



# Recruitment Bulletin – 2024 (i)



## **Our Vision**

*Be globally acknowledged as a distinguished centre of academic excellence.*

## **Our Mission**

*To prepare a class of proficient scholars and professionals with ingrained human values and commitment to expand the frontiers of knowledge for the advancement of society.*

## **KURUKSHETRA UNIVERSITY KURUKSHETRA**

**(Established by the State Legislature Act XII of 1956)**

**(‘A<sup>++</sup>’ Grade, NAAC Accredited)**

**Website: [iums.kuk.ac.in](http://iums.kuk.ac.in)**



**KURUKSHETRA UNIVERSITY KURUKSHETRA**

*(Established by the State Legislature Act XII of 1956)  
(‘A<sup>++</sup>’ Grade, NAAC Accredited)*

**(Advt. No. 1/NT/2024)**

Kurukshetra University invites Online Applications from the eligible candidates for recruitment of Clerks (45), Draftsman (2) and Junior Engineer (5) on Budgeted posts. The detailed information of all instructions i.e. eligibility, selection criteria etc. and link of Online applications will be available on University Website [www.iums.kuk.ac.in](http://www.iums.kuk.ac.in) w.e.f. 15.03.2024.

**REGISTRAR**

**KURUKSHETRA UNIVERSITY KURUKSHETRA**

*(Established by the State Legislature Act XII of 1956)  
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**Corrigendum**

In continuation of the earlier Advt. No. 1/NT/2024, the Advt. Nos and posts be read as under:-

- (i) Advt. No. 1/NT/2024 - Clerks (45),
- (ii) Advt. No. 2/NT/2024 - Draftsman(2),
- (iii) Advt. No. 3/NT/2024 - Junior Engineer (5).

**REGISTRAR**



# Index

Chapter	Title	Page
1.	Posts Advertised	4
2.	Application Fee	5
3.	Essential Qualification	6
4.	Selection Criteria	8
5.	General Instructions	15
6.	Syllabus	22
7	Modalities for OMR based Test	29
8.	Epilogue	31
Appendix – I	Letter of Undertaking for using own Scribe	32
Appendix – II	Certificate regarding Physical Limitation in an Examinee to write	33
Appendix – III	Certificate for person with specified disability	34
Appendix – IV	Letter of Undertaking by the person with specified disability	35
Appendix – V	EWS Income and Asset Certificate	36
Appendix – VI	No Objection certificate	37

## Application Dates:

- **Publication of Advertisement:** March 10, 2024
- **Applications Open:** March 15, 2024
- **Applications Close:** April 16, 2024

**Time Zone:** Indian Standard Time (IST)

**Duration:** Applications will be accepted from March 15<sup>th</sup> to April 16<sup>th</sup>, 2024.

**Deadline:** All applications must be submitted by April 16<sup>th</sup>, 2024, at 11:59 PM IST.

**Note:** The onus of checking dates and details from the University website lies with candidates and Email/SMS notifications are extra services offered by the University and should not be regarded as an entitlement.

Abbreviations			
BC-A	Backward Classes,	MCQ	Multiple Choice Question
BC-B	Backward Classes,	OH	Orthopedically Handicapped
CGPA	Cumulative Grade Point Average	OMR	Optical Mark Reader
DESM	Dependents of Ex-serviceman	PwBD	Person with Benchmark Disability
ESM	Ex-serviceman	SC	Scheduled Caste
EWS	Economically Weaker Section	WPM	Words Per Minute
HH	Hearing Handicapped		



## Chapter 1: Posts Advertised

Advt. No.	Post Code	Name of the Post and pay scale	No. of Posts	Category
1/NT/2024	B-1	Clerk FPL-2 (19900-63200 + 40 Special Pay)	45	PwBD-2 (1-OH, 1-HH) Gen-2, Gen (ESM)-3 BCA-6, BCA (ESM)-3 BCB-6, BCB (ESM)-4 SC-10, SC (ESM)-5 EWS-4
2/NT/2024	B-2	Draftsman FPL-6 (35400-112400)	02	Gen-1, EWS-1
3/NT/2024	B-3	Junior Engineer (Civil) FPL-6 (35400-112400)	04	Gen-1, Gen (ESM)-1, BCB-2
3/NT/2024	B-4	Junior Engineer (Electrical) FPL-6 (35400-112400)	01	SC-1

1. Number of posts advertised may increase or decrease, including complete withdrawal without assigning any reason.
2. The post of Draftsman advertised vide Advt. No. 1/2014 is hereby withdrawn. The applicants who had applied for this post against Advt. No. 1/2014 are required to apply afresh, if eligible. However, they can apply for refund of earlier application fee separately, with proof, within two months from the date of publication of this advertisement.
3. The post(s) of Junior Engineer advertised vide Advt. No. 2/2012 and 2/2013 are hereby withdrawn. The applicants who had applied for this post against these advertisements are required to apply afresh, if eligible. However, they can apply for refund of earlier application fee separately, with proof, within two months from the date of publication of this advertisement.



## Chapter 2: Application Fee

Every application shall be submitted, complete in all respects, through online mode only as per format prescribed by the University and made available on the official website.

Application Fee		
SN	Category	Fee
1	Unreserved Category	2000
2	Female of Unreserved Category of Haryana State Only	1000
3	SC/BC-A/BC-B/EWS Category of Haryana State Only	500
4	Third Gender	500
5	PwBD Category of Haryana State Only	No charges

### Note

1. The Male and Female of ESM category of only Haryana State are required to pay the fee as for General, SC, BC-A, BC-B & EWS Candidates as the case may be.
2. Fee once deposited against an application form is neither transferable nor refundable/adjustable.
3. The fee will be accepted only through online mode Link given in the online Application Form on the University portal i.e. [www.iums.kuk.ac.in](http://www.iums.kuk.ac.in)

### Refund of Fee

No claim for refund of the fee shall be entertained unless:

- 1) The candidate has paid the fee more than once and the fee should have actually been credited into the account of the University more than once or;
- 2) The post/(s) against which the fee was paid has/have been withdrawn by the University.



## Chapter 3: Essential Qualification

### 3.1 Essential Qualification for Clerk

- 1) Graduate from a recognized University
- 2) Matric with Hindi or Sanskrit as one of the subjects  
OR  
10+2/B.A./M.A. with Hindi as one of the subjects.
- 3) The candidate shall have to qualify the Test in Computer Appreciation and Application. This test will be based on Introduction to Computer & Windows, Word Processing, Spreadsheet, Power Point, Internet Browsing and Email Management
- 4) Typing speed of 30 words per minute in English converted with equivalent key depressions as the typing speed would be tested on computers.

**Note:** The PWD (Person with Disabilities) with the following disabilities only are exempted from qualifying the Computer Appreciation & Application Test and Typing Test: Amputation of hand (Left and Right), Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) either upper limb, Declination Degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.

### 3.2 Essential Qualification for Junior Engineer\*

#### **Junior Engineer (Civil)**

Three years diploma in Civil Engineering from a recognized institution and preferably with three years experience of Civil works in the Govt./Public Buildings.

OR

B.Tech. in Civil Engineering /Bachelor in Engineering (Civil) from any recognized University, approved by the University Grants Commission/All India Council for Technical Education or Associate Membership Examination of the Institute of Engineers and preferably with three years experience of Civil works in the Govt./Public Buildings.

#### **Junior Engineer (Electrical)**

Three years diploma in Electrical Engineering from a recognized institution and preferably with three years experience of Electrical works in the Govt./Public Buildings.

OR

B.Tech. in Electrical Engineering /Bachelor in Engineering (Electrical) from any recognized University, approved by the University Grants Commission/All India Council for Technical Education



or Associate Membership Examination of the Institute of Engineers and preferably with three years experience of Electrical works in the Govt./Public Buildings.

\* *Qualification of Junior Engineer is subject to the assent of Hon'ble Governor Chancellor*

### **3.3 Essential Qualification for Draftsman**

Three years' Diploma in Civil Engineering from a recognised Institute or Draftsman Diploma in Civil Engineering with preferably two years' experience in preparation of estimates and tenders of buildings.



## Chapter 4: Selection Criteria

### 4.1 Post of Clerk

Distribution of merit points out of 100				
Criteria	Merit Points			
Type Test	30			
Aptitude Test	30			
Computer Appreciation and Application Test	20			
Academic Qualification	20			
		<50%	>=50% and <60%	>=60%
	Matriculate	2	4	6
	10+2	2	4	6
	Graduation	2	6	8

### Phase – I: Type Test in English

Candidate will be provided with a passage in English. The required qualifying speed on Computer for typing test is 30 Words Per Minute (WPM). The duration of test will be TEN (10) minutes.

Formula for calculating typing speed	Meaning of Mistakes
<p>WPM = (Total words typed – Mistakes) /Time (Minutes)</p> <p>For example:</p> <p>Time = 10 minutes:</p> <p>Total words typed = 370</p> <p>Mistakes committed = 25</p> <p>WPM = (370 – 25)/10 = (345/10) = 34.5</p> <p>(No rounding off will be there)</p>	<ol style="list-style-type: none"> <li>1) Wrong word typed will amount to one mistake.</li> <li>2) Missing word will amount to one mistake.</li> <li>3) Extra word typed will amount to one mistake.</li> <li>4) Transposition of two consecutive words will amount to one mistake.</li> </ol>
Candidates qualifying Phase – I will be eligible to appear in Phase – II.	





### Phase – II: Aptitude Test

The medium of instruction for this test will be both Hindi and English. In case of any disparity or inconsistency between the instructions/questions provided in Hindi and English, the instructions/questions provided in English will prevail.

**Duration: 60 Minutes**

**Maximum Marks: 30**

**Pass Marks: 12**

#### Components

**Marks**

Language Proficiency

a) English: Reading Comprehension, Tenses Rules, Cloze Test (Fill in the Blanks), Jumbled Paragraphs, Idioms and Phrases, Multiple Meaning, Error Spotting Correction, Preposition Rules, Sentence making.

5

Questions: 10

b) Hindi: अव्यय, अलंकार, संधि, लिंग, क्रिया, वचन, वाक्य, संज्ञा, विशेषण, मुहावरे और लोकोक्तियाँ, सर्वनाम, शब्द रचना, स्वर व व्यंजन, पर्यायवाची शब्द

5

Questions: 10

Reasoning Ability: Logical reasoning measure how well you recognize patterns and sequences and identify relationships between objects. Involves abilities such as thinking logically, managing time and solving problems quickly and effectively. It requires an understanding of patterns, figures, diagrams, or designs and drawing meaning from them.

10

Questions: 20

Numeric Ability: Abilities with numbers, math, and data are tested. Involves the ability to perform basic arithmetic operations such as addition, subtraction, multiplication, and division and mathematical operations like ratio, square root, percentage, etc.

10

Questions: 20

Candidates who qualify in Phase II will be eligible to participate in Phase III. For each vacancy category wise, #five times candidates will be shortlisted based on merit points calculated as follows:

**Merit Points = Marks in Type Test + Marks in Aptitude Test**

(The marks in the Type Test will be calculated as follows: 25 marks for a speed of Words Per Minute (WPM) equal to 30, with an additional 0.5 marks awarded for each additional speed of 1 WPM, up to a maximum of 30 marks.)

# In case, five times candidate qualifying Phase – II in any category are less than or equal to 30 then all the candidates qualifying Phase – II in that category will be shortlisted for Phase – III.



### Phase – III: Computer Appreciation and Application Test

The medium of instruction for this test will be English only.

**Time: 1.30 Hours**

**Max. Marks: 20**

**Pass Marks: 08**

A Computer Appreciation and Application Test will be conducted to evaluate the proficiency of candidates as per syllabus given in Chapter Titled “Syllabus”.

#### Final merit points will be computed as:

Final merit points = Marks in Type Test + Marks in Aptitude Test + Marks in Computer Appreciation and Application Test + Academic Merit Points

#### Tie-Breaking Criterion

In the event of two or more candidates obtaining same Final merit points, the tie-breaking criterion for awarding the ranks will be as follows:

- 1) Candidate with higher marks in Type test will be given preference.
- 2) If tie still persists, it will be resolved on the basis of marks obtained in Aptitude test. Candidate with higher marks in aptitude test will be given preference.
- 3) If tie still persists, it will be resolved on the basis of marks obtained in Computer Appreciation and Application Test. Candidate with higher marks in Computer Appreciation and Application Test will be given preference.
- 4) If tie still persists, senior in age will be given preference.

## 4.2 Selection Criteria for the post of Junior Engineer (Civil) & Junior Engineer (Electrical)

**Selection Process:** The Selection Process will be as under:

- 1) Written Examination (50 Marks)
- 2) Educational Qualification (15 Marks)
- 3) Experience (05 marks)
- 4) Presentation of the works supervised/Projects or field work undertaken/ any topic of choice of the candidate related to his/her field (10 Marks)
- 5) Interview (20 marks)



**Note:**

1. Provisional selection will be based on the written test performance, Experience marks, educational qualification marks, presentation marks & interview marks only, for the candidates qualifying in the written test.
2. Top 15 candidates will be shortlisted against One post in each category and additional 5 for every additional post in the same category based on the merit points (Written Exam + Educational Qualification + Experience).

**2) Written Exam Pattern**

The 50 Marks of written examination shall be divided into Two parts comprising:

- a) **Part- A** – 20% weightage for General Intelligence & Reasoning, English & Hindi, Knowledge of Computer, Current Affairs, Environment & Culture, etc.
- b) **Part – B** 80% weightage for concerned or relevant subjects, as applicable.

**Written Test**

(Maximum Marks: 50, Qualifying marks: 40% for general category and 35% for reserved category, Duration: 60 minutes, Number of Questions: 50)

All the candidates, who apply for the post of Junior Engineer, shall have to appear in the written test. A candidate has to secure minimum 40% marks for general category/35% marks for reserved category to qualify the test. The Question Paper shall consist of 50 Multiple Choice Questions of two parts; Part-A will comprise of 10 questions & Part-B of 40 questions. For each question, four suggested answers shall be given. Candidate has to choose one most appropriate answer to each question. In any case, for each question candidate has to select only one answer. If candidate selects more than one answer, the response will be considered wrong. For every correct answer, candidate will be awarded 01 mark. There will be penalty for wrong answers marked in the Test. For each question for which a wrong answer has been given by the candidate, one fourth of the mark assigned to that question, will be deducted. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that questions and 0 mark will be awarded to that question.

**Note: Question paper shall be in English language only.**

**3) The 15.0 marks for educational qualification shall be allocated as follows:**

The Marks of Diploma/ Degree in relevant Branch, whichever is higher will be considered.

Formula for calculating marks will be as under\*:

$$= (\text{Percentage marks obtained in the Diploma / Degree} - 50) \times 0.30$$

(\* Subject to minimum Zero)



If candidate claim eligibility on account of equivalent qualification, he should provide equivalency certificate from the competent authority of University etc. and upload the same with the application form. The decision so taken by the Kurukshetra University in this regard shall be binding on the candidates.

**Note:**

- a) While filling the academic details, if marks are given in form of the CGPA then a conversion formula to convert CGPA into percentage should be essentially provided by the candidate from the competent authority awarding CGPA i.e. a documentary proof should be provided. In case marks are given in form of the CGPA alongwith conversion formula as well as absolute marks then to compute the percentage CGPA will be used. In case marks are given in form of the CGPA but conversion formula is not provided by the candidate then CGPA shall be multiplied by default value 9 on a scale of 10 to obtain the percentage marks.
- b) To compute the merit points, no rounding shall be carried out. The number should be accurate to three decimal places.

**4) 5.0 marks for experience shall be allocated as follows:**

Experience will be counted after candidate has acquired the basic qualification:

Experience: One marks for each year after the 03 years as prescribed in basic qualification or part thereof exceeding six months of experience, on the same or a higher post in the relevant field in any Department/ Board/ Corporation/ PSU/Registered Company/ Statutory Body/ Commission/ Authority of any State/ Central Government. No marks shall be awarded for any period of fewer than six months.

(A maximum of 5.0 marks will be allowed)

**5) 10.0 marks for presentation:-**

Presentation of the candidate on works supervised/Projects or field work undertaken/ any topic of choice of the candidate related to his/her field. The marks of presentation shall be allocated/awarded as per the performance of the candidate

(A maximum of 10.0 marks will be allowed)

**6) 20.0 Marks for interview: –**

The marks of the Interview shall be allocated/awarded as per the performance of the candidate.

(A maximum of 20.0 marks will be allowed)

**Tie Breaking Criterion**

In the event of two or more candidates obtaining same aggregate marks, the tie-breaking criterion for awarding the ranks will be as follows:

- 1) Candidate with higher marks in written test will be given preference.



- 2) If tie still persists, it will be resolved on the basis of marks secured in educational qualification. Candidate with higher marks in educational qualification will be given preference.
- 3) If tie still persists, senior in age will be given preference.

### 4.3 Selection Criteria for the post of Draftsman

Distribution of merit points out of 70				
Criteria	Merit Points			
Aptitude Test	30			
Computer Appreciation and Application Test	20			
Academic Qualification	20			
		<50%	>=50% and <60%	>=60%
	Matriculate	6	12	20

Phase – I: Aptitude Test		
The medium of instruction for this test will be both Hindi and English. In case of any disparity or inconsistency between the instructions/questions provided in Hindi and English, the instructions/questions provided in English will prevail.		
<b>Duration: 60 Minutes</b>	<b>Maximum Marks: 30</b>	<b>Pass Marks: 12</b>
Components		Marks
Language Proficiency		
a) English: Reading Comprehension, Tenses Rules, Cloze Test (Fill in the Blanks), Jumbled Paragraphs, Idioms and Phrases, Multiple Meaning, Error Spotting Correction, Preposition Rules, Sentence making.		5 Questions: 10
b) Hindi: अव्यय, अलंकार, संधि, लिंग, क्रिया, वचन, वाक्य, संज्ञा, विशेषण, मुहावरे और लोकोक्तियाँ, सर्वनाम, शब्द रचना, स्वर व व्यंजन, पर्यायवाची शब्द		5 Questions: 10
Reasoning Ability: Logical reasoning measure how well you recognize patterns and sequences and identify relationships between objects. Involves abilities such as thinking logically, managing time and solving problems quickly and effectively. It requires an understanding of patterns, figures, diagrams, or designs and drawing meaning from them.		10 Questions: 20



### Phase – I: Aptitude Test

Numeric Ability: Abilities with numbers, math, and data are tested. Involves the ability to perform basic arithmetic operations such as addition, subtraction, multiplication, and division and mathematical operations like ratio, square root, percentage, etc.

10  
Questions: 20

Candidates who qualify in Phase I will be eligible to participate in Phase II. For each vacancy category wise, #five times candidates will be shortlisted based on merit points calculated as follows:

#### Merit Points = Marks in Aptitude Test

# In case, five times candidate qualifying Phase – I in any category are less than or equal to 30 then all the candidates qualifying Phase – I in that category will be shortlisted for Phase – II.

### Phase – II: Computer Appreciation and Application Test

The medium of instruction for this test will be English only.

**Time: 1.30 Hours**

**Max. Marks: 20**

**Pass Marks: 08**

A Computer Appreciation Test will be conducted to evaluate the proficiency of candidates as per syllabus given in the Chapter Titled “Syllabus”.

#### Final merit points will be computed as:

Final merit points = Marks in Aptitude Test + Marks in Computer Appreciation and Application Test + Academic Merit Points.

#### Tie-Breaking Criterion

In the event of two or more candidates obtaining same Final merit points, the tie-breaking criterion for awarding the ranks will be as follows:

1. Candidate with higher marks in Aptitude test will be given preference.
2. If tie still persists, it will be resolved on the basis of marks obtained in Computer Appreciation Test. Candidate with higher marks in Computer Appreciation Test will be given preference.
3. If tie still persists, senior in age will be given preference.



## Chapter 5: General Instructions

1. Candidates are advised to visit only the official portal of the Kurukshetra University, Kurukshetra i.e. [www.iuims.kuk.ac.in](http://www.iuims.kuk.ac.in) and be very careful about fake websites and job racketeers.
2. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down for each post, in this advertisement.
3. Candidates applying for multiple posts will have to select appropriate option(s) available on the portal to specify choice of posts. Each post is given a unique postcode.
4. Age Limit: The candidate should not be less than 18 years and not more than 50 years of age as on last date of application. Age relaxation, if any, may be considered as per university rules.
5. While filling the academic details, if marks are given in form of the CGPA then a conversion formula to convert CGPA into percentage should be essentially provided by the candidate from the competent authority awarding CGPA i.e. a documentary proof. In case marks are given in form of the CGPA alongwith conversion formula as well as absolute marks then to compute the percentage, CGPA will be used. In case marks are given in form of the CGPA but conversion formula is not provided by the candidate then CGPA shall be multiplied by default value 9 on a scale of 10 to obtain the percentage marks.
6. In case, the Graduation Certificate issued by the Government to the Ex-Servicemen does not contain any percentage, for such Ex-Servicemen, percentage marks at the Graduation level will be considered 35%.
7. To compute the merit points, no rounding shall be carried out. The number should be correct up to three decimal places.
8. There are various options available for payment through Net Banking, UPI etc. “candidate should note that in case status of payment shown by bank is not “success” for their transaction, i.e. Status of payment shown by the bank is “pending”, “failure”, “rejected” or any other technical issue, then it is the responsibility of the candidate to ensure that payment made to Kurukshetra University is successful within the due date. In case transaction is reversed by bank to candidate or cancelled and payment is not received by Kurukshetra University within the due date, the candidature shall be summarily cancelled.”
9. A candidate whether belongs to General or reserved category viz. SC/BC-A/BC-B/ESM/PwBD/EWS should submit only one online application form against each post code. Submission of more than one application form against one post code will automatically lead to rejection of candidature and may also attract appropriate action as per law.



10. Reserved category candidates shall be considered against General category strictly as per Govt. letter No. EC/2018/20179-389 dated 26.04.2018.
11. The benefit of reservation will be given only to those SC/BC-A/BC-B/ESM/PWD/ EWS candidates who are domiciled in Haryana State. These candidates are required to upload SC/ BC-A /BC-B /ESM /PwBD /EWS Certificate duly issued by the Competent Authority of Haryana. ESM/DESM/DFE shall be required to upload the Valid Eligibility Certificate duly issued by the respective Zila Sainik Board. As well EWS (Economically Weaker Section) candidates shall be required to upload Certificate as per instructions of the Haryana Government.
12. The dependents sons and daughters of the Ex-Serviceman who had not availed the benefit of ESM in re-employment in any Government service, Public Sector undertaking, including Para Military Forces, will be considered for appointment(s) against the posts reserved for Ex-Servicemen to the extent of non-availability of suitable Ex-Servicemen, provided they fulfill all the required conditions viz. qualifications, age, experience etc. this entitlement would be available to one dependent child only.
13. Candidates applying for the posts under ESM/DESM/DFE category should submit a certificate duly issued by the Zila Sainik Board to the effect that his/her father has not availed the benefit of re-employment in any Government service, Public Sector Undertakings including Para-Military Forces, in view of State Government instructions.
14. The benefit of reservation to Ex-Servicemen and their children will be given in accordance with the instructions of the State Govt. Haryana received from time to time.
15. Backward class Block (A & B) candidates claiming benefit of reservation have to upload a certificate issued by the competent authority of Haryana (not older than six months from the closing date of application) mentioning therein that he/she is not covered under the criteria of creamy layer as per State Govt. instructions issued by vide letter No. 1170-SW(1)-95 dated 07.06.1995 & No. 213-SW(1)-2010 dated 31.08.2010, No.22/22/2004 3GS-III dated 14.06.2016, No.1282-SW(1) dated 28.08.2018 and No. 512-SW (1) 2021 dated 01.12.2021.
16. Candidates are required to have a valid personal active Email ID as all the information regarding the recruitment process will be sent on their registered Email ID throughout the process as an additional service by the university. In case a candidate does not have a valid personal Email ID, the candidate should create a new Email ID before applying online and must maintain that Email account throughout the selection process.
17. Candidates must give a valid Mobile number, as all the SMSs during the process will be sent on that Mobile number.





18. Candidates are advised not to change their Mobile number/E-mail ID mentioned at the time of Registration. Candidates are also advised not to give mobile number/Email ID of unknown person/stranger to avoid any future complication. Kurukshetra University shall not be responsible in any manner for non-delivery of SMS/E-Mail. It shall be responsibility of the candidate to update himself/herself by visiting the website of Kurukshetra University i.e. [www.iums.kuk.ac.in](http://www.iums.kuk.ac.in) and by checking his/her Email Account/SMS regularly for important notifications.
19. In case of Integrated program, the percentage marks in the integrated program, shall be considered for both the degrees covered under the program (i.e. graduation and post-graduation).
20. In case of lateral entry programs, percentage marks given in the degree of awarding university shall be considered final.
21. Candidates, who have obtained degrees or certificates required for fulfilling the eligibility conditions from any Institution declared fake by the University Grants Commission or not recognized by Haryana Government/ Govt. Regulatory Bodies and Kurukshetra University, Kurukshetra. shall not be eligible for recruitment to the said posts advertised and no representation in this regard shall be entertained.
22. As per letter No. 10/4/2015-3GS-II dated 25-03-2016 from Chief Secretary to Government of Haryana, if a candidate possesses higher qualification in the same line as prescribed in the minimum qualifications applicable to a particular post than he should be considered for that post.
23. Candidate's eligibility in term as of Essential Qualification(s) etc. shall be reckoned as on the closing date (last date) prescribed for submission of online recruitment applications. No certificate/document will be accepted after the last date.
24. All the educational qualifications should be from a University/ Institution/ Board recognized by Govt. of India/State Govt./ approved by Govt. Regulatory Bodies and the final result should have been declared on or before the last date of submission of application form. The candidates who are able to prove through documentary evidence that the result of the qualifying examination was declared on or before the last date of submission of application form and he/she has been declared passed, will also be considered to have the required Educational Qualification.
25. The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University. In case the result of a particular examination is posted on the website of the University, a certificate issued by the appropriate authority of the University indicating the date on which the result was posted on the website will be taken as the date of passing.
26. As per Ministry of Human Resource Development Notification No. 44 dated 01-03-1995 published in Gazette of India edition dated 10-06-2015, the Degree obtained through open Universities/



Distance Education Mode needs to be recognized by Distance Education Council, IGNOU (Now Distance Education Bureau). Accordingly, unless such Degrees had been recognized for the period when the candidates acquired the relevant qualification, these will not be accepted for the purpose of Educational Qualification.

27. No change in the category of any candidate is allowed after submission of application form. No correspondence/email/ phone will be entertained in this regard.
28. The status of short-listing will be made available on the dashboards of the respective applicants for information before interview (if any) as per Selection Criteria. In case of any dispute with regard to screening of the applications, the decision of the University shall be final.
29. No TA/DA shall be paid by the University for physical presence in the university for consideration in the selection process.
30. The candidate in the job shall have to apply through proper channel and has to upload the No Objection Certificate signed by his/her employer as per Appendix titled “No Objection Certificate”. Those not applying through proper channel will not be considered for any benefit of current employment if selected.
31. The entire onus of the content/authenticity of the information being uploaded in the application form and its attachments shall exclusively rest with the applicant in terms of eligibility for recruitment and for subsequent selection through due process.
32. Candidates should not furnish any particulars that are fake, tampered/fabricated and should not suppress any material information while filling up the online application form.
33. Mere submission of online application/permission does not mean that the candidate is eligible for appointment to the post applied for. The eligibility shall be verified at the time of verification of original documents as per the qualifications and terms & conditions of advertisement. If at any stage, it is found that the information furnished by the candidate is fake or incorrect, the candidature will be cancelled, and the candidate will also be liable to legal proceedings.
34. The University shall, in no way, be responsible for any error/ omission/ commission/ suppression of relevant information by the applicant knowingly/ unknowingly/ overtly/ covertly while filling up the application form and uploading the documents required therein. Candidates must ensure that they fulfill all the eligibility conditions on the last date fixed for receipt of application. If on verification at any stage, before or after the selection, it is found that the candidate did not fulfill any of the eligibility condition(s) as on last date or it is found that the information furnished is false or incorrect, the candidature will be cancelled, and services will be terminated. Applicants will also be liable for criminal/legal prosecution.



35. In case the applicant gets screened/ shortlisted/ selected/ appointed based on the credentials furnished by applicant which are, on scrutiny, found to be incorrect/ inadmissible/ forged/ fabricated/ falsified, applicant's candidature shall be liable to be cancelled at any stage of the recruitment/at any time during the tenure of the service and appropriate legal action under applicable law shall be initiated against the applicant. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his services shall be terminated.
36. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates. In case of any dispute arising out of such a situation, the decision of the University shall be final and binding on the applicant.
37. The possession of prescribed essential qualification does not entitle a candidate to be called for an interview/screening/test. 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 query or correspondence will be entertained in this regard.
38. For type test, though the candidates will be provided with good quality keyboards for typing exam, they have the flexibility of typing on their own keyboards in the test. All candidates are allowed to bring their own wired USB-type keyboard for the typing test. All other keyboards of type PS2/wireless/Bluetooth etc. or wired USB-keyboard showing any signs of tempering/labeling etc. will not be allowed.
39. Canvassing in any form on behalf of any candidate will disqualify the candidature.
40. The University reserves the right not to fill any of the vacancies advertised, if circumstance so warrant, without assigning any reason thereof
41. Any changes/ corrigendum/ amendments/ updation/ cancellation notice related to the recruitment process shall be published on official portal of Kurukshetra University ([www.iums.kuk.ac.in](http://www.iums.kuk.ac.in)) only and not in the newspapers. Therefore, candidates are advised to check the University Website regularly.
42. Information uploaded on the University Website shall not be provided to the candidate under RTI Act, 2005. The uploaded information on the University Website shall remain for a specific period only. Therefore, the candidates are advised to download the information and keep them for future reference. During the recruitment process, neither any application under RTI Act, 2005 shall be



entertained nor information shall be provided. Factual information under RTI Act shall be provided only after declaration of final result and completion of the entire recruitment process of this notification subject to condition. Reply shall not be provided for any inferential or speculative question.

43. All original documents in support of the claims should be produced for verification when demanded.
44. The candidate has to download the Hall Ticket from the portal when made available. In case candidates are unable to download Hall Ticket from the portal, they may approach the Help Line between 09:30 am and 5:00 pm. Candidate may please note that Hall Ticket will not be sent by post. Under no circumstance, a duplicate Hall Ticket will be issued at the Examination Centers. Candidate must not mutilate the Hall Ticket or change any entry made therein. Candidates are advised to preserve their Hall Ticket in good condition for future reference.

#### **General Instructions for PwBD Candidates**

1. Persons with benchmark disability in the category of Visually impaired, orthopedically handicapped (afflicted by cerebral palsy), orthopedically handicapped (both arm affected), orthopedically handicapped candidates who has a locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate (such deficiency to be indicated in the certificate, issued by competent authority, submitted by the candidate) will be allowed compensatory time and are eligible for scribe during aptitude test.
2. The Scribe is identified by the candidate at own cost and as per own choice.
3. A person acting as a Scribe for one candidate cannot be a Scribe for another candidate.
4. The scribe arranged by the candidate should not be a candidate for the same examination.
5. The candidate shall be responsible for any misconduct on the part of the scribe brought by him during test.
6. Candidate as well as the scribe will have to give a suitable undertaking, in the prescribed format 'Letter of Undertaking for Using Own Scribe' as per format at Appendix-I.
7. Candidates are advised to refer point No. IV of OM dated 29th Aug, 2018 issued by Department of Empowerment of persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment referred above and required to produce a certificate (wherever applicable) to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/her behalf as per format at Appendix-II from Chief Medical Officer/Civil Surgeon/Medical superintendent of a Government health care institution.



8. For person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing (a) The facility of scribe and /or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and (b) scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at Appendix-III.
9. The qualification of the scribe should be one step below the qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per proforma at Appendix-IV.
10. The total merit of the PwBD candidates, who are exempted from qualifying the Computer Appreciation & Application Test and Typing Test, will be calculated on the basis of aggregate marks obtained in the Aptitude Test and Academic Qualifications and their merit will be prepared only against PwBD posts
11. In case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand canceled, irrespective of the result of the examination.
12. Guidelines are subject to change in terms of State Government guidelines/clarifications, if any, from time to time.



## Chapter 6: Syllabus

### 6.1 Computer Appreciation and Application Test

**Introduction to Computer:** Introduction, Objectives, What is computer? Advantage/Disadvantage of Computer, History of Computer, Generation of Computer, Basic applications of computer: Entertainment, E-governance; Components of Computer System: Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices; Computer Organization: Computer Memory Primary & Secondary, Ram & Rom, units of memory, Introduction to Computer Peripherals, Connecting keyboard, mouse, monitor and printer to CPU, Use of Mouse: Working with left Mouse button, Working with right Mouse Button; Checking Power Supply, Concept of Hardware and Software, Hardware, Software, Application software, Systems software; Classifications of Computers, Representation of data/information concepts of data processing, Data and Information, Storage of Data/Information as files

**Introduction to Windows:** Introduction, Objectives, Operating System: What is operating system? Types of Operating System, Operating System and Basics of Windows; User Interface, Using Mouse and Moving Icons on the screen, My Computer, Starting an application using start button, minimize, maximize, restore and closing of window, Taskbar, Status bar, Recycle Bin, Start Button and Menu selection etc., Running an Application, Windows Explorer, Creating, deleting and Renaming of files and folders, Opening and closing of different Windows etc., Windows Setting, Control Panels, Wall Papers and Screen Savers, Setting the date and Sound etc., Using Help, Display Properties, Advanced Windows, Using Right Mouse Button, Creating short cuts, Basics of window set up, Notepad, Window Accessories, Using Multimedia, Playing CD's/DVD's, Using Media Player, Sound Recorder.

**Word Processing:** Introduction, Objectives, Word Processing Basics, Opening Word Processing Package, Menu Bar, Toolbar Using Help, Using Icons below Menu Bar, Opening Documents and Closing Documents, Opening Documents, Save and Save as, Page Setup, Print Preview, Printing of Documents & Other Properties, Display/Hiding of Paragraph Marks, Moving Around in a Document, Scrolling the Documents, Scrolling by line/paragraph, Fast Scrolling and Moving Pages, Using a Document/Help Wizard, Text Creation and editing, Creating a document, Selecting & Moving text, Spell checking, Text Selection, Editing with cut, copy & paste, Undo & Redo, Find and Replace, Thesaurus, Paragraph and Tab Setting, Formatting the text, Font and Size selection, Bold, Italic, and Underline, Alignment of Text, Center, Left, Right and justify etc., Bullet and Numbering, Border and Shading, Change Case, Working with tabs, indents & spacing, Formatting paragraphs, using columns, Table Manipulation, Concept of table, Rows, Columns and Cells, Draw Table, Changing cell Width and Height, Alignment of Text in Cell, Copying of cell, Delete/insertion of row and columns, Borders



for table, Deleting a table, Splitting and merging cells, Converting table to text, Setting table properties, Mail Merge, Printing, Print Preview, Print a selected page, etc., Paper Orientation, Paper setting/ margin.

**Spread -Sheet:** Introduction, Objectives, Elements of Electronic Spread Sheet, Application/usage of Electronic Spread Sheet, Opening of Spread Sheet, Menu bar 4.3.4 Saving Workbook, Creation of cell and addressing of cells, Inserting new rows & columns, worksheets, Editing rows/columns height & width, Renaming, deleting and moving a worksheet, Manipulation of Cells, Cell addressing, Enter texts, Numbers and Dates, Cell Height and Width, Copying of cells etc., Formulas, Using Formulas, Using basic functions & formulas a cell, Sum function, Average, Percentage, other functions, Function, Data sorting, Using Subtotals, Applying filters, Chart, Inserting Chart, Formatting chart, Spread sheet for small accounting, Maintaining invoices/budgets, Totaling of various transactions, Maintaining daily & monthly sales report

**Power Point:** Introduction to power Point, What is power point? starting Power Point, creating and opening a presentation, Power Point views, moving between slides, saving/ closing a presentation, exiting Power Point. Creating a new presentation using the auto content wizard and slide layout. Creating a new presentation using different layouts, Customizing Presentation: Changing the text formats, adding bullets, aligning text. Formatting slides: Using color schemes, background color and designs, adding picture/ graphics on slide Adding Head and Footer, changing slide layouts. Adding charts of different types of slide, organization chart slide show, Using slide transition: giving timing, sound and adding animations to slides and using preset animations, Using Drawing Toolbar, Slide Mater View, Using custom animation: Animating pictures and Text with sound effects, Using page setup and printing

**Internet:** Introduction, Objectives, Basic of computer networks, Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet, Application of internet, Advantages of internet, Connecting internet, Internet service providers (ISP), Internet Access, Broad Band, Dial Up, Wi-Fi, Troubleshooting,

**WWW and Web Browsers:** Introduction, Objectives, World Wide Web (WWW), Web Browser, Internet Explorer, Netscape Communicator, Search Engine and Surfing the Internet, URL Address, Searching over the Web, Moving Around in a web-site, Printing and saving web pages, Uploading and Downloading, Chatting.

**Introduction to E-mail:** Introduction, Objectives, Basic of Electronic Mail, Creating new e-mail account, Email addressing, Mailbox: Inbox and outbox, Sending & Checking mails, Creating an E -mail, Viewing an E -mail, Sending an E -mail, Replying to an E -mail message, Forwarding an E -mail message, Sorting and searching emails, Saving mails, Sending same mail to various users etc.,



Documents Handling, Sending soft copy as attachment, Sending a portion of document as email  
Visiting various sites.

## **6.2 Syllabus for the written exam for the post of Junior Engineer (Civil) & Junior Engineer (Electrical)**

**Indicative Syllabus:-** The standard of the questions in Engineering subjects will be approximately of the level of Diploma in Engineering (Civil/ Electrical) from a recognized Institute, Board or University recognized by All India Board of Technical Education. The details of the syllabus are given below:

### **Part A:**

#### **General Intelligence & Reasoning:**

The Syllabus for General Intelligence would include questions of both verbal and non-verbal type. The test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationships, arithmetical computations and other analytical functions.

#### **Test of English or Hindi:**

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms, and its correct usage etc. would be tested.

#### **Knowledge of Computer:**

The test will cover Computer Fundamentals, Basic Applications of Computer, Components of Computer, Computer Hardware & Software, Operating systems, Word Processing, Internet and Security & Net Working etc.

### **Part - B**

#### **(i) Civil & Structural Engineering:**

##### **Civil Engineering**

**Building Materials:** Physical and Chemical properties, classification, standard tests, uses and manufacture/quarrying of materials e.g. building stones, silicate based materials, cement (Portland), asbestos products, timber and wood based products, laminates, bituminous materials, paints, varnishes.





**Estimating, Costing and Valuation:** estimate, glossary of technical terms, analysis of rates, methods and unit of measurement, Items of work – earthwork, Brick work (Modular & Traditional bricks), RCC work, Shuttering, Timber work, Painting, Flooring, Plastering. Boundary wall, Brick building, Water Tank, Septic tank, Bar bending schedule, Centre line method, Mid-section formula, Trapezoidal formula, Simpson's rule. Cost estimate of Septic tank, flexible pavements, Tube well, isolates and combined footings, Steel Truss, Piles and pile-caps. Valuation – Value and cost, scrap value, salvage value, assessed value, sinking fund, depreciation and obsolescence, methods of valuation.

**Surveying:** Principles of surveying, measurement of distance, chain surveying, working of prismatic compass, compass traversing, bearings, local attraction, plane table surveying, theodolite traversing, adjustment of theodolite, Levelling, Definition of terms used in levelling, contouring, curvature and refraction corrections, temporary and permanent adjustments of dumpy level, methods of contouring, uses of contour map, tachometric survey, curve setting, earth work calculation, advanced surveying equipment.

**Soil Mechanics:** Origin of soil, phase diagram, Definitions-void ratio, porosity, degree of saturation, water content, specific gravity of soil grains, unit weights, density index and interrelationship of different parameters, Grain size distribution curves and their uses. Index properties of soils, Atterberg's limits, ISI soil classification and plasticity chart. Permeability of soil, coefficient of permeability, determination of coefficient of permeability, Unconfined and confined aquifers, effective stress, quick sand, consolidation of soils, Principles of consolidation, degree of consolidation, pre-consolidation pressure, normally consolidated soil, e-log p curve, computation of ultimate settlement. Shear strength of soils, direct shear test, Vane shear test, Triaxial test. Soil compaction, Laboratory compaction test, Maximum dry density and optimum moisture content, earth pressure theories, active and passive earth pressures, Bearing capacity of soils, plate load test, standard penetration test.

**Irrigation Engineering:** Definition, necessity, benefits, 2II effects of irrigation, types and methods of irrigation, Hydrology – Measurement of rainfall, run off coefficient, rain gauge, losses from precipitation – evaporation, infiltration, etc. Water requirement of crops, duty, delta and base period, Kharif and Rabi Crops, Command area, Time factor, Crop ratio, Overlap allowance, Irrigation efficiencies. Different type of canals, types of canal irrigation, loss of water in canals. Canal lining – types and advantages. Shallow and deep to wells, yield from a well. Weir and barrage, Failure of weirs and permeable foundation, Slit and Scour, Kennedy's theory of critical velocity. Lacey's theory of uniform flow. Definition of flood, causes and effects, methods of flood control, water logging, preventive measure. Land reclamation, Characteristics of affecting fertility



of soils, purposes, methods, description of land and reclamation processes. Major irrigation projects in India.

**Transportation Engineering: Highway Engineering** – cross sectional elements, geometric design, types of pavements, pavement materials – aggregates and bitumen, different tests, Design of flexible and rigid pavements – Water Bound Macadam (WBM) and Wet Mix Macadam (WMM), Gravel Road, Bituminous construction, Rigid pavement joint, pavement maintenance, Highway drainage, Railway Engineering- Components of permanent way – sleepers, ballast, fixtures and fastening, track geometry, points and crossings, track junction, stations and yards. Traffic Engineering – Different traffic survey, speed-flow-density and their interrelationships, intersections and interchanges, traffic signals, traffic operation, traffic signs and markings, road safety.

**Environmental Engineering:** Quality of water, source of water supply, purification of water, distribution of water, need of sanitation, sewerage systems, circular sewer, oval sewer, sewer appurtenances, sewage treatments. Surface water drainage. Solid waste management – types, effects, engineered management system. Air pollution – pollutants, causes, effects, control. Noise pollution – cause, health effects, control.

**Structural Engineering Theory of structures:** Elasticity constants, types of beams – determinate and indeterminate, bending moment and shear force diagrams of simply supported, cantilever and over hanging beams. Moment of area and moment of inertia for rectangular & circular sections, bending moment and shear stress for tee, channel and compound sections, chimneys, dams and retaining walls, eccentric loads, slope deflection of simply supported and cantilever beams, critical load and columns, Torsion of circular section.

**Concrete Technology:** Properties, Advantages and uses of concrete, cement aggregates, importance of water quality, water cement ratio, workability, mix design, storage, batching, mixing, placement, compaction, finishing and curing of concrete, quality control of concrete, hot weather and cold weather concreting, repair and maintenance of concrete structures.

**RCC Design:** RCC beams-flexural strength, shear strength, bond strength, design of singly reinforced and double reinforced beams, cantilever beams. T-beams, lintels. One way and two way slabs, isolated footings. Reinforced brick works, columns, staircases, retaining wall, water tanks (RCC design questions may be based on both Limit State and Working Stress methods).

**Steel Design:** Steel design and construction of steel columns, beams roof trusses plate girders.



## Part - B

### (ii) (Electrical Engineering):

**Basic concepts:** Concepts of resistance, inductance, capacitance, and various factors affecting them. Concepts of current, voltage, power, energy and their units. Circuit law: Kirchoff's law, Simple Circuit solution using network theorems. Magnetic Circuit: Concepts of flux, mmf, reluctance, Different kinds of magnetic materials, Magnetic calculations for conductors of different configuration e.g. straight, circular, solenoidal, etc. Electromagnetic induction, self and mutual induction.

**AC Fundamentals:** Instantaneous, peak, R.M.S. and average values of alternating waves, Representation of sinusoidal wave form, simple series and parallel AC Circuits consisting of R,L and C, Resonance, Tank Circuit. Poly Phase system – star and delta connection, 3 phase power, DC and sinusoidal response of R-L and R-C circuit.

**Measurement and measuring instruments:** Measurement of power (1 phase and 3 phase, both active and re-active) and energy, 2 wattmeter method of 3 phase power measurement. Measurement of frequency and phase angle. Ammeter and voltmeter (both moving coil and moving iron type), extension of range wattmeter, Multimeters, Megger, Energy meter AC Bridges. Use of CRO, Signal Generator, CT, PT and their uses. Earth Fault detection.

**Electrical Machines:** (a) D.C. Machine – Construction, Basic Principles of D.C. motors and generators, their characteristics, speed control and starting of D.C. Motors. Method of braking motor, Losses and efficiency of D.C. Machines. (b) 1 phase and 3 phase transformers – Construction, Principles of operation, equivalent circuit, voltage regulation, O.C. and S.C. Tests, Losses and efficiency. Effect of voltage, frequency and wave form on losses. Parallel operation of 1 phase /3 phase transformers. Auto transformers. (c) 3 phase induction motors, rotating magnetic field, principle of operation, equivalent circuit, torque-speed characteristics, starting and speed control of 3 phase induction motors. Methods of braking, effect of voltage and frequency variation on torque speed characteristics.

Fractional Kilowatt Motors and Single-Phase Induction Motors: Characteristics and applications.

**Synchronous Machines** – Generation of 3-phase e.m.f. armature reaction, voltage regulation, parallel operation of two alternators, synchronizing, control of active and reactive power. Starting and applications of synchronous motors.

**Generation, Transmission and Distribution** – Different types of power stations, Load factor, diversity factor, demand factor, cost of generation, inter-connection of power stations. Power factor improvement, various types of tariffs, types of faults, short circuit current for symmetrical faults. Switchgears – rating of circuit breakers, Principles of arc extinction by oil and air, H.R.C. Fuses,



Protection against earth leakage / over current, etc. Buchholtz relay, Merz-Price system of protection of generators & transformers, protection of feeders and bus bars. Lightning arresters, various transmission and distribution system, comparison of conductor materials, efficiency of different system. Cable – Different type of cables, cable rating and derating factor.

**Estimation and costing:** Estimation of lighting scheme, electric installation of machines and relevant IE rules. Earthing practices and IE Rules.

**Utilization of Electrical Energy:** Illumination, Electric heating, Electric welding, Electroplating, Electric drives and motors.

**Basic Electronics:** Working of various electronic devices e.g. P N Junction diodes, Transistors (NPN and PNP type), BJT and JFET. Simple circuits using these devices.



## Chapter 7: Modalities for OMR based Tests

For the post of Clerk and Draftsman only.

- 1) For each question, five options shall be given (A, B, C, D and E).
- 2) The candidate will have to blacken the choice he / she thinks is right / correct on the OMR answer sheet with blue / black ball pen.
- 3) Candidates are required to provide an answer for every question in the examination.
- 4) The candidate has to choose one most appropriate answer to each question from the first four choices i.e. (A, B, C and D).
- 5) If a candidate is not attempting a question, then he/she has to choose the fifth option E. The fifth option acts as a 'no answer' alternative, enabling candidates to refrain from answering a specific question if they opt not to.
- 6) There will be penalty for wrong answers marked in the Test. For each question for which a wrong answer has been given by the candidate, one fourth of the marks assigned to that question mark, shall be deducted.
- 7) If the candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happens to be correct and there will be same penalty as above for that question;
- 8) If no option is selected in a question, a deduction of one fourth of the marks assigned to that question mark will be applied.
- 9) If the option chosen is E, then there will be no penalty for that question and 0 mark will be awarded to that question.
- 10) Additionally, failing to choose any option for more than 10 per cent of the questions will result in disqualification from the examination.
- 11) There shall be no rounding-off of the marks.
- 12) In case any candidate secures negative marks in the test then zero marks shall be awarded for the same.

### **Provision of Carbon copy of the OMR response sheet to the candidates**

The candidates appearing in Objective/Multiple Choice Question (MCQ) based Tests on OMR sheets shall be provided carbon copy of their Response Sheets (OMR) by detaching the same after test is over.

### **Answer Key Verification**

- 1) The Provisional Answer Key of the Test shall be uploaded online immediately/as soon as possible after its conduct for inviting objection(s) for which 03 (three) days time from the day of publishing of provisional answer key [day of publishing of the answer key plus next 3 (three)



days up to 11.59 P.M. of the last date of receipt of objections after which the link will be disabled] shall be given to examinees to submit their objection(s) in an online mode only along with such fee as may be prescribed by the University. Objection(s)/ representation(s) submitted in any other mode will not be entertained.

- 2) On receipt of such objections, if it is prima-facie found that:
  - i. the formulation/text of the question(s) is/are admissible to different interpretations because of vagueness; or
  - ii. the question(s) recorded in the paper is/are incomplete; or
  - iii. that all the options recorded vis-à-vis a question are wrong; or
  - iv. that more than two options recorded vis-à-vis a question are correct; or
  - v. that the option notified in the provisional answer key vis-à-vis a question is incorrect.

In that eventuality, all these objections will be referred to a team of Experts constituted with the approval of the Vice-Chancellor for the purpose. The team shall comprise not less than two experts in the subject. In case the team of the experts confirm that the formulation/ text of the question(s) is/ are admissible to different interpretations because of vagueness or that the question (s) recorded in the paper is/ are incomplete or that all the options recorded vis-à-vis a question are wrong or that more than two options recorded vis-à-vis a question are correct [as indicated in (i) to (iv) above], the concerned question(s) shall be deleted from the paper and the mark(s) allocated thereof shall be individually added to the marks secured by the individual candidates to ensure that the mark(s) allocated for the question paper as a whole remain unchanged. In case the team of experts confirms that the option notified in the provisional answer key vis-à-vis a question(s) is incorrect, [as indicated in para (v) above], the same shall be corrected and the correct option shall be incorporated in the final/ revised answer key.

- 3) The decision of the team of experts shall be final and binding upon all stake holders.
- 4) Based on the decision/recommendations of the experts, with the approval of Vice-Chancellor, the Final/ Revised Answer Key will be notified before the declaration of result and used for assessing the Answer Scripts and to prepare a category wise list of candidates for consideration.



## Chapter 8: Epilogue

### 8.1 Waiver

Nothing within this Bulletin precludes the University authorities from waiving conduct of test for any reasonable cause.

### 8.2 Interpretation

- (iii) In matters relating to the interpretation of the instructions in the Bulletin and in the process of its execution, the decision of the Vice-Chancellor shall be final unless otherwise, specifically included in these rules.
- (iv) Notwithstanding anything contained in this Bulletin, the Vice-Chancellor shall have the power to alter or modify and interpret any of the provisions of these rules.

### 8.3 Removal of Difficulty

If any difficulty arises in the implementation or operation of any of the provision of the Bulletin, the Vice Chancellor may, from time to time, issue such general or special directions but not inconsistent with the provisions of the Bulletin, which appeared to be necessary for the purpose of removing such difficulty for furtherance of the objectives of the Bulletin.

### 8.4 Amendment

The provisions of the Bulletin are amenable to any modifications on order of the Vice-Chancellor, Kurukshetra University Kurukshetra.

### 8.5 Jurisdiction

All disputes pertaining to the recruitment of these posts shall fall within the jurisdiction of Kurukshetra Court only. The Registrar, Kurukshetra University, Kurukshetra shall be the official by whose designation Kurukshetra University may sue or be sued.



**APPENDIX-I**

**Declaration/Undertaking by Person with Disabilities (PwBD)  
Candidates who wish to use Scribe  
(Letter of Undertaking for using own Scribe)**

I \_\_\_\_\_ a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Application No. \_\_\_\_\_ at \_\_\_\_\_ (centre name) in the \_\_\_\_\_ (City), \_\_\_\_\_, (name of State). My highest qualification is \_\_\_\_\_ and scribe's highest qualification is \_\_\_\_\_ We (Candidate & Scribe) together hereby declare that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/lab assistant for the candidate for taking the aforesaid examination and also undertake that we (Candidate & Scribe) have read/been read out the instructions of 'Guidelines regarding Persons with Disabilities (PWD) using the services of a Scribe/Passage Dictator' and hereby undertake to abide by them. It is also stated that the Scribe arranged by the candidates should not be a candidate for the same examination and also can not be a Scribe for another candidate. We also understand that in case it is detected at any stage of recruitment and even after recruitment that we do not fulfil the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), or that scribe's qualification is not as declared and I Shall forfeit my right to the post and claims relating thereto.

Given under our signature:

Scribe

Applicant

Signature

Signature

Correspondence Address

Application Number

Mobile No.

Post Code

Photograph

Date of Skill Test

Mobile Number





## APPENDIX-II

### Certificate regarding Physical Limitation in an Examinee to write

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o D/o \_\_\_\_\_, a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical superintendent of a  
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/PMR).



**APPENDIX-III**

**Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing**

1. This is to certify that, we have examined Mr/Ms/Mrs ..... (name of the candidate), S/o /D/o ....., a resident of .....(Vill/PO/PS/District/State), aged ..... yrs, a person with ..... (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.
2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.
3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto \_\_\_\_\_ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name) Orthopedic/ PMR specialist	(Signature & Name) Clinical Psychologist/ Rehabilitation Psychologist/ Psychiatrist / Special Educator	(Signature & Name) Neurologist (if available)	(Signature & Name) Occupational therapist (if available)	(Signature & Name) Other Expert, as nominated by the Chairperson (if any)
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(Signature & Name)

Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:



## APPENDIX-IV

**Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (nature of disability/condition) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My educational qualification is \_\_\_\_\_.

2. I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

Place:

Date:



**Government of Haryana**  
**(Name & Address of the authority issuing the certificate)**  
**(ECONOMICALLY WEAKER SECTIONS)**  
**EWS INCOME & ASSET CERTIFICATE**

Certificate No. \_\_\_\_\_

Date \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

1. This is to certify that Shri/Smt./Kumari son / daughter / wife of permanent resident of, Village / Street Post Office District in the State / Union Territory Pin Code Whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/ her 'family'\*\* is below Rs. 6 Lakh (Rupees Six Lakh only) for the financial year His/ her family does not own or possess any of the following assets \*\*\*:

I. 5 acres of agricultural land and above;

II. Residential flat of 1000 sq. ft. and above;

III Residential plot of 100 sq. yards and above in notified municipalities;

IV Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

V Total immovable assets owned are value at Rs. One crore or more.

2. Shri/Smt./Kumari belongs to the caste which is not recognized as a Scheduled Caste, Backward Classes (Block – A) and Backward Classes (Block – B).

Signature with seal of Office \_\_\_\_\_

Name

Designation

Recent Passport size  
attested photograph  
of the applicant

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.

\*\* Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/ her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

(Date of issue of certificate should not be older than six months from the date of application)



**NO OBJECTION CERTIFICATE BY PRESENT EMPLOYER / ORGANIZATION**

**To Whom It May Concern**

(On Institute / Organization letter head with Number and Date)

**Subject:** No Objection Certificate for Job Application

The applicant Dr. / Mr. / Mrs./ Ms. [Employee's Full Name] is bonafied employee of this institute / organization w.e.f. .... His / Her employee code is ..... at present he is holding the post of [Employee's Position] in ..... Department / Section. This Institute / Organization has No Objection, if he / she applied for the post of [Position Title] at Kurukshetra University, Kurukshetra. There is no vigilance enquiry pending or being contemplated against him / her.

Date.....

Place .....

Name .....

Designation .....

Signature of the Head of the Organization .....

Seal .....