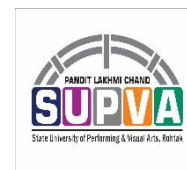**PANDIT LAKHMI CHAND STATE UNIVERSITY OF PERFORMING & VISUAL ARTS, ROHTAK**
(A State University Established Under Haryana Act No-24 of 2014)

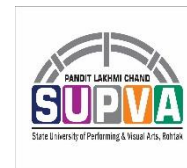# ADVERTISEMENT NO. 02/2022

RECRUITMENT NOTICE

Applications are invited online from the eligible candidates for the various Non-Teaching posts latest by 11.01.2023. Please visit the University website www.plcsupva.ac.in. for details like qualifications, pay-scales, procedure for applying, selection criteria and other relevant conditions/ information etc. The portal for online submission of application will open on 12.12.2022 and closed on 11.01.2023 at 05:00 PM.

Note: Any corrigendum or addendum will be notified/displayed on the University website only.

REGISTRAR

PANDIT LAKHMI CHAND STATE UNIVERSITY
OF PERFORMING & VISUAL ARTS, ROHTAK
(A State University Established Under Haryana Act No-24 of 2014)

Details of Application fee

Post No.	General Candidates		SC/BC/EWS Candidates of Haryana State only		ESM/ PWD Candidates of Haryana State only
	Haryana Resident Males & Non-Haryana Residents Males & Females	Haryana Resident Females only	Male	Female	Male/Female
01-02	Rs.1000/-	Rs.500/-	Rs.250/-	Rs.125/-	Rs.125/-
03-08	Rs.500/-	Rs.250/-	Rs.130/-	Rs. 65./-	Rs.65/-

NOTE: 1. Fee once deposited is neither transferable nor refundable/adjustable.

2. Candidates applying for multiple posts are required to pay fee for each post separately.

3. The fee will be accepted through online mode link given in the online application form on the University Website **www.plcsupva.ac.in**.

4. The dependents of ESM are required to pay the fee as per their category i.e. General, SC or BC.

PANDIT LAKHMI CHAND STATE UNIVERSITY OF PERFORMING & VISUAL ARTS, ROHTAK

(A State University Established Under Haryana Act No. 24 of 2014)

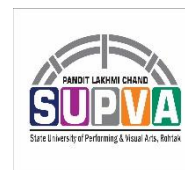### ADVERTISEMENT NO._02/2022_

Applications are invited on the prescribed form online for the undermentioned Non-Teaching posts:

Details of Posts

Sr. No.	Name of the post	Number of posts	Pay scale
1.	Controller of Examinations	01 (GEN)	37400-67000+10000 GP (Unrevised)
2.	Assistant Registrar	03 (GEN-02, GEN (PWD)-01)	Level-09 (Rs.53100/-)
3.	Junior Engineer (Civil)	01 (GEN)	Level-06 (Rs.35400/-)
4.	Junior Engineer (Electrical)	01 (GEN)	Level-06 (Rs.35400/-)
5.	Junior Engineer (Mechanical)	01 (GEN- PWD)	Level-06 (Rs.35400/-)
6.	Library Assistant	05 (GEN-02, GEN (PWD)-01, SC-01, EWS-01)	Level-02 (Rs.19900/-)
7.	Lab Assistant/Workshop Assistant/Computer Instructor	20 **Faculty of Film & Television-07 (01 Audiography, 02 Direction, 02 Cinematography, 01 Acting, 01 Editing)** (GEN-01, BCB-01, SC-01, EWS-01, GEN (PWD)-01, GEN (ESM)-01, BCA-01) **Faculty of Visual Arts-08 (02 Painting, 01 Sculpture, 02 Applied Arts, 01 Computer Application, 02 Animation & Multimedia)** (GEN-03, BCA (ESM)-01, SC-01, EWS-01, GEN (ESM)-01, SC (ESM)-01) **Faculty of Design-05 (Textile Design-01, Fashion & Lifestyle Design-01, Fashion Design-02, Product Design-01**) (GEN-02, BCA-01, BCB-01, SC-01)	Level-02 (Rs.19900/-)
8.	Peon	02 (GEN-01, GEN (PWD)-01)	DL (Rs. 16900/-)

PANDIT LAKHMI CHAND STATE UNIVERSITY OF PERFORMING & VISUAL ARTS, ROHTAK
(A State University Established Under Haryana Act No-24 of 2014)

General Terms & Conditions and Instructions

1. The number of posts may be increased or decreased or withdrawn completely without assigning any reason.

2. Self-attested legible PDF copies of all relevant documents must be appended to the online application.

3. Abbreviations: - Gen stands for General Category, SC for Scheduled Castes, BC for Backward Classes, EWS for Economically Weaker Section, ESM for Ex-Servicemen/ DESM (Dependent of Ex-Servicemen) and PWD for Person with Disability.

4. The reservation has been given as per State Govt. Reservation Policy. However, the reservation of posts is subject to change as per Govt. of Haryana Reservation Policy/norms that come into force from time to time. Change, if any, will be notified through the University Website.

5. Candidates who are already in the Service of Govt. /Semi Govt./ Govt. Aided Bodies/ Universities must apply through proper channel. They may send an advance copy to avoid delay but application must also be received through proper channel or they should produce "No Objection Certificate" at the time of interview, failing which they will be ineligible and will not be allowed to appear in the interview.

6. Candidates are advised to visit the University website regularly for any Update/Test/New Instructions/Scrutiny/ Selection Process/ Corrigendum including the interview schedule.

7. All columns must be filled in the application form. No column should be left blank. Instead it should be marked 'NA' wherever not applicable.

8. The benefit of reservation will be given only to those SC/BCA/BCB/PWD/EWS/ESM/ESP candidates who are domiciles of Haryana State. These candidates are required to upload SC/BCA/BCB/ESM/PWD/EWS/ESM/ESP certificate duly issued by the competent Authority of Haryana and shall produce the original at the time of the Interview and joining if selected. Only those PWD candidates would be eligible for reservation who suffer 40% or more relevant disability.

9. The dependent sons/daughters of ESM who fulfil all conditions of qualifications, age etc. prescribed for posts will be considered on merit for the posts reserved for ESM, if suitable ESM candidates are not available. ESM/DESM candidates of Haryana claiming benefit will have to produce the fresh Eligibility Certificate from the concerned Zila Sainik Board to the effect that his/her father has not availed the benefit of re-employment in any Government Service, Public Sector Undertaking, including Para-Military Forces, in view of State Government instructions prevailing at the time of interview. Mere dependent certificate will not be entertained. ESM candidates should also produce at the time of interview attested photocopy of identity card issued by the concerned Zila Sainik Board.

10. Backward Class Block (A & B) candidates claiming benefit of reservation have to upload a certificate issued by the competent authority of Haryana dated not before six months of the last date of receipt of applications mentioning therein that he/she is not covered under the criteria of creamy layer as per State Govt. instructions issued vide letter No. 1170-SW(1)-95 dated 07.06.1995 & No. 213-SE(1) -2010 dated 31.08.2010 , No. 22/22/2004 #GS-111 dated 14.06.2016, No. 1282-SW(1) dated 28.02.2018 and No. 512-SW(1) 2021 dated 01.12.2021 as per Annexure titled "Backward Class Certificate (BLOCK 'A' or 'B').

11. The eligibility of every candidate will be determined on the basis of qualifications acquired and communicated to the office by him/her up to the last date fixed for submission of online applications. No certificate /document will be accepted after the last date.

12. The experience of service/working only in Govt./Semi Govt./Govt. Aided Bodies/ Universities or as given in the advertisement will be considered. Further the experience will be considered only when acquired after obtaining the minimum prescribed qualifications.

13. No TA/DA will be paid for attending the test/interview etc.

14. Haryana Govt. rules will be applicable for determination of age of the applicant as on the closing date for submission of application.

15. Age relaxation to the candidates belonging to reserved categories such as SC, BC, ESM, EWS and PWD shall be given as per the State Govt./University rules.

16. Candidates applying for a post must ensure that they fulfil all the eligibility conditions on the last date of application. If, it is found on verification at any time before or after the written examination or interview or appointment that any candidate does not fulfil any of the eligibility conditions or it is found that the information furnished is false or incorrect, his/her

candidature/appointment will be cancelled/terminated and it may invite legal action also against him/her.

17. In case, any candidate wants to apply for more than one post, separate Online Application Form must be submitted for each post alongwith requisite fee and relevant documents.

18. After online submission of application and payment of application fee, the applicant must take a printout of the application form, attach all necessary documents having bearing on selection, append his/her signature on all the pages of the application form including attached documents, and send the same to **The Asstt. Registrar (Establishment), Pandit Lakhmi Chand State University of Performing & Visual Arts, Rohtak** so as to reach the aforesaid Office **within seven days from closing date for online submission of application form** failing which the applicant/ candidate shall be considered outrightly ineligible for shortlisting as well as Interview. Incomplete application(s) received without the documents and prescribed fee or received after the last date of receipt of applications are liable to be rejected.

19. Candidates are advised to retain a hard copy of the application and fee receipt for further verification during the recruitment process, if required.

20. Wheresoever the result of educational qualifications has been shown by the concerned institute/examination body in CGPA/GPA and not in score percentage, such a candidate is directed to upload/bring with him self-grade conversion formula to transcribe the CGPA/GPA into percentage.

21. Candidates with foreign degree are required to submit copy of AIU Equivalence Certificate without which application will be rejected straightaway without assigning any reason.

22. The qualifications, research and academic performance and selection criteria for Non-Teaching posts, wherever applicable, are available in **Annexure-II**.

23. The benefit of Experience as per rules/guidelines will be given only to those candidates who possess and produce the experience certificate from the Government/Semi-Government/PSUs/Universities/ Govt. Aided/ other recognized institutions.

24. Keeping in view the number of applications for a particular post, University may hold a written test to shortlist the candidates. The test will be of one hour containing multiple choice questions commensurate with the qualifications of the post. The details thereof will be uploaded on the website, if the need for the test arise.

25. Candidates are required to have a valid personal active Email ID as all the information regarding the recruitment process will be sent to 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 the Email account throughout the selection process.

26. Candidates must give a valid Mobile Number, as all the SMSs during the process will be sent on that Mobile Number.

27. Candidates are advised not to change their Mobile Number/email ID mentioned at the time of Registration.

28. Tie will be resolved on the basis of age. Candidate higher in age shall be given preference.

29. For 01 post, top 20 candidates in the merit list will be called for interaction. If the number of posts exceeds 20, then 10 additional candidates will be called for each additional post. This will be applicable only to those posts for which merit list will be prepared on the basis of computer skill test/written test.

30. Dispute, if any, is subject to District Courts, Rohtak/ Punjab & Haryana High Court, Chandigarh.

ADDITIONAL INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM:-

1. The candidate must fill all information carefully as it will not be possible to change/update the same at the later stage.

2. Information provided during registration phase cannot be changed after registration. Information in other sections cannot be changed after payment of the application fees.

3. Separate application form must be filled for each post.

4. The candidate must upload self-certified copies of all relevant documents which has a bearing on eligibility and selection criteria. For example, all academic qualifications, Ph.D./JRF details, experience details and information submitted for claim of API score etc.

5. File size of photograph, signature and other documents must be less than 250 KB. All uploaded files must be in JPEG format and must be of good quality and clearly legible.

DOCUMENTS TO BE ENCLOSED WITH APPLICATION FORM

1. Copies of certificates of all essential qualifications.

2. Copies of experience certificate(s).

3. Copy of Haryana Domicile Certificate in case of BC/SC/EWS/ESM/DESM/PWD issued by the competent authority.

4. Passport size photograph duly signed by the candidate.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are warned that they should not furnish any particulars that are false, tempered/fabricated or should not suppress any material information while filling up the application form. At the time of written examination/interview, if a candidate is (or has been) found guilty of:

(a) Using unfair means during the examinations or

(b) Impersonation or procuring impersonation or

(c) Misbehaving in the examination hall or taking away the question booklet or any part thereof from the examination hall or

(d) Resorting to any irregular or improper means in connection with his/her candidature for selection or

(e) Obtaining support for his/her candidature by any unfair means,

such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, shall be liable to be:

(i) disqualified from the examination/interview for which he/she is a candidate; and/ or

(ii) debarred either permanently or for a specific period from any examination or recruitment conducted by the University.

NOTE:

1. The University reserves the rights to supervise the complete recruitment process by way of using Biometric Process/ CCTV Cameras/ Videography etc.

2. Candidates who have obtained Degrees or Certificates from any Institution/University declared bogus/fake by the University Grants Commission or not recognized by Haryana Govt. shall not be eligible for being considered for recruitment to the posts advertised.

DOCUMENTS TO BE BROUGHT AT THE TIME OF INTERVIEW:

1. All original certificates/documents/testimonials of educational qualifications, experience and other documents mentioned in the application form and one extra set of all these certificates.

2. Candidates who are in employment in Govt./Semi Govt./Govt.-aided/ Public Sector/ other recognized Institutes/ Departments must bring **"No Objection Certificate"** from their employer at the time of interview.

USE OF MOBILE PHONE AND OTHER ELECTRONICS DEVICE IN THE EXAMINATION/INTERVIEW WILL BE STRICTLY PROHIBITED

REGISTRAR

Qualifications of the Various Non-Teaching Posts

Sr. No.	Name of the Post	Qualifications
1.	Controller of Examinations	(i) Master's Degree with atleast 55% marks or an equivalent grade in a point scale wherever grading system is followed from a recognized University/ Institution. (ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above, including as Associate Professor along with experience in educational administration in a University **OR** 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in a University. Preference will be given to those having experience of various functions of conduct of examinations, including evaluation, compilation of result and declaration thereof in a University/equivalent examination conducting body.
2.	Assistant Registrar	(i) Master's degree with atleast 55% marks from a recognized University/ Institution or an equivalent grade in a point scale wherever grading system is followed. (ii) Five years' of experience in a supervisory capacity in a University/examining body conducting public examinations or in a public funded educational institute. (iii) Should have good knowledge of working on computer. (iv) Knowledge of Hindi/Sanskrit up to Matric/10th Standard.
3.	JE (Civil)	(i) B.E./B. Tech. (Civil Engineering) with 60% Marks and one year experience in the relevant field OR Three year Diploma in Civil Engineering with 60% Marks from recognized institute, with 3 years' experience of Civil Works in Govt./ Public Sector/Autonomous Bodies/Govt. Aided Institutes in construction and maintenance of buildings/relevant field. (ii) Should have good knowledge of working on Computers. (iii) Knowledge of Hindi/ Sanskrit up to Matric/ 10th Standard.

04.	JE (Electrical)	(i) B.E./B.Tech. (Electrical Engineering) with 60% Marks and one year experience in the relevant field OR Three year Diploma in Electrical Engineering with 60% Marks from recognized institute with 3 years' experience of Electrical Works in Govt./ Public Sector//Autonomous Bodies/Govt. Aided Institutes. (ii) Should have good knowledge of working on Computers. (iii) Knowledge of Hindi/ Sanskrit up to Matric/ 10th Standard.
05.	JE (Mechanical)	(i) B.E./B.Tech. (Mechanical Engineering) with 60% Marks and one year experience in the relevant field OR Three year Diploma in Mechanical Engineering with 60% Marks from recognized institute with 3 years' experience of Mechanical works in Govt./ Public Sector//Autonomous Bodies/Govt. Aided Institutes. (ii) Should have good knowledge of working on Computers. (iii) Knowledge of Hindi/ Sanskrit up to Matric/ 10th Standard
06.	Library Assistant	(i) Minimum B.Lib.L.Sc. with 60% Marks. (ii) 30 Words Per Minute typing speed on computer. (iii) Knowledge of any one Library Management System such as KOHA, Libsys, etc. (iv) Knowledge of Hindi/Sanskrit upto matric. **Note: Type test will be held before interview. It will be qualifying test.**
07.	Lab Assistant/Workshop Assistant/Computer Instructor	**Lab Assistant for Painting** Diploma in Art & Craft from recognized Polytechnic with 55% marks and 02 years' relevant experience OR ITI Certificate in Art & Craft with 55% marks and 04 years' relevant experience **Lab Assistant for Applied Arts (Photography)** Diploma in Photography from recognized Polytechnic with 55% marks and 02 years' relevant experience OR ITI Certificate in Photography with 55% marks and 04 years' relevant experience **Lab Assistant/Workshop Assistant for Sculpture (Foundry)** Diploma in Foundry/ Moulding trade from recognized Polytechnic with 55% marks and 02 years relevant experience OR ITI Certificate in Foundry / Moulding trade with 55% marks and 04 years relevant experience

Lab Assistant in Applied Art-Graphics (Printing)
Diploma in Printing Trade from recognized Polytechnic with 55% marks and 02 years relevant experience

OR

ITI Certificate in Printing Trade with 55% marks and 04 years relevant experience

Lab Assistant in Animation and Multimedia
Diploma in Animation and Multimedia from recognized Polytechnic with 55% marks and 02 years relevant experience

OR

ITI Certificate in Animation and Multimedia with 55% marks and 0 years relevant experience

Lab Assistant in Cinematography
Diploma in Cinematography from MGR Institute, Chennai/Biju Patnaik Film & TV Institute, Cuttack/ Government Polytechnic, Bhopal/Govt. Film & Television Institute, Bangalore or equivalent. Two years' experience in handling cinematography equipments in store or in shooting/studio.

Lab Assistant in Editing
Diploma in Editing from MGR Institute, Chennai/Biju Patnaik Film & TV Institute, Cuttack/ Government Polytechnic, Bhopal/Govt. Film & Television Institute, Bangalore or equivalent. Two years' experience with proficiency in Adobe Premiere, Final Cut Pro, Avid etc.

Lab Assistant in Audiography (Sound)
Diploma in Sound Recording from MGR Institute, Chennai/Biju Patnaik Film & TV Institute, Cuttack/ Government Polytechnic, Bhopal/Govt. Film & Television Institute, Bangalore or equivalent. Two years' experience of working in Sound Studio as Recordist (should have the working experience with Protools or equivalent workstation & location recording with Professional Recorder).

OR

Graduate in any discipline with atleast 5 years' of experience of working in Sound Studio as Recordist (should have the working experience with Protools or equivalent workstation & location recording with Professional Recorder).

Lab Assistant in Acting
At least 02 years' full time regular Diploma in Acting from recognized Institute such as State Institute of Film & Television, Rohtak/SUPVA, Rohtak/ KRNNIVSA, Kottayam, Kerala/ MGR Institute, Chennai/ Biju Patnaik Film & TV Institute, Cuttack/ Government Polytechnic, Bhopal/ Govt. Film & TV Institute, Banglore or equivalent.

OR

Undergraduate Degree in Acting from a Govt. recognized University/Institute.

Lab Assistant in Direction
At least 02 years full time regular Diploma in Film Direction/Film Editing from recognized Institute such as State Institute of Film & Television, Rohtak/SUPVA, Rohtak/ KRNNIVSA, Kottayam, Kerala/ MGR Institute, Chennai/ Biju Patnaik Film & TV Institute, Cuttack/ Government Polytechnic, Bhopal / Govt. Film & TV Institute, Banglore or equivalent
<center>OR</center>
Undergraduate Degree in Film Direction/Film Editing from a Govt. recognized University/Institute.

Lab Assistant for Textile Design (Weaving)
i)   Diploma in Weaving Technology from recognized Polytechnic with 55% marks and 02 years' relevant experience
<center>OR</center>
     ITI Certificate in Weaving Technology with 55% marks and 04 years' relevant experience
ii)   Comprehensive knowledge of Weaving Software, Weaving Yearn and Loom is required.

Lab Assistant for Fashion Design (Pattern Making)
i)   Diploma in Cutting and Sewing/Dress making/Fashion Design from recognized Polytechnic with 55% marks and 02 years' relevant experience
<center>OR</center>
     ITI Certificate in Cutting and Sewing/Dress making/Fashion Design with 55% marks and 04 years' relevant experience
ii)   Comprehensive knowledge of making patterns of men's wear, women wear, kids wear is required.

Lab Assistant/Workshop Assistant for Fashion & Lifestyle Design (Leather Goods/Technology)
i)   Diploma in Leather Goods/Technology from recognized Polytechnic with 55% marks and 02 years' relevant experience
<center>OR</center>
     ITI Certificate in Leather Goods/Technology with 55% marks and 04 years' relevant experience
ii)   Comprehensive knowledge of making patterns in shoes and accessories is required.

Computer Instructor for Fashion Design
i)   Diploma in Computer Science/Engg./Application from recognized Polytechnic with 55% marks and 02 years' relevant experience
<center>OR</center>

		ITI Certificate in Computer Science/Engg./Application with 55% marks and 04 years' relevant experience
		ii) Comprehensive knowledge of MS office, Auto CAD (2D & 3D), Photoshop, Adobe Design & Web Premium Suite 6 and design softwares is required. **Workshop Assistant in Product Design** Diploma in Mechanical Engg. from recognized Polytechnic with 55% marks and 02 years' relevant experience in Production Technology OR ITI Certificate in Mechanical Engg. with 55% marks and 04 years' relevant experience in Production Technology.
08.	Peon	(i) Matric with 35% Marks. (ii) Knowledge of Hindi/Sanskrit up to Matric/10th Standard.

1. <u>**Selection Criteria for the post of Controller of Examinations**</u>

Sr. No.	Particulars	Marks	Maximum Marks
1.	<u>**Academic Record:**</u> (i) Basic Qualification upto 55% (ii) Above 55% **Higher Qualification:** (iii) Ph.D.	Nil ½ Mark for each per cent (%) 5 Marks	15 Marks 5 Marks
2.	<u>**Experience:**</u> (i) Minimum 15 years' experience as Assistant Professor/8 years' experience as Associate Professor/ 8 years' experience as Deputy Registrar (ii) Above 15 years' as Assistant Professor/ 8 years' as Associate Professor/ 8 years' as Deputy Registrar	Nil 1 Mark for each six months	10 Marks
3.	**Domain Knowledge**		14 Marks
4.	**Interview**		06 Marks
Total			50 Marks

2. <u>**Selection Criteria for the post of Assistant Registrar**</u>

Sr. No.	Particulars	Marks	Maximum Marks
1.	<u>**Academic Record :**</u> (i) Basic Qualification upto 55% (ii) Above 55%	Nil ½ Mark for each %	10 Marks
2.	<u>**Experience:**</u> (i) Upto 5 years' experience as Supervisory Capacity (ii) Above 5 years'	Nil 1 Mark for each six months	10 Marks
3.	<u>**Test:**</u> (i) Computer Skill Test (All components of MS Office Suite + Internet) (ii) Written Test (MCQs : GK, Reasoning, English, Maths, Science) (Matric level syllabus)	10 Marks 14 Marks	24 Marks
4.	**Interview**		06 Marks
Total			50 Marks

3. Selection Criteria for the post of JE (Electrical/Civil/Mechanical):

Sr. No.	Particulars	Marks	Maximum Marks
1.	**Academic Record:** (i) Degree/Diploma in Electrical/ Civil/ Mechanical with 60% (ii) Above 60%	Nil ½ Mark for each %	10 Marks
2.	**Experience:** (i) Upto one year in case of Bachelor Degree or 3 years' in case of Diploma (ii) Above one year in case of Bachelor Degree or 3 years' in case of Diploma	Nil ½ Mark for each 6 month	10 Marks
3.	**Test:** (i) Computer Skill Test (All components of MS Office Suite + Internet) (ii) Written Test (MCQs : GK, Reasoning, English, Maths, Science) (Matric level syllabus)+ Questions from relevant subject (Diploma Level)	10 Marks 15 Marks	25 Marks
4.	**Interaction with the candidates**		05 Marks
Total			50 Marks

4. Selection Criteria for the post of Library Assistant:

Sr. No.	Particulars	Marks	Maximum Marks
1.	**Academic Record:** (i) B.Lib.l.Sc. with 60% marks (ii) Marks above 60%	Nil ½ marks for every %	10 Marks
2.	**Experience:** For every 01 year experience on the post of Library Attendant/Library Asstt. in University/College Library	01 mark for every one full year	10 Marks
3.	Written test for subject knowledge if no. of application is more than 20 times the number of Posts. (MCQs out of B.Lib.l.Sc. level syllabus)		25 Marks
4.	**Interaction with the candidates**		05 Marks
Total			50 Marks

5. **Selection Criteria for the post of Lab Assistant/Workshop Assistant/Computer Instructor**

Sr. No.	Particulars	Marks	Maximum Marks
1.	**Academic Record:** (iii) ITI/Diploma/Graduation with 55% marks (iv) Marks above 55%	Nil ½ marks for every %	10 Marks
2.	**Experience:** For every 01 year experience on the post of Lab Attendant in University/College Laboratory	01 mark for every one full year	10 Marks
3.	**Written test** (MCQs on the basis of ITI level syllabus)		25 Marks
4.	**Interaction with the candidates**		05 Marks
Total			**50 Marks**

6. **Selection Criteria for the post of Peon:**

Sr. No.	Particulars	Marks	Maximum Marks
1.	**Academic Record:** (i) Matriculation with 35% Marks (ii) Above 35 % Marks	Nil ½ Mark for each %	50 Marks
3.	**Test:** **(i) Written Test** (MCQs : GK, English, Maths, Science) (Middle level syllabus)	50 Marks	50 Marks
Total			100 Marks

PANDIT LAKHMI CHAND STATE UNIVERSITY OF PERFORMING & VISUAL ARTS, ROHTAK
(A State University Established Under Haryana Act No-24 of 2014)

Serial No ………………….

APPLICATION FORM FOR NON-TEACHING POSTS

Application No. ……………
(To be filled in by the office)

Paste recent self-attested photo here

NOTE :

(i)   Application form and bio-data should be properly filled in completely.

(ii)   Attested copies of all Certificates/Testimonials having bearing on selection should be attached. Originals will have to be shown at the time of the interview.

(iii)   Persons in employment should send their applications through their employer. They may, however, send a copy in advance, but it must be on the prescribed form and accompanied by prescribed application fee, copies of certificate/testimonials etc.

(iv)   Incomplete form received after the expiry of prescribed date will not be entertained and will stand rejected summarily.

(v)   Only eligible candidates should apply for the position /post.

(vi)   Use separate form for each position/post.

(vii) Visit University Website www.plcsupva.ac.in for qualifications and other details.

1. a) Post applied for   _____Dept._____
        (Give the full and correct name of the post)

    b) Advertisement No.   _____

    c) Specialization applied for as per Advt.   _____

    d) Date of attaining eligibility for the post and   _____
        ground thereof.

2. a) Name in Full (in block letters)   _____

    b) Father's Name   _____

    c) Mother's Name   _____

3. a) Present Postal Address   _____
                                           _____

    b) Permanent Address   _____
                                           _____

c) Phone No. with STD Code   _____

     Mobile No.   _____

     Email Address   _____

4.   a)   Date of Birth   _____
    b)   Age as on last date of receipt of application (………Year ……… Months………. Days)

    c)   Place of Birth   _____

5.   a)   Nationality of Candidate   _____

    b)   Do you belong to SC/BC/ESM/
       Physically Handicapped category?   _____
       (If yes, attach a certificate from the competent authority)

    c)   Male/Female   _____

    d)   Marital Status (Married/Unmarried)   _____
       (If married, whether you have more than
       one living wife/husband) (say Yes or No)

6.   a) Present Employment, if any, with pay & grade pay   _____
      (State whether on adhoc/temporary/probation/
      permanent)

    b)   Name & Address of Employer   _____

    c)   Have you obtained prior permission of your
       present employer for submitting this application? _____

    d)   Basic pay acceptable, if selected   _____

    e)   Period required for joining the post,   _____
       if appointed.

7.   a)   What is your mother tongue?   _____

    b)   Name the languages both Indian & Foreign which you can read, write and/or speak. Give
       Particulars and examination(s), if any, passed in each.

Read only	Speak only	Read & speak	Read, Write & Speak	Examination(s) passed

8.   a)   Have you ever been disqualified from appearing in any University Examination/

       undertaking University work (Yes or No)   _____

    b)   Are you a dismissed employee? (Yes or No) _____

9.   a)   Whether any criminal case has been registered against applicant (Yes/No) _____

b) Whether applicant has been charge-sheeted for any
criminal offence? If yes, the details thereof. _____

10. **REFERENCES:** (These persons should be professionally competent, who are well acquainted with some aspect of the applicant's training accomplishment, capabilities and character but must not be related to the candidate. Two references should be listed and atleast one of them should be a citizen of India. For applicants having done Postgraduate or Post-doctoral research, the Research Supervisor must be listed.)

(i)   Name   _____

             Occupation or Position   _____

             Address   _____

(ii)   Name   _____

             Occupation or Position   _____

             Address   _____

11. **Educational Qualifications (from Matriculation onwards**)

Exam Passed	Subject	Board/ Univ.	Year of Passing	Class or Division	Max. Marks	Marks obtained (Accurate)	% of Marks	Distinctions, if any
Secondary (Matric)								
Sr. Secondary (10+2)								
Graduation								
Post-graduation								
Ph.D.								
Any other								

12. **Employment:- Give particulars concerning all periods of employment, including professional nature:**

Name of Employer/ Institution	Designation of the Post held and its pay scale	Duration of Appointment		Basic Pay & Allowances separately	Reasons for leaving

13.   ***List of Publications, if any :-**

Nature of Publication	Published	Single or Co-authorship	Inter-National Journals	National Journals	State Journals
Books					
Chapters in books					
Papers					
Any other					

*Upload list of publications

14.   **No. of Symposia/Conferences/Workshops/Seminars/Committees attended.**
     National   : …………………………………………………………………………
     International : …………………………………………………………………………

15.   **Give particulars of Prize, Medal and Merit won, distinctions, if any :-**
     i)   iii)

     ii)   iv)

16.   **List of the certificates (attested copies) attached :-**

     i)   vi)

     ii)   vii)

     iii)   viii)

     iv)   ix)

     v)   x)

17.   **Additional information, if any : ……………………………………………………..**
     …………………………………………………………………………………………
     ……….…………………………………………………………………………………
     ………………….………………………………………………………………………

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed therein. There are no circumstances which may impair my fitness for employment in the PLC SUPVA, Rohtak.

Place …………………   ………………………………..

Date …………………   **(Signature of the Candidates)**

BRIEF SYNOPSES OF QUALIFICATIONS & EXPERIENCE

(Must be filled up neatly and accurately for consideration by the Screening Committee for determining eligibility)

Sr. No./Appl. No………………………. Advt. No…………… Name of the Candidate ………………….. Name of the Post ……………………..

Department ………………………Specialization applied for ……………………………………………… Date of Birth ………………………….

EDUCATION QUALIFICATIONS FROM MATRIC ONWARDS

S.No.	Qualification	Name of Board/University	Year of Passing	Percentage

EXPERIENCE

Post held	Institution	Period						Present designation, basic pay and pay scale	If selected, basic pay acceptable	Remarks, if any
		From	To	Total						
				Year	Month	Days				
1	2	3	4	5	6	7	8	9	10

(Signature of the Applicant)

NO OBJECTION CERTIFICATE FROM THE EMPLOYER
(FOR EMPLOYED CANDIDATES)

The application of Ms./Sh./Dr. ……………………………………, who is at present working as ……………………………………… in the ………………………………………………… (Deptt./Office/ Organization) is forwarded for consideration for the post of …………………... to the Registrar, Pandit Lakhmi Chand State University of Performing & Visual Arts, Rohtak. This University/Institute has no objection if he/she is appointed by PLCSUPVA, Rohtak. As per records, his/ her work and conduct at this place is ………..……………. He/ she bears a ………………………………. character. In case, he/she is selected for employment to the aforesaid post, he/she will be relieved of his/her present position.

Place ………………….

Date ………………….

Signature of the Head
of the Office/Organization
(Seal of Office)