

**GURU JAMBHESHWAR UNIVERSITY OF SCIENCE &
TECHNOLOGY, HISAR**

(Established by State Legislature Act 17 of 1995)

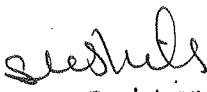
'A' GRADE NAAC Accredited



ADVT. No. 2/2018

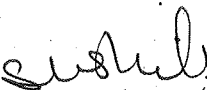
Applications on the prescribed online form for the non-teaching posts of Dean of Colleges, Director (Distance Education) and Assistant Director (Distance Education) are invited on regular basis. The online applications forms will be available on the University website w.e.f. 29.05.2018 from 9:00 AM and the last date for submission of application forms on the university website will be **18th June 2018, 5.00PM**. The copy of qualifications may be downloaded from University website. Detailed information with regard to number of posts, qualifications, selection criteria etc. may be seen on the University website (www.gjust.ac.in).

REGISTRAR


Deputy Registrar (CDOE)
Guru Jambheshwar University
of Science & Technology, Hisar

DETAIL OF POSTS ALONG WITH QUALIFICATIONS, PAY SCALE & NO. OF POSTS

<u>Sr. No.</u>	<u>Name of Post/Pay Band (unrevised)</u>	<u>Qualifications</u>	<u>No. of Posts</u>
1.	Dean of Colleges 37400-67000+ 10000 GP	<ol style="list-style-type: none"> 1. Ph. D. in any discipline 2. Master's Degree with at least 55% marks (or its equivalent grade of '6' in the UGC-7 point scale) from a recognised University. 3. At least 15 years of teaching experience in a recognised College/ University or other institute of higher education; out of which at least 5 years should be as Associate Professor/ Professor in the regular grade with AGP of Rs. 9000/- or above in a recognised College/ University or other institute of higher education. <p>Note:</p> <ol style="list-style-type: none"> (i) Not more than 57 years of age as on the last date of application for the post of Dean of Colleges (ii) In no case the appointee will continue to hold the post beyond 60 years of age. (iii) The post of Dean of Colleges will be non-vacation. (iv) The post may also be filled up on deputation basis keeping in view the Qualifications/ requirements as provided in para 1 to 3 above. 	01 (Gen.) Direct/ Deputation
2.	Director (Distance Education) 37400-67000+ 10000 GP (under SFS)	<ol style="list-style-type: none"> 1. Ph. D. in any discipline 2. Master's Degree with at least 55% marks (or its equivalent grade of '6' in the UGC-7 point scale) from a recognised University. 3. At least 15 years of teaching experience in recognised College/ University or other institute of higher education, out of which at least 5 years should be as Associate Professor/ Professor in the regular grade with AGP of Rs. 9000/- or above in recognised College/ University or other institute of higher education. <p>Note:</p> <ol style="list-style-type: none"> (i) Not more than 57 years of age as on the last date of application for the post of Director (Distance Education) (ii) In no case the appointee will continue to hold the post beyond 60 years of age. (iii) The post of Director (Distance Education) will be non-vacation. (iv) The post may also be filled up on deputation basis keeping in view the Qualifications/ requirements as provided in para 1 to 3 above. 	01 (Gen) Direct/ Deputation


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3.	Assistant Director (Distance Education) 15600-39100+6000GP (under SFS)	<p>Master's Degree with at least 55% of the marks from the University recognized by the UGC or an equivalent degree of University; alongwith:-</p> <p>I. Minimum 03 years of relevant administrative work experience in Government/Autonomous/Private Organization of National International repute with a minimum grade pay of Rs. 5400 Six Pay Commission).</p> <p>OR</p> <p>II. The candidate must have cleared the National Eligibility Test conducted by the UGC, CSIR or similar test accredited by the like-SLET/SET with minimum 03 years experience in institution of higher education/research institute.</p> <p>OR</p> <p>III. The candidates who are or have been awarded Ph.D degree in accordance with University Grants Commission (minimum standards and procedure for award of Ph.D degree) Regulations 2009.</p> <p>Desirable:-</p> <ol style="list-style-type: none"> 1. Should be able to work on computer efficiently. 2. Excellent in oral and written communication in Hindi and English. <p>Age Limit- 18-50</p>	01 (Gen.)
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Sushila
Deputy Registrar (CDOE)
Guru Jambheshwar University
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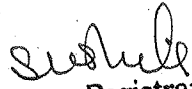
CRITERIA FOR SELECTION

DEAN OF COLLEGES:-

A.	Academic Background	30 Marks
(i)	2 marks each for securing more than 55% but less than 60% marks at Matric, 10+2/ PU/ Higher Secondary, Bachelor's Degree and Master's Degree (Max. 8 marks)	
(ii)	5 marks each for 1 st Division in Matric, 10+2/ PU/ Higher Secondary, Bachelor's Degree and Master's Degree (Max. 20 marks)	
(iii)	Additional marks for obtaining First Division at all the four levels i.e. Matric, 10+2/ PU/ Higher Secondary, Bachelor's Degree and Master's Degree (02 marks)	
B	Teaching/ Administrative Experience	20 Marks
(i)	2 Marks for each additional (beyond as mentioned at para 3 above) year of Teaching experience as Associate Professor/ Professor in the regular grade with AGP of Rs. 9000/- or above in a recognised College/ University or other institute of higher education. (Max. 12 marks).	
(ii)	Experience at the level of University Administration or as Principal of a recognized college (Max.08 marks)	
C	Assessment of Domain Knowledge & Teaching/ Administrative skills	30 Marks
	Based on (i) Conceptual clarity (ii) Innovativeness (iii) Awareness about Technological advances in Teaching/ Administrative system. (iv) Administrative skills	
D	Interview Performance	20 Marks
	Based on (i) Communication skills (ii) Vision (iii) Overall Personality	

DIRECTOR (DISTANCE EDUCATION) :-

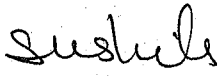
A.	Academic Background	30 Marks
(i)	2 marks each for securing more than 55% but less than 60% marks at Matric, 10+2/ PU/ Higher Secondary, Bachelor's Degree and Master's Degree (Max. 8 marks)	
(ii)	5 marks each for 1 st Division in Matric, 10+2/ PU/ Higher Secondary, Bachelor's Degree and Master's Degree (Max. 20 marks)	
(iii)	Additional marks for obtaining First Division at all the four levels i.e. Matric, 10+2/ PU/ Higher Secondary, Bachelor's Degree and Master's Degree (02 marks)	
B	Teaching/ Administrative Experience	20 Marks
(i)	2 Marks for each additional (beyond as mentioned at para 3 above) year of Teaching experience as Associate Professor/ Professor in the regular grade with AGP of Rs. 9000/- or above in a recognised College/ University or other institute of higher education. (Max. 12 marks).	
(ii)	Experience at the level of University Administration or as Principal of a recognized college (Max.08 marks)	
C	Assessment of Domain Knowledge & Teaching/ Administrative skills	30 Marks
	Based on (i) Conceptual clarity (ii) Innovativeness (iii) Understanding of the use of Information Communication Technology in teaching-learning. (iv) Awareness about Technological advances in Distance Education. (v) Administrative skills	
D	Interview Performance	20 Marks
	Based on. (i) Communication skills (ii) Vision (iii) Overall Personality	


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ASSISTANT DIRECTOR (DISTANCE EDUCATION):-

A)	Academic Record	Max. Marks:50
i)	3 Marks each for obtaining more than 55% but less than 60% marks at Matric, 10+2, Bachelor's and Master's level	12 Marks
ii)	Additional 06 Marks each obtain 60% and above in Matric, 10+2, Bachelor's and Master's level	24 Marks
iii)	Additional Marks for obtaining 75% or above marks at Master's level	10 Marks
iv)	Ph.D. , if not considered for eligibility.	04 Marks
B)	Experience/Skills	Max. Marks : 10
i)	02 Marks for each year of experience. Subject to maximum of 05 Years after eligibility.	
C)	Domain Knowledge	Max. Marks : 20
	Domain Knowledge with respect to:-	
	i. Conceptual clarity	
	ii. Overall field knowledge	
	iii. Knowledge of ICT	
D)	Interview	Max. Marks : 20

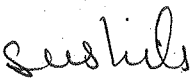
Note. If the number of applications are large, the shortlisting of candidates may be done by the University on the basis of criteria to be decided by the University


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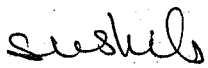
Important instructions

Submission of online application form Advt. No. 2/2018

1. The prescribed application format is available on the University website to apply online. The fee of Rs. 500 (Rs. 125/- for SC/BC/EBPGC/ESM/PWD) and 50% concession in fee for women candidates may be deposited either through Net Banking or Debit Card/Credit Card & separately for each post. The Net Banking/Debit Card/Credit Card transaction charges will be extra as applicable. If the candidate applies for more than one post, he/she is required to deposit the fee separately for each post and apply separate application form.
2. The online application forms are available on the University website w.e.f. **29.05.2018** from 9:00AM.
3. Last date for payment of fee through Net-Banking or Debit/Credit Card is **18.06.2018**.
4. The downloaded copy of applications form duly filled in along with all other documents in support of educational qualifications and experience should reach the office of Assistant Registrar (Estt.) of this University latest by **25.06.2018**. The candidate must be eligible on the last date for submission of application form as per the prescribed qualifications. Those who are in service should send their applications through proper channel also.
5. Concession in application fee is applicable to the candidates of Haryana only.
6. In case of large number of applications for any post, University may devise a method based on merit or a written test will be conducted for short listing the candidates.
7. The University reserves the right not to fill any of the posts advertised without assigning any reason.
8. Reservation of posts will be for Haryana Residents only and as per the reservation policy of State Govt.
9. The Name of post, pay scale, no. of post & Qualifications are available at link.
10. The selection criteria for non-teaching posts are available at link.
11. The degrees obtained by the candidates through Distance Education Mode/ Correspondence Mode must be approved by AICTE-UGC-DEC (now DEB) Proof of the same be enclosed.
12. Before submission of online application form, candidate must have scanned his/her latest photograph and signature in JPEG/JPG format only, for uploading as a part of submission of online application.
The latest photograph must be a PASSPORT SIZE with maximum dimension of maximum size (width 132px, height 170px) minimum size (width 102 px, height 140px).
13. Signature must be done by the candidate himself/ herself in a white paper with a black pen. The signature image maximum Size (width 210 px, height 80px) minimum size (width 210 px, height 40px)
14. The candidates are advised to carefully check all the details before final fee deposit of the application form. After fee confirmation, your application form details cannot be changed or edited.


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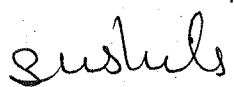
- 15 Candidate are advised to be in touch with "NEWS/EVENTS" on the GJUS&T website. Other information will also be supplied on candidate's Registered Mobile Number (RMN).
- 16 After registration, an automatic generated User ID will be shown on the website; you are advised to keep User ID/ Reference No. and password secretly for your own use only and not to be disclosed this to any other person(s). **In the event of sharing of password, candidate shall be solely responsible for the change of registration/ application details etc.** In the event of forgetting of password, the same can be retrieved by the candidate on replying the queries by the system on the lime **Forgot Password** available on the GJUS&T website.
- 17 These posts are under Self Finance Scheme except Sr. No-1.
18. Posts of Dean of Colleges advertised vide advt. No. 1/2013 & Assistant Director (Distance Education) advertised vide advt. No. 1/2014 stands withdrawn.


Deputy Registrar (CDOE)
Guru Jambheshwar University,
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CENTRE FOR DISTANCE AND ONLINE EDUCATION
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

Qualification Details of Director (CDOE)

Sr. No.	Name of the Faculty	Qualification	Designation	Works at
1.	Prof. Khujan Singh	Ph.D., MBE	Director, Centre for Distance and Online Education	Headquarter


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OFFICE ORDER

The Vice-Chancellor is pleased to appoint Prof. Khujan Singh, Haryana School of Business as Director, Directorate of Distance Education on full time basis with immediate effect relieving thereby Prof. Kuldip Bansal. He has been appointed on deputation for a period of one year in his own pay scale, which may further be extended,

REGISTRAR

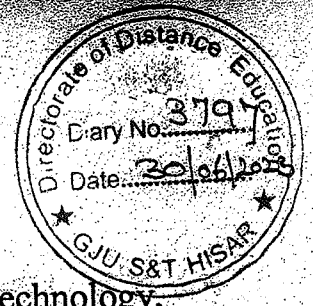
Endst. No. EN-M/M-559/2023/ 5100-5159 Dated: 28-06-2023

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

1. All Deans, Directors, Chairpersons, Incharges, Branch Officers & HOD, Guru Jambheshwar University of Science and Technology, Hisar.
2. Prof. Kuldip Bansal, Director, Distance Education, Guru Jambheshwar University of Science & Technology, Hisar
3. Prof. Khujan Singh, Haryana School of Business, Guru Jambheshwar University of Science & Technology, Hisar
4. Director, PDUCIC, Guru Jambheshwar University of Science and Technology, Hisar
5. OSD to Vice-Chancellor, Guru Jambheshwar University of Science and Technology Hisar (for kind information of the Vice-Chancellor).
6. Assistant Registrar (Faculty), Guru Jambheshwar University of Science & Technology, Hisar.
7. Secretary to Registrar, Guru Jambheshwar University of Science and Technology Hisar (for kind information of Registrar).

Sushil
Deputy Registrar (CDOE)
Guru Jambheshwar University
of Science & Technology, Hisar

Arang
Deputy Registrar (Estt)
for Registrar



To

The Hon'ble Vice-Chancellor,
Guru Jambheshwar University of Sc. & Technology,
Hisar.

Sub: Joining Report.

R/Sir,

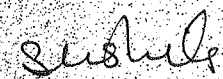
In compliance to the orders of the University Authority issued
by the Estt. Branch vide Endst. No. EN-M/M-559/2023/5100-5159
Dated 28.06.2023, I hereby submit my joining report on 30.06.2023
(A.N.) as Director, Directorate of Distance Education.

Thanking you,

Yours faithfully,

Dt. 30.06.2023


Prof. Khujan Singh

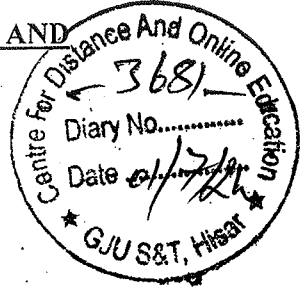

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OFFICE ORDER

In continuation of this office order Endst. No. EN-M/M-559/2023/5100-5159

dated 28.06.2023, the Vice Chancellor is pleased to extend the term of Prof. Khujan Singh, Haryana School of Business as Director, Centre for Distance and Online Education(CDOE) on deputation for further one year with effect from 01.07.2024.

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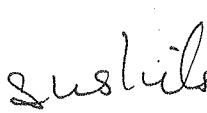
Endst. No. EN-M/2024/ 5856 - 5906

Dated: 01/07/24

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

1. All Deans/Directors/Chairpersons/HODs/Branch Officers, Guru Jambheshwar University of Science and Technology, Hisar
2. Prof. Khujan Singh, Director, Centre for Distance and Online Education(CDOE), Guru Jambheshwar University of Science and Technology, Hisar
3. Director. PDUCIC, Guru Jambheshwar University of Science and Technology, Hisar.
4. Assistant Registrar (Faculty), Guru Jambheshwar University of Science and Technology, Hisar.
5. OSD to Vice-Chancellor(for kind information of the Vice-Chancellor), Guru Jambheshwar University of Science and Technology, Hisar.
6. Secretary to Registrar(for kind information of the Registrar), Guru Jambheshwar University of Science and Technology, Hisar


**Assistant Registrar(Estt.)
For Registrar**


Deputy Registrar (CDOE)
Guru Jambheshwar University
of Science & Technology, Hisar