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**HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD,
SECTOR 5, SHIKSHA SADAN, PANCHKULA.**

RECRUITMENT

Applications are invited for the Test to be conducted for filling up the vacancies of **INFORMATION- CUM-OFFICE- CUM-LIBRARY MANAGER** on year to year Contract Basis (Consolidated remuneration) as per details given below:-

S. No.	Name of the Post	Consolidated Remuneration (Per Month)	Basic Qualifications	No. of Posts
1.	INFORMATION CUM OFFICE CUM LIBRARY MANAGER	Rs. 20000/- (The remuneration shall be fixed on the basis of performance of the concerned candidate)	<p>a) Essential Qualifications:-</p> <p>1. M.Sc. (Computer Science) (with at least 50% Marks) Or Master in Computer Application (with at least 50% Marks) Or BE/B.Tech in Computer Science/Information Technology (with at least 50% Marks) Or BE/B.Tech in any stream with Post Graduate Diploma in Computer (with at least 50% marks in both) Or MBA and Post Graduate Diploma in Computer (with at least 50% marks in both) from recognized university.</p> <p>2. Complete Knowledge of Multimedia & Web Technology, Computer Science & Informatics Technology.</p> <p>b) Desirable Qualifications:-</p> <p>1. Graduate Or Post Graduate in Library Science from a recognized university. 2. B.Ed. Or M.Ed. from a recognized university. 3. STET Qualified (Related to 9th to 12th).</p> <p>Note:- All the Degrees/Diplomas should be from recognized university/board.</p> <p>The selected candidates will have to undergo three months training after their selection. During this training selected candidates will be imparted training regarding all the three responsibilities of the job i.e. <u>Information Management (1st)</u>, <u>Office Management (2nd)</u> & <u>Library Management (3rd)</u>, which will have to be successfully completed by all the candidates. The training will be evaluated through subjective/ objective examination after the training is completed.</p>	Total – 3118 Gen.- 1311 ESM (Gen.) -219 Sports Person (Gen.)-31 SC-530 ESM (SC)-62 Sport person (SC)-31 BCA-405 ESM (BC-A)-62 Sports person (BC-A)-16 Sport person (BC-B)-15 BC-B- 250 ESM(BC-B)-93 PH (Blindness or low vision)-31 PH(Hearing impairment)-31 PH (Loco motor disability)-31

Eligible applicant may submit online application commencing from 08-02-2012 to 09-03-2012 upto 5:00 PM in the prescribed online format available at website <http://recruitment.cdacmohali.in>.

- The above vacancies are subject to variation as per requirement.
- For detailed guidelines and applications forms etc. please visit the above mentioned website.

Terms and conditions:

- Appointment will be on contractual basis initially for 1 year to be renewed on the basis of work, conduct and performance every year.



- The degree/diploma passed by the candidate must be from a recognized University/ Board.
- Age Limit: Between 18 and 40 years as on 09.03.2012 **Age relaxation will be as per the instructions of Haryana Government.**
- **Relaxation in upper age for SC/BC, candidates is 5 years and for Physically Handicapped is 10 years and for candidates of Ex- Servicemen category, the age relaxation will be as follows:-**

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

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

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

Note:-

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

- Reservation shall be as per the policy/instructions of the Haryana Government. It shall include candidates of:- SC, BC, EX-Servicemen, Handicapped persons, freedom fighter & Sportspersons, Categories The qualification of candidates should be prior to the last date of filing the applications.
- No TA, DA will be paid for the journeys performed for the written test/ counseling.
- Since the vacancies are of contractual nature, therefore vacancies will be filled up from other category candidates, if suitable candidates are not found from reserved categories.

How to Apply Online

1. The candidates have to apply only on-line on web-site <http://recruitment.cdacmohali.in> from 08-02-2012 to 09-03-2012 up to 5:00 PM. and generate his/her application number. Once his/her application number is generated, he/she should get the print of the form, paste recent photograph on it and get it attested from a notary or a Gazette officer. This allotted registration number slip will be used as



- identification slip at the time of written test, interview and also counseling, if called for. Candidates need not send any application/Documents by Post.
2. Applicant will be allotted online Registration Number printed on the acknowledgement slip containing the details (Registration number and Password).
 3. Thereafter the candidate shall have to report to the designated banker (**State Bank of Patiala**) along with the downloaded Acknowledgement Slip and Fee Challan for depositing the fee.
 4. In case the candidate fails to deposit the fee, his/her application shall stand automatically cancelled/ rejected and shall not be considered for further processing.
 5. Only On-line registered application forms will be entertained i.e. application sent by post / in person will not be entertained.
 6. Candidates are advised to visit <http://recruitment.cdacmohali.in> website regularly for updates.
 7. Candidate having been called for counseling will not confer any right to appointment.
 8. If by mistake the candidate has filled in wrong data, he/she can correct the data from 08-02-2012 to 09-03-2012 up to 5:00 PM. by entering his/her registration number and password. Henceforth no editing will be done and thereafter data will be locked and no change will be acceptable/ allowed.
 9. The Registration slip will be generated after filing the online form. Get the printout (2 copies) of the Registration Slip - cum - Fee Challan.
 10. The list of candidates whose fee is confirmed will be available on <http://recruitment.cdacmohali.in> for candidates' reference from 16-03-2012.
 11. The candidate can download their **ADMIT CARDS** by visiting the website <http://recruitment.cdacmohali.in> again by entering his/her registration number and password (**Candidates are advised not to disclose the password to any one for data security**) from 20-03-2012. In case candidate is unable to get the admit card, he/ she must contact C-DAC Mohali personally or on helpline numbers one day before the said examination **upto 5.00 PM**, failing which department will not be held responsible.
 12. For any clarifications regarding the online filling of the form, the candidate can call at CDAC Mohali help-line numbers 0172-6619054-55 on all working days from 9:00 am to 5.00 pm.
 13. Candidate must bring a admit card/ Registration slip on the day of written examination at the venue of the examination centre. The candidates without admit card/ Registration slip will not be allowed to appear in the written examination.
 14. Candidate will be responsible for any mistakes made by him/ her in the on line application form, SSA/RMSA & C-DAC Mohali shall not be responsible or liable in any way.
 15. The merit list will be prepared on the basis of the written test and will be available on website <http://recruitment.cdacmohali.in>
 16. The venue date and time of counseling as would be considered appropriate will be available on the website <http://recruitment.cdacmohali.in> Candidates will not be informed individually about the result and counseling schedule.



Instructions:

1. The candidates will have to apply only on-line on web-site <http://recruitment.cdacmohali.in> from 08-02-2012 to 09-03-2012 up to 5:00 PM. Application Fee will be Rs. 250/- for General Category and Rs. 125/- for Scheduled Caste category Candidates Application Fee could be deposited in the Account, Current Account No. 65023202930 [Application Fee Account] with any of the branches of State Bank of Patiala across Haryana, Punjab, Chandigarh, Delhi, Himachal Pradesh, Rajasthan, Uttar Pradesh, Uttarakhand & Madhya Pradesh etc.
2. Applicant will have to submit the following original documents for verification at the time of counseling: (a) Date of Birth (b) Educational Qualifications (c) Professional Qualification (d) Details of Marks (e) Experience Certificate (f) Proof of Hindi/Sanskrit/Panjabi (g) Latest residence proof (h) Proof of Category to which the candidate belongs (as per the latest Haryana Government reservation policy) (i) Two Passport size photographs. (h) Bank receipt as a proof of deposit the application fee.
3. The candidate will have to apply only online <http://recruitment.cdacmohali.in>. No other mode of applying will be entertained.
4. The written examination will be conducted out of those candidates only whose Application fee is confirmed.
5. The candidates should reach the examination centre one hour before the start of the examination. At the examination centre, the candidate will have to produce his/her admit card pasted with passport size photograph and duly attested by self along with identity proof, which may be the copy of Driving license, Voter ID Card, Passport, PAN Card, Bank Pass Book etc.
6. The candidate will have to verify himself that he/she fulfils all the eligibility conditions for this post. Appearing in the examination and qualifying the test does not entitle him/her for appointment to the post. The selection will be subject to his/her found eligible for the post. Verification of original documents would be done at the time of counseling. The purpose would be to verify different records regarding identification, age, qualifying examination, state of eligibility, category etc, of the candidate. On failing to establish of any of the documents the candidate will not be considered for recruitment and will be liable for criminal action as deemed fit.
7. The Question Paper will be of objective type (100 marks) having 100 questions with multiple choices on OMR sheet with one correct answer of each question of appropriate standards. The duration of the paper will be of 60 minutes. There will be NO NEGATIVE MARKING. Each right answer will carry one mark.
8. No candidate will be allowed to appear in the examination without Roll Number Slip/ Admit Card and identity proof in original.
9. Candidates will bring with them BLUE or BLACK Ball Pens only. Books, written notes, calculator, mobile phones and other electronic devices etc. will not be permitted to be carried in the examination hall.
10. Candidates are advised to visit the web-site <http://recruitment.cdacmohali.in> regularly.
11. **Last date for depositing fee is 13-03- 2012.**

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