PANDIT DEENDAYAL UPADHYAYA SHEKHAWATI UNIVERSITY

(RECRUITMENT AND PAPER PATTERN) REGULATIONS, 2018

1. These Regulations shall be called by name "**Pandit Deendayal Upadhyaya Shekhawati University (Recruitment and Paper Pattern) Regulations, 2018**".
2. These rules shall be applicable to the recruitment proposed to be conducted against the advertisements notified after the commencement of these Regulations.
   However, these rules shall cease its effect to the extent of inconsistency or contradiction, when the otherwise superior law has been enacted.
3. The written test conducted in the form of scrutiny shall be taken into the consideration only for the purpose to ascertain the eligibility of the candidate for interview. However, when there is no provision for interview for any post, the merit list will be prepared on the basis of the marks obtained by the candidates for the respective posts.
   Proviso: Provided that when there is a provision for the interview of the candidate for the purpose of selection, the marks obtained by a candidate in the written/scrutiny test shall not be consider for the purpose to ascertain the merit of the candidate for selection.

4. The following shall be the norms to ascertain the marks of the candidates:

S. No.	Title/Contents and Duration of the Paper	Nature of questions	Number of questions	Maximum Marks		Negative marks for every wrong answer
				Each question	Whole paper	
1.	Teaching Positions:					
	Post Graduate Level in the concerned subject as mentioned in the syllabus approved by the University for the post of Professor/Associate Professor and Assistant Professor. **Duration 3 Hours.**	Objective with multiple choice	180	03	540	01 for each wrong answer
2.	Controller of Examination/Deputy Registrar/Assistant Registrar					
	PAPER: I- Duration 2 Hours. (i) Verbal and Communication Skills in English: Questions-50/Marks 150 and.	Objective with multiple choice	50	03	150	01 for each wrong answer
	(ii) **Verbal and Communication Skills in Hindi:** Questions-50/Marks 150	Objective with multiple choice	50	03	150	01 for each wrong answer
	PAPER: II: Duration 3 Hours. (i) Mathematical Ability (Quantitative Aptitude) Questions-50/Marks 150.	Objective with multiple choice	50	03	150	01 for each wrong answer
	(ii) **General Awareness:** Questions-50/Marks 150.	Objective with multiple choice	50	03	150	01 for each wrong answer
	(iii) **Logical reasoning and Data Interpretation:** Questions-50/Marks 150	Objective with multiple choice	50	03	150	01 for each wrong answer
3.	Legal Assistant/Junior Law Officer					

	PAPER: I- Duration 2 Hours. **Verbal and Communication Skills in English:** Questions-50/Marks 150 and. Syllabus- Tenses/Sequence of Tenses. Voice: Active and Passive. Narration: Direct and Indirect. Transformation of Sentences: Assertive to Negative, Interrogative, Exclamatory and vice-versa. Use of Articles and Determinants. Use of Prepositions. Translation of Simple (Ordinary/Common) Sentences from Hindi to English and vice-versa. Correction of sentences including subject. Verb, Agreement, Degrees of Adjectives, Connectives and words wrongly used. Glossary of official, Technical Terms (with their Hindi Versions). Synonyms. Antonyms. One word substitution. Forming new word by using prefixes and suffixes. Confusable words. Comprehension of a given passage. Knowledge of writing letters: Official, Demi Official, Circulars and Notices, Tenders.	Objective with multiple choice	50	03	150	01 for each wrong answer
	(ii) **Verbal and Communication Skills in Hindi:** Questions-50/Marks 150 पाठ्यक्रम: शब्द रचना: संधि विच्छेद, समास, उपसर्ग, प्रत्यय। शब्द प्रकार: (क) तत्सम, अर्द्धतत्सम, तद्भव, देशज, विदेशी। (ख) संज्ञा, सर्वनाम, विशेषण, क्रिया, अव्यय (क्रिया विशेषण, संबंध सूचक, विस्मयबोधक निपात) शब्द ज्ञान: पर्यायवाची, विलोम, शब्द युग्मों का अर्थ, वाक्यांश के लिए सार्थक शब्द, समश्रुत भिन्नार्थक शब्द, समानार्थी शब्दों का विभेद, उपयुक्त शब्द चयन, संबंधवाची शब्दावली। शब्द शुद्धि। व्याकरणिक कोटियां: परसर्ग, लिंग, वचन, पुरूष, काल, वृत्ति, पक्ष, वाच्य। वाक्य रचना।	Objective with multiple choice	50	03	150	01 for each wrong answer

	वाक्य शुद्धि। विराम चिन्हों का प्रयोग। मुहावरे / लोकोक्तियां। पारिभाषिक शब्दावली: प्रशासनिक, विधिक (विशेषत:)					
	PAPER: II: Duration 3 Hours. **(i) Legal Aptitude.** Questions-100/Marks 300. **Syllabus:** **Constitutional Law:** Fundamental Rights, Directive Principles of the State Policy, Writs, Supreme Court/ High Court- Jurisdiction and functioning and Civil Servants. **Civil Procedure Code and the Criminal Procedure Code** with special reference to offences and procedure relating to Government Officers, Public Servants and Public Premises. **Laws relating to** Evidence, Limitation, Arbitration, Pleading, Conveyancing and Interpretation of Statutes.	Objective with multiple choice	100	03	300	01 for each wrong answer
	(ii) **Logical reasoning and Data Interpretation:** Questions-50/Marks 150	Objective with multiple choice	50	03	150	01 for each wrong answer
4.	**Clerk Grade-II**					
	PHASE: I **PAPER: I- Duration 3 Hours.** **General Knowledge, Everyday Science and Mathematics:** Objective Type Questions: 150 (50+50+50) Marks: 300 सामान्य ज्ञान (GENERAL KNOWLEDGE) 1. सामयिक मामले (सम्बन्ध)– राष्ट्रीय एवं प्रादेशिक स्तर की प्रमुख घटनाएँ एवं मुद्दे तथा सम्बन्धित संगठन एवं संस्थाएँ। 2. भूगोल एवं प्राकृतिक संसाधन–(अ) भारत पारिस्थितिकी एवं वन्य प्राणी (ब) राजस्थान की भौतिक दशाएँ–जलवायु, वनस्पति एवं मृदा, प्रमुख भौतिक विभाग, मानव संसाधन–जनसंख्या एवं जनजातियाँ, राजस्थान के प्राकृतिक संसाधन–खनिज, वन, जल, पशु, वन्य प्राणी एवं संरक्षण। 3. राजस्थान में कृषि एवं आर्थिक विकास– राजस्थान की प्रमुख फसलें, कृषि	Objective with multiple choice	(50+50 +50)= 150	02	300	2/3 (0.67) for each wrong answer

	आधारित उद्योग, प्रमुख सिंचाई परियोजनाएँ, मरू भूमि के विकास सम्बन्धी परियोजनाएँ, हस्त उद्योग। विभिन्न आर्थिक योजनाएँ, कार्यक्रम एवं विकास की संस्थाएँ और इनमें पंचायती राज एवं उनकी भूमिका। **4. <u>राजस्थान का इतिहास एवं संस्कृति–</u>** (अ) मध्यकालीन इतिहास। (आ) स्वतन्त्रता आन्दोलन एवं राजनैतिक चेतना। (इ) राजनैतिक पुनर्गठन। (ई) लोक भाषाएँ (बोलियाँ) एवं साहित्य। (उ) लोक संगीत एवं लोक नृत्य। (ऊ) सन्त, कवि, योद्धा, लोक देवता एवं लोक देवियाँ तथा साम्प्रदायिक सौहार्द। (ए) मेले एवं त्यौहार, रीति–रिवाज, वेशभूषा तथा आभूषण। **5. <u>राजस्थान का औद्योगिक विकास–</u>** (अ) प्रमुख उद्योग एवं औद्योगिक क्षेत्र। (आ) कच्चे माल की उपलब्धता। (इ) खनिज आधारित बड़े, छोटे एवं कुटीर उद्योग। (ई) ऊर्जा के विभिन्न स्त्रोत–जल विद्युत, तापीय, अणु, पवन एवं सौर उर्जा। **<u>दैनिक विज्ञान (EVERYDAY SCIENCE)</u>** 1. भौतिक एवं रासायनिक परिवर्तन (Physical and Chemical Changes), ऑक्सीकरण एवं उपचयन अभिक्रियाएँ (Oxidation and Reduction Reactions), उत्प्रेरक (Catalysis)। 2. धातु, अधातु एवं इनके प्रमुख यौगिक (Metals Non-Metals and their important compounds), सामान्य जीवन में प्रयुक्त कुछ महत्वपूर्ण यौगिक (Some important compounds used in daily life)। 3. कार्बन तथा कार्बन के						

	महत्वपूर्ण यौगिक (Carbon and important compounds of carbon), हाइड्रोकार्बन (Hydrocarbons), कार्बन के अपररूप (Allotropes of carbon), क्लोरो–फ्लोरो कार्बन या फ्रियॉन (Chloro-Fluoro Carbon or Freons), सी.एन.जी. (Compressed Natural Gas), बहुलक (Polymers), साबुन एवं अपमार्जक (Soap and Detergents)। 4. प्रकाश का परार्वतन व इसके नियम (Reflection of light and its laws), प्रकाश का वर्ण विक्षेपण (Dispersion of light), लेंस के प्रकार (Types of lenses), दृष्टि दोष उसका निवारण (Defects of vision and their correction)। 5. विद्युत (Electricity), विद्युत धारा (Electric Current), ओम का नियम (Ohm's law), विद्युत सेल (Electric cell), फेराडे के विद्युत चुम्बकीय–प्रेरण के नियम (Faraday's laws of electromagnetic induction), विद्युत जनित्र (Electric generator), विद्युत मोटर (Electric motor), घरों में विद्युत संयोजन व्यवस्था (Electric connection arrangements in houses), घरों में काम आने वाली विद्युत युक्तियों की कार्यविधि, रख–रखाव एवं उपयोग में लेते समय सावधानियॉ (Working maintenance and precautions during use of house hold electrical appliances)। 6. अंतरिक्ष एवं सूचना प्रौद्योगिकी (Space and information technology), भारत का अंतरिक्ष अनुसंधान कार्यक्रम (Space research programme of India), सूचना प्रौद्योगिकी (Information technology)। 7. आनुवंशिकी से सम्बन्धित सामान्य शब्दावली (General terminology related to						

	genetics), मैण्डल के आनुवंशिकता के नियम (Mendal's law of Inheritance), गुणसूत्रों की संरचना (Structure of Chromosomes), न्यूक्लिक अम्ल (Nucleic Acids), प्रोटीन संश्लेषण का केन्द्रीय सिद्धान्त (Central dogma of protein synthesis), मनुष्य में लिंग निर्धारण (Sex determination in human)। 8. पर्यावरण अध्ययन (Environmental Study), पारिस्थितिक तन्त्र की संरचना (Structure of ecosystems), पारिस्थितिक तन्त्र के जैविक घटक (Biotic factors of ecosystems), पारिस्थिति तंत्र में ऊर्जा प्रवाह (Energy flow in ecosystem), जैव–भू–रासायनिक चक्र (Biogeochemical cycles), जैव प्रौद्योगिकी सामान्य जानकारी (Biotechnology-General information), जैव–पेटेन्ट (Bio-patent), नई पादप किस्मों का परिवर्धन (Development of new plant varieties), जीन या पराजीनी जीव (Transgenic organisms)। 9. जन्तुओं का आर्थिक महत्व (Economic importance of animals), पादपों का आर्थिक महत्व (Economic importance of plants)। 10. रक्त समूह (Blood groups), रक्ताधान (Blood transfusion), आर.एच. कारक (Rh-factor)। रोगाणु तथा मानव स्वास्थ्य (Pathogens and Human health), कुपोषण तथा मानव स्वास्थ्य (Malnutrition and human health), मानव रोग कारण एवं निवारण (Human disease: Causes and cures)। <u>गणित (Mathematics)</u> 1. वैदिक विधि से पूर्व संख्याओं का वर्ग, घनफल, वर्गमूल, घनमूल (6 अंकों की						

	संख्याओं तक)। 2. गुणनखण्ड बहुपद के गुणनखण्ड, समीकरण, दो चरों वाले रैखिक समीकरण, द्विघात समीकरण, लघुगणक। 3. अनुपात–समानुपात, प्रतिशतता, लाभ–हानि, साझा, सरल ब्याज, चक्रवृद्धि ब्याज, बट्टा। 4. एक बिन्दु पर बनने वाले कोण एवं रेखाएं, सरल रेखीय आकृतियां, त्रिभुजों की सर्वांगसमता, समरूप त्रिभुज, कार्तीय निर्देशांक पद्धति, दो बिन्दुओं के मध्य दूरियां, दो बिन्दुओं के मध्य दूरियों का आंतरिक एवं बाह्य विभाजन। 5. समतल आकृतियों का क्षेत्रफल, वृत की परिधि एवं क्षेत्रफल, घन, घनाभ, गोले, शंकु तथा बेलन के पृष्ठीय क्षेत्रफल एवं आयतन। 6. कोण एवं उनके माप, न्यून कोणों के त्रिकोणमितिय अनुपात, त्रिकोणमितीय सर्वसमिकाएं, ऊँचाई–दूरी की सामान्य समस्याएं। 7. आंकड़ों का चित्रों द्वारा निरूपण केन्द्रीय प्रवृति के माप, मध्य विचलन, जन्म–मृत्यु, सांख्यिकी एवं सूचकांक।					
	PAPER: II: Duration 3 Hours. General Hindi and General English. Objective Type Questions: 150 (75+75) Marks 300. सामान्य हिन्दी • संधि और संधि विच्छेद। • सामयिक पदों की रचना और समास–विग्रह। • उपसर्ग। • प्रत्यय। • पर्यायवाची शब्द। • विपरीतार्थक (विलोम) शब्द। • अनेकार्थक शब्द। • शब्द–युग्म। • संज्ञा शब्दों से विशेषण	Objective with multiple choice	(75+75) = 150	02	300	2/3 (0.67) for each wrong answer

	बनाना। • शब्द–शुद्धिः अशुद्ध वाक्यों का शुद्धिकरण और शब्दगत अशुद्धि का कारण। • वाक्य–शुद्धिः अशुद्ध वाक्यों का शुद्धिकरण और वाक्यगत अशुद्धि का कारण। • वाच्यः कर्तृवाच्य, कर्मवाच्य और भाववाच्य प्रयोग। • क्रियाः सकर्मक, अकर्मक और पूर्वकालिक क्रियाएं। • वाक्यांश के लिए एक सार्थक शब्द। • मुहावरे और लोकोक्तियां। • अंग्रेजी के पारिभाषिक (तकनीकी) शब्दों के समानार्थक हिन्दी शब्द। • सरल, संयुक्त और मिश्र अंग्रेजी वाक्यों का हिन्दी में रूपान्तरण और हिन्दी वाक्यों का अंग्रेजी में रूपान्तरण। • कार्यालय पत्रों से संबंधित ज्ञान। **General English** • Tenses/Sequence of Tenses. • Voice: Active and Passive. • Narration: Direct and Indirect. • Transformation of Sentences: Assertive to Negative, Interrogative, Exclamatory and vice-versa. • Use of Articles and Determinants. • Use of Prepositions. • Translation of Simple (Ordinary/Common) Sentences from Hindi to English and vice-versa. • Correction of sentences including subject. Verb, Agreement, Degrees of Adjectives, Connectives and words wrongly used. • Glossary of official, Technical Terms (with their Hindi Versions). • Synonyms.					

	• Antonyms. • One word substitution. • Forming new word by using prefixes and suffixes. • Confusable words. • Comprehension of a given passage. • Knowledge of writing letters: Official, Demi Official, Circulars and Notices, Tenders. **Note:** (i)The incumbent must pass Computer typing test before confirmation and annual grade increment. (ii)The standards of the papers for written test will be of the level of the Senior Secondary examination of the Board of the Secondary Examination of Rajasthan.					
5.	Driver					
	Phase I: PAPER: I- Duration 2 Hours. (i) Hindi (50 Questions) 150 Marks, and	Objective with multiple choice	50	03	150	1 for each wrong answer
	PAPER: II- Duration 2 Hours. (i)Road Transportation Rules (50 Questions) 150 marks.	Objective with multiple choice	50	03	150	1 for each wrong answer
	Phase II: Driving Skill 150 marks.	The marks for driving skill will be awarded by the committee on the basis of the practical driving and interview performance.				
6.	**Peon/ Class-IV**					
	PAPERS: (Secondary School Level) **Duration: 3 Hours** Hindi (50 Questions) 150 marks. General Knowledge (50 Questions) 150 marks. Mathematics (50 Questions) 150 marks.	Objective with multiple choice	(50+50 +50)= 150	03	450	1 for each wrong answer
7.	**Stenographer**					
	English/Hindi Stenography speed - 100 wpm; English/Hindi Typing speed - 50 wpm.					

Explanation-1: The University will award full marks for each wrong question/answer irrespective of the fact that the said question has been attempted by the candidate or not.

5. The syllabus for the written/screening test for teaching posts and professional posts shall be provided only in the English language except the language papers wherein the syllabus shall be provided in the respective languages/scripts.
6. This will not be mandatory for university to conduct written test for the purpose of screening of candidates for the post of Professor, Associate Professor, Assistant Professor, Controller of Examination, Deputy Registrar, Assistant Registrar, Legal Assistant/Junior Law Officer and Driver. Interviews for these posts shall be conducted subject to the necessity.

7. This will be mandatory for the University to conduct written test for post of Clerk Grade-II and Peon/Office Attendant/Choukidar/Cleaner/Rakshak/Gardner/Bishti (Class-IV). However, the typing test for the post of Clerk Grade-II will be mandatory after written examination.
8. It will be mandatory to conduct the stenography and typing speed test in Hindi and English for the post of stenographer.
9. The University may conduct written test, wherever it is proposed to be conducted even before ascertaining the eligibility of the candidates for the post he/she has applied. Therefore, this will be the obligation of the candidate concerned to ascertain his eligibility before submission of his application for any post. Mere appearance and success of the candidate in the screening test will not provide right to appear in the interview/appointment unless he/she satisfies the minimum eligibility criteria declared for the purpose of the respective post.

   Proviso-I: Provided that, the University will prepare the merit list of candidate for interview in case of the appointments for the posts of Professor, Associate Professor, Assistant Professor, Controller of Examination, Deputy Registrar, Assistant Registrar, Legal Assistant/Junior Law Officer and Driver only after ascertaining their eligibility for the concerned post. No candidate shall be called for interview who is either not eligible for the concerned post or he does not stand in the merit list of the minimum number of candidates required to be called for the interview.

   Proviso-II: Provided further that, the University will prepare the merit list of candidate for recruitment in case of the appointments for the posts of Stenographer, Clerk Grade-II and Peon/Office Attendant/Choukidar/Cleaner/Rakshak/Gardner/Bishti (Class-IV) only after ascertaining their eligibility for the concerned post. No candidate shall be considered for recruitment, who is either not eligible for the concerned post or he does not stand in the merit list of the minimum number of candidates required to be called for the interview.
10. The question papers for written/screening test shall be bilingual (English and Hindi/Devnagari).

    Proviso: Provided that the university may prepare question papers only in English language for the posts which require professional knowledge and in the discipline of science.

    Explanation: When there is a conflict/contradiction/ambiguity in any question in both the languages, the question asked in English shall be considered original and authentic for the purpose of its meaning and the answer will be finalized accordingly.
11. There will be four options of answers for each question. All the four options given with any question must be classified only in the capital alphabets, 'A', 'B', 'C' and 'D'.
12. The University shall have option to short-list candidates for interview either by conducting written screening test or by the norms developed here under for the purpose of the Interview for the teaching posts:

    (i) **Short-listing for the post of Assistant Professor:** The university may short list the candidate for the purpose of interview when the applications receive for any post is more than ten times of the number of posts vacant in that category.
    In case, when the university does not conduct written screening test, the list of the short listed candidates shall be prepared on the criteria suggested in the table(s) mentioned here under:

Table: Criteria for Short listing of candidates for Interview for the Post of Assistant Professors in Universities

S.No.	Academic Record	Score		
1	Graduation	80% and above = 15	60%to less than 80% = 13	55% to less than 60% = 10
2	Post Graduation	80% and above = 28	60%to less than 80% = 25	55% to less than 60% = 20
3	M.Phil.	60% and above =		55% to less than

		07	60% = 05
4	Ph.D.	30	
5	NET with JRF NET or equivalent	07 05	
6	Research Publications (2 marks for each research publications published in Peer Reviewed/UGC listed Journals)	10	
7	Teaching/Post Doctoral Experience (2 marks for one year each)#	10	

 # However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

(A) (i)M.Phil + Ph.D Maximum– 30 Marks
(ii) JRF/NET/SET Maximum - 07 Marks

(B) Number of candidates to be called for interview shall be decided by the concerned universities.

(C) Academic Score - 80
Research Publications - 10
Teaching Experience - 10
Total : - **100**

(D)SET/SLET score shall be valid for appointment in respective State Universities/Colleges/Institutions only.

or

In case of very large number of candidates, University may hold written examination for shortlisting candidates for interview on the basis of the marks obtained in the screening of the written test(s), in the order of merit in ratio 1: 10 (one vacancy : 10 candidates) of the vacancy will be filled up.

Note: Shortlisting score will not be communicated to the Selection Committee as well as when the written examination is conducted then these marks also will not be communicated to the Selection Committee.

(ii) **Shortlisting for the post of Professor and/or Associate Professor:** In case of a large number of applications (more than 10 times of the number of the posts for the category) are received, the shortlisting of the applications for the post of Professor and Associate Professor or equivalent position will be done by preparing merit list on the following basis:

(a.) Academic Background as per the formula decided for determination of Academic Record for Selection Committee: Maximum Marks-20.
(b.) Research Performance based on the API calculation (10% of the sum of the API Category-III): Maximum Marks-50.
(c.) Teaching Experience as (Assistant Professor in case of candidature for the post of Associate Professor and Assistant Professor and Associate Professor in case of candidature for the post of Professor) in Regular Scale (1 marks per year): Maximum Marks-20.
(d.) Patents granted by a sovereign (5 per patent): Maximum Marks-10.

Note: In case of equal score all such candidates will be shortlisted for the interview.

13. When the norms of the short-listing have not been decided in advance, the said norms will be decided by the Screening Committee constituted for the purpose and the decision of the Screening Committee shall be final decision in this regard.
14. The university shall have sole authority to constitute Recruitment Procedure Monitoring/Execution Committee, Screening Committee, Short-listing Committee, Grievance Committee, Validation Committee or any other committee as university feels necessary for the purpose of recruitment.
15. The norms and procedural functioning of the Selection Committee shall be decided by the Selection Committee concerned.
16. The University will prepare separate lists of the candidates in ratio of 1:10 for all the categories of candidates falling in the reserved categories for which the posts have been reserved. However, this classification will not debar the candidates of reserved categories to be selected on the post of the unreserved (General) category.
17. As empowered by the University Grants Commission to the University concerned, the definition of the term 'Good Academic Record' for the purpose to ascertain eligibility for recruitment carried out by the Pandit Deendayal Upadhyaya Shekhawati University, Sikar shall be the following:

"Good Academic Record" wherever occurs in these Ordinances for the purpose of qualification for different teaching posts means at least 55% marks *(wherever grading system is there, the grade equal to 55%)* at Master Degree and an average of at least 55% marks in three examinations preceding to the Master Degree with at least 50% marks in Graduation and either in Secondary/High School or Senior Secondary/Higher Secondary Examinations or equivalent grades in the point scale wherever grading system is followed without including any grace marks and/or rounding off to it 50% or 55% as the case may be. However, "Consistently Good Academic Record" will mean the same as of the "Good Academic Record".

Illustration: *[(Sum of the total percentage of marks obtained separately in the three examinations preceding to the Master Degree) divided by 3].*

Explanation: *"Three Preceding Examinations" for the purpose of appointment in Faculty/Department of:*

(i) ***Law means*** *LL.B. plus Graduation and Senior Secondary/Higher Secondary or the equivalent examination.*

Or

Law means *integrated LL.B. plus Senior Secondary/Higher Secondary and Secondary/High School Examination or the equivalent examination.*

(ii) ***Education means*** *B.Ed. plus Graduation and Senior Secondary/Higher Secondary or the equivalent examination.*

Or

Education means *four/five year integrated B.A.-B.Ed./B.Sc.-B.Ed. plus Senior Secondary/Higher Secondary and Secondary/High School Examination or the equivalent examination.*

(iii) ***Physical Education means*** *B.P.Ed. plus Graduation and Senior Secondary/Higher Secondary or the equivalent examination.*

Or

Physical Education means *four/five year integrated course plus Senior Secondary/Higher Secondary and Secondary/High School Examination or the equivalent examination.*

(iv) ***Library Science means*** *B.Lib. plus Graduation and Senior Secondary/Higher Secondary or the equivalent examination.*

However, the University may provide relaxation to the candidates belonging to SC/ST/OBC and Differently Abled Categories in the percentage for the purpose of Good Academic Record as notified by the Government of Rajasthan time-to-time.

18. The Academic Record for teaching posts shall be calculated as per the Ordinance of the Rajasthan University, Jaipur. Accordingly, the following will be the criteria to calculate the 'academic record':

Table: for the post of Professor and Associate Professor

S. No.	Academic standard	**Max. Marks for a given academic standard**	Marks to be awarded for the percentage marks obtained in a given academic standards					
	Academic Record for the post of Professor and Associate Professor : when the marks obtained by the candidate is between:							
		Subject to Maximum Limit	<50%	>50 to < 60%	> 60 to < 70%	>70 to < 80%	>80 to < 90%	>90%
1	Secondary	**2.00**	0	1.00	1.25	1.50	1.75	2.00
2	Senior Secondary	**4.00**	0	2.00	2.50	3.00	3.50	4.00
3	Graduation (Relevant Subject)	**6.00**	0	3.00	3.50	4.00	4.50	6.00
4	Post-Graduation (Relevant Subject)	**8.00**	0	4.00	5.00	6.00	7.00	8.00
	Research Performance							
5	Research Performance based on API score and quality of publication	**40.00**	Based on the opinion of the Subject experts.					

Table: for the post of Assistant Professor

S. No.	Academic standard	**Max. Marks for a given academic standard**	Marks to be awarded for the percentage marks obtained in a given academic standards					
	Academic Record for the post of Assistant Professor: when the marks obtained by the candidate is between:							
		Subject to Maximum Limit	<50%	>50 to < 60%	> 60 to < 70%	>70 to < 80%	>80 to < 90%	>90%
1	Secondary	**3.00**	0	1.50	1.88	2.25	2.63	3.00
2	Senior Secondary	**6.00**	0	3.00	3.78	4.50	5.25	6.00
3	Graduation (Relevant Subject)	**9.00**	0	4.50	5.60	6.75	7.88	9.00
4	Post-Graduation (Relevant Subject)	**12.00**	0	6.00	7.50	9.00	10.50	12.00
	Research Performance							
5	UGC/UGC-CSIR-NET-JRF/SRF or NET/SLET qualified	**4or 3**						
6	Ph.D.	**6**	6 marks for Ph.D. degree awarded					
7	M.Phil.	**4**	4 marks for M.Phil. degree awarded					

8	Research paper in reputed / recognized journal having ISBN / ISSN number	**6 (cumulative total of all will have maximum score of 6)**	1.0 marks for each publication,
	Research paper published in peer reviewed / refereed International Journal with Impact Factor (as per Thomson-Reuters) not less than 0.75		1.5 marks for each publication.
	Research paper in seminar / conference as full paper (Abstracts not to be included)		1.0 marks for each International publication / conference. 0.5 marks for each national publication / conference
	Text or reference book published by International publisher with an established peer review system+		3 marks for sole author 1 mark per chapter in an edit book
	Subjects Books by National level publishers/State and Central Publications with ISBN/ISSN numbers		1.5 marks for sole author 0.5 mark per chapter in an edit book
	Subject Books by Other local publishers with ISBN/ISSN number		0.5 marks for sole author 0.1 mark per chapter in an edit book
	Max. Marks	**50**	

Proviso 1: Provided that the publications 'under submission' or submitted to referees will not be considered for the purpose of the calculation of points for publication criteria.

Proviso 2: Provided further that it will be mandatory for the candidate to submit the copies of their mark sheets at the time of the submission of the application for the purpose to calculate their academic record and eligibility. Failure in submission of the said mark sheets at the time of the submission of the applications will be a ground for rejection of his application without notice.

Proviso 3: Provided further that when a candidate has passed any of his qualifying examination with grading system (CGPA), he will have to submit the value sheet of the grades used to be awarded by the respective passing institution.

19. The Selection Committee constituted for the post of Professor, Associate Professor or Assistant Professor shall assess the candidates on the following dimensions with the weightage given below:

	Assistant Professor	**Associate Professor**	**Professor**
Minimum API Score	As stipulated in the API developed by the University	Consolidated API score requirement of 300 points from category III of API's	Consolidated API score requirement of 400 points from category III of API's
Selection Committee criteria/ weightages (Total Weightages)= 100	a) Academic Record and Research Performance (50%) b) Assessment of Domain Knowledge and Teaching Skills (30%) c) Interview Performance:	a) Academic Background (20%) b) Research Performance based on API score and quality of publications (40%) c) Assessment of Domain	a) Academic Background (20%) b) Research Performance based on API score and quality of publications (40%) c) Assessment of

	(20%)	Knowledge and Teaching Skills (20%) d) Interview Performance: (20%)	Domain Knowledge and Teaching Skills (20%) d) Interview Performance: (20%)

Note-1: The University may further classify the any component of the components mentioned in this table.

Note-2: The University will give focus on the quality and aptitude rather than the quantity of work coming under any of the above stated component.

Note-3: While calculating Academic Record, only the relevant post-graduate and under-graduate degree will be taken into the consideration.

Note-4: The term teaching skill, the marks will be awarded for the skill shown by the candidates through a presentation based on lecture method or power point presentation.

Note-5: The Research Performance will be judged both by number of the papers and the quality of the papers judged by the Subject-Experts present in the committee.

20. The University shall decide the reservation of the teaching and non-teaching posts for different categories entitle for reservation on the basis of the report of the committee of experts constituted for the purpose.

    Proviso-1: Provided that when any post liable to be reserved has not been notified as reserved post for the reason whatsoever, the University may reserve it at any stage of the recruitment process.

    Proviso-2: Each category of non-teaching post shall independently and separately constitute 'a separate group' for the purpose to ascertain reserved post in the said category.

    Proviso-3: For each category of teaching post in each subject shall independently and separately constitute 'a separate group' for the purpose to ascertain reserved post in the said category.

    (The determination of the said group for the purpose to calculate reservation in the respective group has been adopted on the basis of the norms/policy adopted by the Rajasthan University, Jaipur.)

21. When a candidate has applied for any post against the earlier advertisements he shall not be required to re-deposit the application fees if he applies for the same post against the present/succeeding advertisement.

    However, it will be mandatory for such candidate to re-submit a fresh application against the present advertisement. To seek exemption to re-deposit the application fee and to carry forward the earlier application fee against the present advertisement, the candidate concerned shall be required to mention the Demand Draft/Instrument/Transaction Number, Date and the issuing agency on the fresh application without failure.

22. The qualifications required for any post in this advertisement shall be final for the respective post. If there is any contradiction and inconsistency in the qualification for any post under the earlier advertisement and the present advertisement, the qualifications sought under the present advertisement shall supersede the earlier to the extent of the said contradiction and inconsistency. For this purpose the qualification sought under the earlier advertisement shall be considered repealed.

23. Candidates shall be required to pay service charges decided by the appropriate government or by the MoU to the agency providing expert services in collection of the fee by the digital modes.

24. The charges for each objective question (bilingual) shall be Rs. 100/- for the question papers of teaching post and Rs. 50/- for Administrative/Ministerial/Class-IV employees positions. However, the university administration may increase it by taking into the consideration the market rate.

25. The procedure to select the paper or part of paper for any post shall be decided by the university administration and it shall be kept confidential.

26. No question paper will bear the name of the university. It will bear the name of the subject and the code numbers given by the university.

27. The university will not make any correspondence with any paper-setter in his name. The university will coordinate with him through the coordinator appointed for the purpose with the code number of both paper-setter and the coordinator.
28. Candidate shall be provided OMR sheet to answer the question papers.
29. The University shall have authority to prepare syllabus for all the posts including the post of teaching with the approval of the Vice-Chancellor.
30. The Selection Committee shall recruit the candidates for different posts on the basis of the criteria suggested and developed as per the norms mentioned in the following tables/score sheets.

Pandit Deendayal Upadhyaya Shekhawati University, Sikar

Evaluation sheets for the post of Professor and Associate Professor

Post: ..... Subject: ..... Date & Time of Interview: .....

S. No.	Name of Candidate	Academic Back ground	Research Performance based on API Score and quality of Publications	Domain of Knowledge	Teaching Skill	Interview Performance	Total marks	Merit/other	Category of candidate
		Max. Marks : 20	Max. Marks : 40	Max. Marks : 12	Max. Marks : 08	Max. Marks : 20	Max. Marks : 100		

1. Chairman (V.C.) 2. Expert-1 3. Expert-2 4. Expert-3

5. Chancellor Nominee 6. Govt. Nominee 7. BoM Nominee 8. Dean

9. HoD 10. Representative Reserved Category

Pandit Deendayal Upadhyaya Shekhawati University, Sikar

Evaluation sheets for the post of Assistant Professor

Post: ..... Subject: ..... Date & Time of Interview: .....

S. No.	Name of Candidate	Academic Back ground	Research Performance based on API Score and quality of Publications	Domain of Knowledge	Teaching Skill	Interview Performance	Total marks	Merit/other	Category of candidate
		Max. Marks : 30	Max. Marks : 20	Max. Marks : 20	Max. Marks : 10	Max. Marks : 20	Max. Marks : 100		

1. Chairman (V.C.) 2. Expert-1 3. Expert-2 4. Expert-3

5. Chancellor Nominee 6. Govt. Nominee 7. BoM Nominee 8. Dean

9. HoD 10. Representative Reserved Category

Pandit Deendayal Upadhyaya Shekhawati University, Sikar

Evaluation sheets for the post of Controller of Examinations

Post: …….. Subject: …… Date & Time of Interview: ……..

S. N	Name of Candidate	Structure of Higher Education: Understanding	Affiliation System: Understanding	Academic Functioning: Understanding	Finance & Accounts: Understanding	Examination System: Understanding	Interview (other aspects)	Total Marks	Merit / other	Category of candidate
		Max. Marks : 10	Max. Marks : 10	Max. Marks : 10	Max. Marks : 10	Max. Marks : 40	Max. Marks : 20	Max. Marks : 100		

1. Chairman (V.C.) 2. BoM Nominee 3. Expert (VC Nominee)

4. Chancellor Nominee 5. Govt. Nominee 6. Representative Reserved Category

Pandit Deendayal Upadhyaya Shekhawati University, Sikar

Evaluation sheets for the post of Deputy Registrar/Assistant Registrar

Post: …….. Subject: …… Date & Time of Interview: ……..

S. N	Name of Candidate	Structure of Higher Education: Understanding	Affiliation System: Understanding	Academic Functioning: Understanding	Finance & Accounts: Understanding	Examination System: Understanding	Interview (other aspects)	Total Marks	Merit/ other	Category of candidate
		Max. Marks : 20	Max. Marks : 15	Max. Marks : 15	Max. Marks : 15	Max. Marks : 15	Max. Marks : 20	Max. Marks : 100		

1. Chairman (V.C.) 2. BoM Nominee 3. Expert (VC Nominee)

4. Chancellor Nominee 5. Govt. Nominee 6. Representative Reserved Category

Pandit Deendayal Upadhyaya Shekhawati University, Sikar

Evaluation sheets for the post of Junior Law Officer

Post: ..... Subject: ..... Date & Time of Interview: .....

S. N	Name of Candidate	Structure of Higher Education/ University: Understanding Max. Marks : 20	Knowledge relating to Constitutional Law/ Administrative law/Legal Law Max. Marks : 20	Knowledge relating to Pleading and Convincing Max. Marks : 20	Knowledge relating to CPC/Arbitration/ Limitation & Specific Relief Max. Marks : 20	Interview (other aspects) Max. Marks : 20	Total Marks Max. Marks : 100	Merit/ other	Category of candidate

1. Chairman (Registrar) 2. BoM Nominee 3. Eminent Educationist (VC Nominee)

4. Expert Nominated by VC 5.Eminent Educationist (Govt. Nominee) 6.Representative Reserved Category

Proviso 1: Provided that the score sheets shall not be made public.

Proviso 2: Provided further that the net score of the candidates below 50% will among 'Not Suitable' for selection.

Proviso 3: Provided further that when the university has not developed such norms the selection in the form of score sheet the selection shall be shall be made on the basis of the performance of the candidates only in the interview.

31. To avoid probability of awarding irrationality in the marks awarded, huge gap amongst different members of the Selection Committee/Experts in awarding the marks, the consolidated marks will be awarded after a serious consultation amongst the members of the Selection Committee/Experts.
32. The short listed candidates found eligible for Interview shall be required to submit eight sets of the following documents for verification as per the time schedule announced by the University time to time on its website. The University will return six sets back to the candidate after the Interview. These document must include:
    (i) Curriculum Vitae with Photograph
    (ii) List of Publications with clear mention on the first page of the paper; Name of the Journal, the Serial Number and Page Number of the Journal approved by the UGC.
    (iii) Full printout of maximum **five** best research papers from the aforesaid list of publications.
    (iv) Handouts of a presentation on research contribution of candidate based on the aforesaid maximum **five** best research publications. Candidate may carry softcopy on a memory stick for presentation before the selection committee.
    (v) Certificates of **Patents** or award given by the Government or Autonomous Institutions funded by the Government or appropriate well known academic society.
33. The candidates shall be required to submit the copies of the following documents and original thereof for verification. The said copies must be self attested.
    (i) Certificate of the Date of Birth.

(ii) Caste Certificate for appointment on the reserved category post on being short-listed for the respective category (Special Category Certificate, if applicable).
(iii) Marks sheets and Certificates/Degree of Secondary, Senior Secondary, Bachelor Degree and Master Degree in relevant discipline.
(iv) NET/SLET/SET Certificate.
(v) Ph.D. Degree.

34. Short-listed candidate shall report well in time for document verification committee on or before the time schedule announce on the university website. Candidates will not be entitle for TA & DA to visit the place of document verification and Interview.
35. Candidate shall require to produce the original of all the documents at the time of document verification and Interview for verification. The decision of the document verification committee on eligibility of candidates shall be final and binding.
36. Candidates are directed neither to bring nor keep mobile phone/camera/video camera or any other such electronic device at the time of the document verification and interview.
37. Appointments made due to the mistake of fact or law, calculation, validity of any document, shortage of any document, ineligibility for any other reason/mistake shall be liable to be cancelled at any stage including after recruitment and assumption of the duty.
38. The University administration shall have authority to appoint with the prior approval of the Vice-Chancellor any person or persons employed in Government Organization, Universities or in any Regulatory Authority (persons in service or retired) in different capacities or constitute Committee (s) in case of the dearth of experts human resources to coordinate the functions concerned directly or ancillary with the process of recruitment.
Such persons will be entitle for TA & DA as per the University rules and remuneration/ honorarium decided by the University.
39. The authority to decide residuary matters shall vest with the Vice-Chancellor of the University.
40. The following shall be the standard Performa for application for teaching and non-teaching post:
Annexure A – Application form for Teaching Posts
Annexure B– Application form for Administrative Staff
Annexure C– Application form for Ministerial/Class-IV Employee
However, for effective administration of the recruitment process, the university administration may change any part of the application form by way of addition and deletion.