



Ph. No.: 0172-2590505
Fax No.: 0172-2586026

**HARYANA SCHOOL SHIKSHA PARIYOJANA 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)</p> <p style="text-align: center;">Or</p> <p>Master in Computer Application (with at least 50% Marks)</p> <p style="text-align: center;">Or</p> <p>BE/B.Tech in Computer Science/ Information Technology (with at least 50% Marks)</p> <p style="text-align: center;">Or</p> <p>BE/B.Tech in any stream with Post Graduate Diploma in Computer (with at least 50% marks in both)</p> <p style="text-align: center;">Or</p> <p>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>3. Matric with Hindi/Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subjects.</p> <p>b) Desirable Qualifications:-</p> <p>1. Graduate Or Post Graduate in Library Science from a recognized university.</p> <p>2. B.Ed. Or M.Ed. from a recognized university.</p> <p>3. STET/HTET 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. Information Management (1st), Office Management (2nd) & Library Management (3rd), 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 – 1708*



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- Reservation for various categories would be as per the State policy and instructions.

Eligible applicant may submit online application commencing from 15-02-2013 to 02-03-2013 upto 5:00 PM in the prescribed online format available at the following 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 which can be reviewed during the contractual period on the basis of work, conduct and performance. Further extension/renewal would be as per requirement, coupled with work and conduct as also performance.

The degree/diploma passed by the candidate must be from a recognized University/ Board.

- Age Limit: Between 18 and 40 years as on 02.03.2013. **Age relaxation will be as per the instructions of Haryana Government.**
- The SC/ BC etc. Category certificates should be in accordance with the instructions of the Haryana Govt.
- No TA, DA will be paid for the journeys performed for the written test/ counselling.
- 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 16-02-2013 to 02-03-2013 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 counselling, 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.



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6. Candidates are advised to visit <http://recruitment.cdacmohali.in>, www.schooleducationharyana.gov.in and www.hsspp.in websites regularly for updates.
7. Candidate having been called for counselling 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 16.02.2013 to 02-03-2013 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 5.03.2013.
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 12.03.2013. 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 Parishad 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 counselling 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 counselling schedule.

Instructions:

1. The candidates will have to apply only on-line on web-site <http://recruitment.cdacmohali.in> from 16-02-2013 to 02-03-2013 up to 5:00 PM. Application Fee will be Rs. 250/- for General Category and Rs. 125/- for Scheduled Caste category Candidates of Haryana State Application Fee could be deposited in the bank account mentioned in the deposit slip generated automatically by the System, across Haryana, Punjab, Chandigarh, Delhi, Himachal Pradesh, Rajasthan, Uttar Pardesh, Uttrakhand & Madhya Pardesh etc.
2. Applicant will have to submit the following original documents for verification at the time of counselling:



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(a) Date of Birth (b) Educational Qualifications (c) Professional Qualification (d) Details of Marks (e) Experience Certificate (f) Proof of having Matric with Hindi/Sanskrit or 10+2/B.A./M.A. with Hindi as one of the subjects (g) 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 counselling. 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 4-03- 2013.

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