

MAHARANA PRATAP HORTICULTURAL UNIVERSITY, KARNAL

NOTIFICATION

No. MHU/Regi/2022/11482

Dated: 23.06.2022

In pursuance of decision taken by Board of Management in its 7th meeting held on 08.06.2022, the Vice-Chancellor, MHU is pleased to approve the **Qualifications (Annexure-I)** and **Selection Criteria (Annexure-II)** of various Grade A & B non-teaching posts to be filled through direct recruitment/by promotion as well as through transfer/deputation from Govt./different Universities as per prescribed procedure.

These instructions will be applicable with immediate effect.

Encl. Annexure-I & Annexure-II

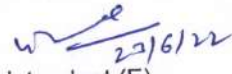

(Dr. Ajay Singh)
REGISTRAR

Endst. No. MHU/Regi/2022/11483-490

Dated:- 23.06.2022

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

1. The Director General (Horticulture), Udhyan Bhawan, Sector - 21, Panchkula.
2. All Deans/Directors/Officers of the University, MHU
3. SVC, MHU, Karnal for kind information of worthy Vice-Chancellor
4. Controlling Officer, RMRC, Murthal
5. PS to Registrar, MHU
6. Joint Director, Local Audit, MHU, Karnal
7. Accounts Officer/ Superintendent/ Establishment Assistant, MHU
8. IT Instructor, MHU Karnal to upload the amendment on MHU website


Superintendent (E)
MHU, Karnal

ANNEXURE-I

MAHARANA PRATAP HORTICULTURAL UNIVERSITY, KARNAL
**Qualifications for Grade A&B Non-teaching posts for filling up through Direct recruitment/
 promotion/ transfer/deputation in MHU, Karnal**

Sr. No.	Name of Post	Grade	Functional pay level of the post	Qualifications approved by BOM in its 7 th meeting held on 08.06.2022
1	2	3	4	5
1.	Deputy Registrar	Grade A	FPL-12	<p>(A) For Direct Recruitment:</p> <ol style="list-style-type: none"> 1. Post-Graduate degree with at least 55% marks from a recognized University 2. Two years' experience as Asstt. Registrar/ equivalent or higher post in regular pay scale in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs. 3. Passing of Departmental Higher Standard Examination in Accounts & General Service as per statutory provision within two years. 4. Knowledge of Hindi/Sanskrit upto Matric/Higher standard <p>(B) By Promotion:</p> <ol style="list-style-type: none"> 1. Two years' experience as Asstt. Registrar. 2. Have passed Departmental Higher Standard Examination in Accounts & General Services. <p>(C) By Deputation/transfer:</p> <p>Person working on the analogues post in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs.</p> <p align="center">OR</p> <p>Person fulfilling the qualifications prescribed for promotion as mentioned under (B)-1 above. In case of absorption, one should have to pass Departmental Higher Standard Examination in Accounts & General Services within two years.</p> <p align="center">OR</p> <p>Post may be filled up as per provision contained in Clause 4(4) of Chapter IV of MHU Statutes.</p>
2.	Assistant Registrar	Grade A	FPL-11	<p>(A) Direct Recruitment:</p> <ol style="list-style-type: none"> 1. Post-Graduate degree with atleast 55% marks from a recognized University. 2. At least 05 years' experience of working in a Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs out of which at least two years should be in a supervisory capacity as Supdt./equivalent/Administrative Officer. 3. Passing of Departmental Higher Standard Examination in Accounts & General Service as per statutory provision within two years. 4. Knowledge of Hindi/Sanskrit upto Matric/Higher standard

				<p>(B) By Promotion:</p> <ol style="list-style-type: none"> 1. Two years' experience as Administrative Officer. 2. Have passed Departmental Higher Standard Examination in Accounts & General Services. <p>(C) By Deputation/transfer:</p> <p>Person working on the analogues post in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs.</p> <p>OR</p> <p>Person fulfilling the qualifications prescribed for promotion as mentioned under (B)-1 above. In case of absorption, one should have to pass Departmental Higher Standard Examination in Accounts & General Services within two years.</p> <p>OR</p> <p>Post may be filled up as per provision contained in Clause 4(4) of Chapter IV of MHU Statutes.</p>
3.	Administrative Officer	Grade B	FPL-9	<p>(A) For Direct Recruitment:</p> <ol style="list-style-type: none"> 1. Post-Graduate degree with at least 55% marks from a recognized University. 2. Five years' experience as Assistant/equivalent out of which two years' experience as Superintendent/ equivalent working in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs. Passing of Departmental Higher Standard Examination in Accounts & General Service as per statutory provision within two years. 3. Knowledge of Hindi/Sanskrit upto Matric/ Higher Standard. <p>(B) By Promotion:</p> <ol style="list-style-type: none"> 1. Two years' experience as Superintendent. 2. Have passed Departmental Higher Standard Examination in Accounts & General Services. <p>(C) By Deputation/transfer:</p> <p>Person working on the analogues post in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs.</p> <p>OR</p> <p>Person fulfilling the qualifications prescribed for promotion as mentioned under (B)-1 above. In case of absorption, one should have to pass Departmental Higher Standard Examination in Accounts & General Services within two years.</p> <p>OR</p> <p>Post may be filled up as per provision contained in Clause 5(6) of Chapter IV of MHU Statutes.</p>
4.	Superintendent (Administration)	Grade B	FPL-7	<p>(A) For Direct Recruitment:</p> <ol style="list-style-type: none"> 1. Bachelor's Degree with at least 50% marks from any recognized University. 2. 10 years' office experience as regular Clerk/equivalent or above out of which at least 6 years' experience on the post of Assistant/equivalent/higher working in Central/ State

				<p>University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs.</p> <p>3. Knowledge of Hindi/Sanskrit upto Matric/Higher Standard.</p> <p>(B) By Promotion:</p> <p>1. 5 years' experience on the post of Assistant.</p> <p>(C) By Deputation/transfer:</p> <p>Person working on the analogues post in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs.</p> <p>OR</p> <p>Person fulfilling the qualifications prescribed for promotion as mentioned under (B) above.</p> <p>OR</p> <p>Post may be filled up as per provision contained in Clause 5(6) of Chapter IV of MHU Statutes.</p>
5.	Deputy Comptroller	Grade A	FPL-12	<p>(A) For Direct Recruitment:</p> <p>1. M.Com/MBA (Finance) with at least 55% from a recognized University OR CA/ ICWA.</p> <p>2. Two years' experience as Asstt. Comptroller/ equivalent or higher post in regular pay scale Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs.</p> <p>3. Passing of SAS/Departmental Higher Standard Examination in Accounts & General Service as per statutory provision within two years.</p> <p>4. Knowledge of Hindi/Sanskrit up to Matric/Higher standard</p> <p>(B) By Promotion:</p> <p>1. Two years' experience as Asstt. Comptroller.</p> <p>2. Have passed SAS/Departmental Higher Standard Examination in Accounts & General Services.</p> <p>(C) By Deputation/transfer:</p> <p>Person working on the analogues post in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs.</p> <p>OR</p> <p>Person fulfilling the qualifications prescribed for promotion as mentioned under (B) above.</p> <p>OR</p> <p>Post may be filled up as per provision contained in Clause 4(4) of Chapter IV of MHU Statutes.</p>
6.	Assistant Comptroller	Grade A	FPL-11	<p>(A) Direct Recruitment:</p> <p>1. M.Com/MBA (Finance) with at least 55% from a recognized University OR CA/ICWA.</p> <p>2. At least 5 years' experience of working in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs out of which at least two years' experience should be in a supervisory capacity as Account Officer or equivalent.</p>

				<p>3. Passing of SAS/Departmental Higher Standard Examination in Accounts & General Service as per statutory provision within two years.</p> <p>4. Knowledge of Hindi/Sanskrit upto Matric/Higher standard.</p> <p>(B) By Promotion:-</p> <p>1. Two years' experience as Accounts Officer.</p> <p>2. Have passed SAS/Departmental Higher Standard Examination in Accounts & General Services.</p> <p>(C) By Deputation/transfer:</p> <p>Person working on the analogues post in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs.</p> <p>OR</p> <p>Person fulfilling the qualifications prescribed for promotion as mentioned under (B) above.</p> <p>OR</p> <p>Post may be filled up as per provision contained in Clause 4(4) of Chapter IV of MHU Statutes.</p>
7.	Accounts Officer	Grade B	FPL-9	<p>(A) For Direct Recruitment:</p> <p>1. M.Com/MBA (Finance)/CA with at least 55% marks from a recognized University OR CA/ICWA.</p> <p>2. Five years' experience as Accountant/equivalent out of which two years' experience as Superintendent (Accounts)/equivalent of working in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs.</p> <p>3. Passing of SAS/Departmental Higher Standard Examination in Accounts & General Service as per statutory provision within two years.</p> <p>4. Knowledge of Hindi/Sanskrit upto Matric/Higher Standard.</p> <p>(B) By Promotion:</p> <p>1. Five years' experience as Superintendent (Accounts)</p> <p>2. Have passed SAS/Departmental Higher Standard Examination in Accounts & General Services.</p> <p>(C) By Deputation/transfer:</p> <p>Person working on the analogues post in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs.</p> <p>OR</p> <p>Person fulfilling the qualifications prescribed for promotion as mentioned under (B)-1 & 2 above.</p> <p>OR</p> <p>Post may be filled up as per provision contained in Clause 5(6) of Chapter IV of MHU Statutes.</p>

8.	Superintendent (Accounts)	Grade B	FPL-7	<p>(A) For Direct Recruitment:</p> <ol style="list-style-type: none"> 1. Bachelor's Degree in Commerce with at least 50% marks from any recognized University. 2. 10 years' office experience as regular Accounts Clerk/equivalent out of which at least 6 years' experience on the post of Accountant/equivalent/higher working in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs. 3. Knowledge of Hindi/Sanskrit up to Matric/Higher Standard. <p>(B) By Promotion:</p> <ol style="list-style-type: none"> 1. 5 years' experience on the post of Accountant. <p>(C) By Deputation/transfer:</p> <p>Person working on the analogues post in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs.</p> <p>OR</p> <p>Person fulfilling the qualifications prescribed for promotion as mentioned under (B) above.</p> <p>OR</p> <p>Post may be filled up as per provision contained in Clause 5(6) of Chapter IV of MHU Statutes.</p>
9.	Secretary to Vice-Chancellor	Grade A	FPL-12	<p>Suitable persons for the post of Secretary to the Vice-Chancellor may be selected by the Vice-chancellor from amongst the employees of the University <u>(not below the rank of Grade B employee)</u> in such manner as the Vice-Chancellor may decide. The persons selected shall be liable to reversion in their parent cadres at the discretion of the Vice-Chancellor. (As provided under Clause 9 of Chapter IV of MHU Statutes).</p>
10.	Senior Private Secretary (SPS)	Grade A	FPL-11	<p>Suitable persons for the post of Sr. Private Secretary to Vice-Chancellor may be selected by the Vice-chancellor from amongst the employees of the University <u>(not below the rank of Senior Scale Stenographer)</u> in such manner as the Vice-Chancellor may decide. The persons selected shall be liable to reversion in their parent cadres at the discretion of the Vice-Chancellor.(As provided under Clause 9 of Chapter IV of MHU Statutes)</p>
11.	Private Secretary	Grade B	FPL-8	<p>(A) For Direct Recruitment:</p> <ol style="list-style-type: none"> 1. Bachelor's Degree from any recognized University. 2. Five years' experience as P.A./Senior Scale Stenographer of Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs with good interpersonal skills, fluency in English or Hindi, effective communication skills. 3. The candidate should be computer literate with Microsoft proficiency, excellent shorthand speed of 100 WPM and accurate computer typing speed of 30 WPM. 4. Knowledge of Hindi/Sanskrit upto Matric/Higher Standard. <p>(B) By Promotion:</p> <ol style="list-style-type: none"> 1. Five years' experience as P.A./ Senior Scale Stenographer

				<p>(C) By Deputation/transfer: Person working on the analogues post in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs.</p> <p>OR</p> <p>Person fulfilling the qualifications prescribed for promotion as mentioned under (B)-1 above.</p> <p>OR</p> <p>Post may be filled up as per provision contained in Clause 5(6) of Chapter IV of MHU Statutes.</p>
12.	XEN (Civil)	Grade A	FPL-11	<p>(A) Direct Recruitment:</p> <ol style="list-style-type: none"> 1. B.E./B.Tech. Degree in (regular mode) Engineering (Civil) 2. Five years' experience as Sub-Divisional Engineer/Assistant Engineer of working in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs. 3. Knowledge of Hindi/Sanskrit upto Matric/Higher Education. <p>(B) By Promotion:</p> <ol style="list-style-type: none"> 1. B.E./B.Tech./equiv. Degree in Engineering (Civil) 2. Five years' regular service as Sub-Divisional Engineer/Assistant Engineer. <p>Note: B.E./B.Tech. degree in electrical/mechanical will be required in case post of XEN Electrical/Mechanical.</p> <p>(C) By Deputation/transfer: Person working on the analogues post in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs.</p> <p>OR</p> <p>Person fulfilling the qualifications prescribed for promotion as mentioned under (B)-1 & 2 above.</p> <p>OR</p> <p>Post may be filled up as per provision contained in Clause 4(4) of Chapter IV of MHU Statutes.</p>
13.	Sub-Divisional Engg. (Civil)	Grade B	FPL-9	<p>(A) Direct Recruitment:</p> <ol style="list-style-type: none"> 1. B.E./B.Tech. Degree in (regular mode) Engineering (Civil) of a recognized University or one of the other equivalent qualifications in Civil Engineering specified in Appendix B to the Punjab Service of Engineers Class-II PWD Rules, 1966. 2. Hindi/Sanskrit upto Matric/Higher standard. <p>(B) By Promotion:</p> <ol style="list-style-type: none"> 1. Satisfactory completion of 8 years regular service on the post of Junior Engineer. <p>Note: B.E./B.Tech. degree in electrical/mechanical will be required in case post of SDE Electrical/Mechanical.</p> <p>(C) By Deputation/transfer: Person working on the analogues post in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs.</p>

				<p>OR</p> <p>Person fulfilling the qualifications prescribed for promotion as mentioned under (B)-1 above.</p> <p>OR</p> <p>Post may be filled up as per provision contained in Clause 5(6) of Chapter IV of MHU Statutes.</p>
14.	Chief Security Officer	Grade B	FPL-9	<p>(A) Direct Recruitment:-</p> <ol style="list-style-type: none"> 1. Bachelor's Degree with at least 50% marks from any recognized University. 2. At least 10 years' experience out of which 3 years' experience as Security Officer in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs. <p>OR</p> <p>Retired Defence Officer (Male) of Army, Navy, Air force & Paramilitary Forces etc. not below the rank of Subedar Major/equivalent with good service record.</p> <ol style="list-style-type: none"> 3. Good physique and medically fit. 4. Knowledge of Hindi/Sanskrit upto Matric/Higher standard. 5. Age should not be more than 55 years (inclusive of all relaxations) <p>(B) By Deputation/transfer:</p> <p>Person working on the analogues post/fulfilling the above (A) mentioned qualifications working in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs.</p> <p>OR</p> <p>Post may be filled up as per provision contained in Clause 5(6) of Chapter IV of MHU Statutes.</p>
15.	Computer Engineer	Grade B	FPL-9	<p>(A) For Direct Recruitment:</p> <ol style="list-style-type: none"> 1. M.E./M.Tech.in Computer Science/ Computer Communication/ Computer Engineering/equivalent from any recognized University. 2. At least 3 years' experience in Software Programme in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs. 3. Knowledge of Hindi/Sanskrit upto Matric/Higher Standard. <p>(B) By Promotion:</p> <ol style="list-style-type: none"> 1. Satisfactory completion of 6 years' regular service on the post of Instructor IT/Jr. Programmer. <p>(C) By Deputation/transfer:</p> <p>Person working on the analogues post in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs.</p> <p>OR</p> <p>Person fulfilling the qualifications prescribed for promotion as mentioned under (B)-1 above.</p> <p>OR</p> <p>Post may be filled up as per provision contained in Clause 5(6) of Chapter IV of MHU Statutes.</p>

16.	Farm Manager (Hort.)	Grade B	FPL-9	<p>(A) For Direct Recruitment:-</p> <ol style="list-style-type: none"> 1. B.Sc. (Hons.) in Agri./Horticulture from any recognized University. 2. M.Sc. in Horticulture subjects with 02 years' experience in farm management in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs. 3. Knowledge of Hindi/Sanskrit upto Matric/Higher standard <p>(B) By Promotion: 05 years' experience as Assistant Manager</p> <p>(C) By Deputation/transfer: Person working on the analogues post in Central/ State University/Institutes/ Central and State Govt. Departments/ Semi Govt. Departments/ PSUs.</p> <p style="text-align: center;">OR</p> <p>Person fulfilling the qualifications prescribed for promotion as mentioned under (B)-1 above.</p> <p style="text-align: center;">OR</p> <p>Post may be filled up as per provision contained in Clause 5(6) of Chapter IV of MHU Statutes.</p>
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ANNEXURE-II

MAHARANA PRATAP HORTICULTURAL UNIVERSITY, KARNAL
Selection criteria for Group 'A' & 'B' non-teaching posts for filling up through direct
recruitment/promotion/ transfer/deputation in MHU, Karnal

Selection Criteria approved by Board of Management in its 7th meeting held on 08.06.2022

1.	Academic Qualifications	60 Marks
2.	Knowledge of Computer	5 Marks
3.	State/ National level recognition from Govt./ Semi Govt./Govt. Aided Organization (Award/ Medal/ Distinction)	5 Marks
4.	Work Experience	10 Marks
5.	Subject/ domain knowledge	5 Marks
6.	Interview	15 Marks

Sr. No. 1	Academic Record	60 Marks
(i)	10 th on percentile basis (maximum 10 marks/100x total marks obtained in percentage) however, fraction of marks in percentage below/equal and above 0.5% will be rounded off to the next lower and higher number, respectively.	Maximum 10 Marks
(ii)	12 th on percentile basis (maximum 10 marks/100 x total marks obtained in percentage) however, fraction of marks in percentage below/equal and above 0.5% will be rounded off to the next lower and higher number, respectively.	Maximum 10 Marks
(iii)	Graduation on percentile basis (maximum 15 marks/100 x total marks obtained in percentage) however, fraction of marks in percentage below/equal and above 0.5% will be rounded off to the next lower and higher number, respectively.	Maximum 15 Marks
(iv)	Post- graduation on percentile basis (maximum 20 marks/100 x total marks obtained in percentage) however, fraction of marks in percentage below/equal and above 0.5% will be rounded off to the next lower and higher number, respectively.	Maximum 20 Marks
(v)	Higher qualifications (in relevant field)	5 Marks

Sr. No. 2	Knowledge of Computer	Maximum 5 Marks
(i)	Certificate(Course not less than three months duration)from Govt./Semi Govt./ Govt. Aided Institutes	1 Mark
(ii)	Diploma (Course not less than one year duration) from Govt./Semi Govt./ Govt. Aided Institutes	3 Marks
(iii)	Degree (Course not less than two year duration) from Govt./Semi Govt./ Govt. Aided Institutes (Provided it is not used for acquiring essential qualifications)	5 Marks

Sr. No.3	State/ National level recognition from Govt./Semi Govt./Govt. Aided Organization (Award/Medal/Distinction).	Maximum 5 Marks
(i)	National	3 Mark
(ii)	State	2 Marks
Sr. No. 4	Work Experience 02 marks per year above the required experience(one mark for completed six months and the period less than six months will be ignored)	Maximum 10 Marks
Sr. No. 5	Subject/ domain knowledge	5 Marks
Sr. No. 6	Interview	15 Marks