on the basis of the written test and will be available on website <http://recruitment.cdacmohali.in>
17. The venue date and time of counseling will be available on the website <http://recruitment.cdacmohali.in> Candidates will not be informed individually about the result and counseling schedule.

Instructions:

1. The candidates have to apply only on-line on web-site <http://recruitment.cdacmohali.in> from 17 AUG, 2011 to 8 SPET, 2011 up to 5:00 PM. **Application Fee Rs. 250/- for General Category and Rs. 125/- for Scheduled Caste** Candidate Application Fee Account, **Current Account No. 911020028486199 [Application Fee Account]** with **any branches of AXIS Bank across Haryana, Punjab and Chandigarh.**

2. Applicant will have to submit the following documents for verification at the time of counseling:
(a) Date of Birth (b) Educational Qualifications (c) Professional Qualification (d) Details of Marks (e) Experience Certificate (f) Proof of Hindi/ Sanskrit (Those who have not passed Hindi/ Sanskrit in Matriculation shall have to pass within one year) (g) Latest residence proof (h) Proof of Category to which the candidate belongs (as per the latest Haryana Government reservation policy) (i) Two Passport size photographs. (h) Bank receipt as a proof of deposit of the application fee.
3. The candidate has to apply only online <http://recruitment.cdacmohali.in>. No other mode of applying will be entertained.
4. The written examination will be conducted out of those candidates only whose Application fee is confirmed.
5. The recruitment will be made based on the **merit of the WRITTEN TEST ONLY** specifically for each category of post.
6. The candidates should reach the examination centre one hour before the start of the examination. At the examination centre, the candidate has to produce his/her admit card pasted with passport size photograph and duly attested by self along with identity proof, which may be either any of from the Driving license, Voter ID Card, Passport, PAN Card.
7. The candidate has to verify himself that he/she fulfils all the eligibility conditions for this post. Appearing in the examination and qualifying the test does not entitle him/her for appointment to the post. The selection will be subject to his/her found eligible for the post. Verification of original documents would be done at the time of counseling. The purpose would be to verify different records regarding identification, age, qualifying examination, state of eligibility, category etc, of the candidate. On failing to establish of any of the documents the candidate will not be considered for recruitment and liable for criminal action.
8. The Question Paper will be of objective type (100 marks) having 100 questions with multiple choices on OMR sheet with one correct answer of each question of appropriate standards. The duration of the paper will be of 60 minutes. There will be NO NEGATIVE MARKING. Each right answer will carry one mark.
9. No candidate will be allowed to appear in the examination without Roll Number Slip/ Admit Card and identity proof in original.
10. Candidates should bring with them BLUE or BLACK Ball Pens only. Books, written notes, calculator, mobile phones and other electronic devices etc. will not be permitted to be carried in the examination hall.
11. Candidates are advised to visit the web-site <http://recruitment.cdacmohali.in> regularly.
12. **Last date for depositing fee is 10 SEPT, 2011.**

**State Project Director
Haryana Pratmik Shiksha Pariyojna Parishad
Shiksha Sadan, Sector-5
Panchkula**