



## KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)  
(‘A+’ Grade, NAAC Accredited)

### Important Instructions of Advertisement No. 1/2019 (Published on 03.03.2019) (for 198 posts of Clerk(Budgeted))

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## **KURUKSHETRA UNIVERSITY KURUKSHETRA**

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**PRESS NOTICE PUBLISHED ON 03.03.2019**

### **Advertisement No.1/2019**

Kurukshetra University invites Online Applications from the eligible candidates for recruitment of Clerks on 198 Budget 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.kuk.ac.in](http://www.kuk.ac.in) w.e.f. 09.4.2019.

**REGISTRAR**

<b>Important Dates</b>		
<b>Sr. No.</b>	<b>Item(s)</b>	<b>Time line</b>
<b>1</b>	Date of publication of Advertisement No. 1/2019 (for 198 posts of Clerks Budgeted ) in the News Papers	<b>03.03.2019</b>
<b>2</b>	Opening date for submission of online applications	<b>09.04.2019</b>
<b>3</b>	Closing date for submission of online applications	<b>15.05.2019 (by 11:59 PM)</b>
<b>4</b>	Closing date for deposit of fee	<b>15.05.2019 (by 11:59 PM)</b>
<b>5.</b>	Type test on Computer <b>(Phase-I)</b>	Dates of Phases I, II, III & IV and dates of Downloading of E-Admit Cards for these phases will be available only on the University Website i.e. <a href="http://www.kuk.ac.in">www.kuk.ac.in</a> and will be communicated on the Registered Mobile Number and Valid Email address of the Candidates. No correspondence other than this mode will be made or accepted in this regard by Kurukshetra University.
<b>6.</b>	Computer Appreciation and Application Test <b>(Phase-II)</b>	
<b>7.</b>	Aptitude test <b>(Phase-III)</b>	
<b>8.</b>	Physically Original Document Verification <b>(Phase-IV)</b>	

**Details/bifurcation of 198 posts of Clerk(Budgeted) as per Reservation Policy/Instructions of State Government of Haryana issued from time to time**

<b>Total number of posts of Clerk(Budgeted) advertised vide Advt. No. 1/2019 = 198</b>			
<b>Sr. No.</b>	<b>Category</b>	<b>Number of vacant posts</b>	<b>Remarks</b>
1.	Gen	66	Gen= Unreserved/General Category of Haryana State/Reserved category persons of other than Haryana State
2.	SC	32	SC= Scheduled Castes Category of Haryana State only
3.	BC-A	26	BC-A= Backward Class-A Category of Haryana State only
4.	BC-B	14	BC-B= Backward Class-B Category of Haryana State only
5	EWS	18	EWS= Persons belonging to Economically Weaker Section Category of Haryana State only
6.	ESM	ESM(Gen)= 14 ESM(SC)= 04 ESM(BCA)= 04 ESM(BCB)= 06	ESM=Ex-Service Men Category of Haryana State only
7.	ESP	ESP(Gen)= 02 ESP(SC)= 01 ESP(BCA)= 01 ESP(BCB)= 01 ESP(EWS)= 01	ESP=Eligible Sports Person Category of Haryana State only
8.	PWD	PWD(VH)= 02 PWD(HH)= 02 PWD(OH)= 02 PWD(I & MD)=02	PWD= Persons With Disability of Haryana State only VH= Visually Handicapped HH= Hearing Handicapped OH= Orthopedically Handicapped I & MD= Intellectual & Multiple Disability

**Note:**

1. **Number of posts advertised are liable to increase or decrease, including complete withdrawal without assigning any reason.**
2. **No. of posts alongwith reservations of posts are subject to any variation as per Govt. of Haryana Reservation Policy norms. If there is any variation, the same will be displayed on the University Website.**

## Details of Application Fee

Sr. No.	Category	Fee Details in INR
1.	General Category (Male of Haryana & other States/ Female of other than Haryana State/Male & Female of Reserved category of other than Haryana State)	1200
2.	Female of General Category of Haryana State Only	600
3.	Male and Female of SC/BC-A/BC-B/EWS Category of Haryana State Only	300
4.	Male and Female of PWD Category of Haryana State Only	No charges

**Note:**

1. The Male and Female of ESP and ESM category of only Haryana State are required to pay the fee as for General, SC, BCA,BCB & 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 Website i.e. [www.kuk.ac.in](http://www.kuk.ac.in)

<b>Pay Scale, Age and Eligibility Qualification</b>	
<b>Pay Scale:</b>	<b>Functional Pay Level-2 (19900-63200) + ` 40 Special Pay</b>
<b>Age :</b>	<b>18 to 50 years</b>
<b>Eligibility Qualification :</b>	<p>(i) Graduate from a recognized University</p> <p>(ii) Matric with Hindi or Sanskrit as one of the subject. OR 10+2/B.A./M.A. with Hindi as one of the subjects</p> <p>(iii) The candidate shall have to qualify the Test in Computer Appreciation and Application. This test will be based on Introduction to Computer &amp; Windows, Word Processing, Spreadsheet, Power Point, Internet Browsing and Email Management</p> <p>(iv) Typing speed of 30 words per minute in English converted with equivalent key depressions as the typing speed would be tested on computers.</p> <p><b>Note:</b> The PWD ( Persons With Disabilities) with the following disabilities only are exempted from qualifying the Computer Appreciation &amp; Application Test and Typing Test: Amputation of hand (Left and Right), Amputation of upper limbs, Paralysis of Radial Nerve (Redial Nerve Palsy) either upper limbs, Declination Degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.</p>

## Selection Criteria, Procedure & Phases of Recruitment

### Section – 1: Criteria for Selection

#### 1.1 : Distribution of Marks :

The Merit Points of the candidate will be calculated on the basis of the aggregate marks obtained as per following distribution:

#### Distribution of Total Marks of Merit out of 100:

Detail of Phases	Total Marks
Type Test (on Computer only) <span style="float: right;">(Phase-I)</span>	30
Computer Appreciation & Application Test <span style="float: right;">(Phase-II)</span>	20
Aptitude Test <span style="float: right;">(Phase-III)</span>	30
Academic Qualification(Physically Original Document Verification) <span style="float: right;">(Phase-IV)</span>	20
<b>Aggregate Marks</b>	<b>100</b>

#### Selection Procedure:

Final Selection will be based on the total aggregate marks/Merit of the candidate out of 100 will be calculated as per Criteria of Selection of 4 phases (i.e. Marks obtained in Type test on Computer in Phase - I) + (Marks obtained in test of Computer Appreciation & Application test in Phase-II) + (Marks obtained in Aptitude test in Phase-III) + Marks on the basis of Academic Qualification(after Physically verification of original documents) in Phase-IV). All marks/percentage/merits points will be computed with the precision of three digits after decimal without any rounding. Final selection will be made on the basis of merit list prepared on the basis of aggregate marks obtained by the candidates out of 100.

However, as PWD(Persons with Disabilities) candidates with the following disabilities only have been exempted from qualifying the Computer Appreciation & Application and Typing Test :

**Amputation of hand (Left and Right), Amputation of upper limbs, Paralysis of Radial Nerve (Redial Nerve Palsy) either upper limbs, Declination Degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.**

The total merit of the PWD candidates with above disabilities only will be calculated on the basis of aggregate marks obtained in the Aptitude Test and Academic Qualifications as defined against point as **per criteria specified in Section – 1.5 and 1.6 respectively** and their merit will be prepared only against PWD posts.

The Graduation Certificate issued by the Government to the Ex-Servicemen does not contain any percentage. For such Ex-Servicemen candidates criteria of calculating of marks at the Graduation level will be 35%.

<b>Detail of Phases for Selection:</b>		
<b>Sr. No.</b>	<b>No. of Phase</b>	<b>Detail of Phase</b>
<b>1</b>	<b>Phase-I</b> (As per criteria specified in Section – 1.3.)	It will consist of type test in English on Computer only. The candidate has to qualify the type test as per criteria specified <b>in Section – 1.3</b> to appear in Phase – II
<b>2</b>	<b>Phase-II</b> (As per criteria specified in Section – 1.4.)	It will consist of test of Computer Appreciation & Application. The candidate has to qualify the Computer Appreciation & Application Test as per criteria specified <b>in Section – 1.4.</b>
<b>3</b>	<b>Phase-III</b> (As per criteria specified in Section – 1.5.)	It will consist of Aptitude test The candidate has to qualify the Aptitude test as per criteria specified in <b>Section – 1.5.</b>  (The candidate who will qualify Phase-II and Phase-III will appear in Phase-IV)
<b>4</b>	<b>Phase-IV</b> (As per criteria specified in Section – 1.6.)	The candidate has to appear for the physical verification of the required Original Educational/Castes certificates/testimonials as per criteria specified <b>in Section – 1.6.</b> <b>(Final Merit list of only those candidates will be prepared who will physically appear in Phase-IV and if their original educational/Caste certificates/NOC from present employer, as applicable documents are found in order).</b>

### **1.2 : 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:

- (a) Candidate with higher marks in Type test will be given preference.
- (b) If tie still persists, it will be resolved on the basis of marks obtained in Computer Appreciation & Application Test. Candidate with higher marks in Computer Appreciation & Application Test will be given preference.
- (c) 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.
- (d) If tie still persists, senior in age will be given preference.



<b>1.3 : PHASE- I</b>	<b>Type Test in English (On Computer Only) :</b>
<b>Time: 10 Minutes</b>	<b>Max. Marks: 30</b>

Candidate will be provided with a passage comprising of 600 words 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 of Calculation of Marks in type Test (Phase-I)**

**Marks in Type Test(Phase-I) out of 30 = (Words Per Minute minus 30) = (WPM - 30)**

**Note:**

- (i) The transcripts of those candidates comprising of less than 300 words will not be evaluated.**
- (ii) Marks will not be given whose speed will be less than 30WPM, they will be declared as 'Not Qualified'**

<b>1.4 : PHASE- II</b>	<b>Computer Appreciation &amp; Application Test</b>	
<b>Time: 40 minutes</b>	<b>Max. Marks: 20</b>	<b>Pass Marks: 08</b>
<p><b>Syllabus of Computer Appreciation &amp; Application Test:</b> Introduction to Computer &amp; Windows, Word Processing, Spreadsheet, Power Point, Internet Browsing and Email Management. <b>(Detailed Syllabus attached page 12 to 17.)</b></p>		
<p>The Question Paper <b>of Computer Appreciation &amp; Application Test</b> will consist of 40 Multiple Choice Questions. For each question, four suggested answers are given out of which one is correct and remaining three are incorrect. Candidate has to choose one correct answer to each question. In any case, for each question candidate has to select only one answer. If candidate select more than one answer, the response will be considered wrong. For every correct answer, candidate will be awarded 0.5 mark. There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth of the marks assigned to that question ( i.e. 0.125), 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 question and 0 mark will be awarded to that question.</p>		

<b>1.5 : PHASE- III</b>	<b>Aptitude Test</b>		
<b>Time: 60 minutes</b>	<b>Max. Marks: 30</b>	<b>Pass Marks: 12</b>	
<b>Structure of the Aptitude Test is as under:</b>			
<b>SN</b>	<b>Sections</b>	<b>No. of Questions</b>	<b>Marks</b>
1.	<b>General English</b>	<b>20</b>	<b>10</b>
2.	<b>Numerical Ability</b>	<b>20</b>	<b>10</b>
3.	<b>Reasoning Ability</b>	<b>20</b>	<b>10</b>
└──	<b>Total</b>	<b>60</b>	<b>30</b>
<p>The Question Paper <b>of the Aptitude Test</b> will consists of 60 Multiple Choice Questions. For each question, four suggested answers are given out of which one is correct and remaining three are incorrect. Candidate has to choose one correct answer to each question. In any case, for each question candidate has to select only one answer. If candidate select more than one answer, the response will be considered wrong. For every correct answer candidate will be awarded 0.5 mark. There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth of the mark assigned to that question (i.e. 0.125), 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 question and 0 mark will be awarded to that question.</p>			

<b>1.6 : PHASE- IV</b>	<b>Academic Qualification ( Physically Original Document Verification)</b>	
	<b>Max. Marks: 20</b>	

- The candidates are compulsory required to appear physically in Phase IV for Original Document verification of Educational/ castes/No objection certificates who are already in service.
- The Graduation Certificate issued by the Army/Navy/Air Force to the Ex-Servicemen does not contain any percentage. For such Ex-Servicemen candidates criteria of calculating of marks at the Graduation level will be 35%.

<b>Formula of Calculation of Marks in Academic Qualification (Phase-IV)</b>
<b>Marks in Academic Qualification out of 20 = (% of marks at Graduation Level X 0.2)</b>

- **The Candidates will have to bring following Original Documents with them along with two sets of self attested photocopies of each document:**

- I. Two sets of Printed copy of online filled application form along with photograph(uploaded with the application Form), identity proof i.e. Identity Card/Driving license/Passport/Voter Card/PAN Card/Aadhar Card etc.
- II. Matric Certificate
- III. 10+2 certificate OR Three year diploma Certificate(each semester/year of DMC)
- IV. Graduation Certificate:
  - In case of annual system Ist , IInd, III year DMCs & Degree
  - In case of semester system 1<sup>st</sup> to 6<sup>th</sup> semester DMCs, consolidated DMCs & Degree
  - In case of B.Tech. 1<sup>st</sup> to 8<sup>th</sup> semester DMCs, consolidated DMCs & Degree
  - In case ESM candidate, then Graduate Certificate issued by Army/Navy/Air Force.
- V. Certificate of Reserved Category of Haryana Government:  
(In case of SC/ BCA/BCB/EWS/ESP/PWD/ESM/DESM/DFP)
- VI. If already in Service, No Objection Certificate (issued from present employer of the Candidate).
- VII. Certificate of 10<sup>th</sup> with one of the subject as Hindi/Sanskrit OR certificate of 10+2/graduation/post graduation with Hindi as one of the subject.

**Note:**

1. The candidates who will not appear in the Phase-IV and after appearing if they fail to produce Original Document, they will be disqualified from the Selection Process.
2. 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 last date of submission of application form. The candidates who are able to prove any 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 qualifications.
3. Backward Class Block (A & B) candidates claiming benefit of reservation have to submit a certificate issued by the competent authority of Haryana not older than before six months of the last date of application or must be issued before the date of Original document verification in Phase-IV mentioning therein that he/she is not covered under the criteria of creamy layer as per State Govt. instructions.
4. Wherever CGPA/OGPA or grading system in a degree/diploma is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/Institute concerned. The candidates will have to produce a copy of these norms with respect to his/her University/institute at the time of verification of documents in Phase-IV of Selection.

**Detailed SYLLABUS of Computer Appreciation and Application Test**  
(As per criteria specified in Section – 1.4., PHASE- II)

**1.0 Introduction to Computer**

- 1.1 Introduction
- 1.2 Objective
- 1.3 What is Computer
  - 1.3.1 Advantage/Disadvantage of Computer
  - 1.3.2 History of Computer
  - 1.3.3 Generation of Computer
  - 1.3.4 Basic applications of computer
  - 1.3.5 Entertainment
  - 1.3.6 E-governance
- 1.4 Components of Computer System
  - 1.4.1 Central Processing Unit (CPU)
  - 1.4.2 VDU
  - 1.4.3 Keyboard and Mouse
  - 1.4.4 Other input/output Devices
  - 1.4.5 Computer Organization
  - 1.4.6 Computer Memory Primary & Secondary, Ram & Rom, units of memory
- 1.5 Introduction to Computer Peripherals
  - 1.5.1 Connecting keyboard, mouse, monitor and printer to CPU
  - 1.5.2 Use of Mouse
  - 1.5.3 Working with left Mouse button
  - 1.5.4 Working with right Mouse Button
  - 1.5.5 Checking Power Supply
- 1.6 Concept of Hardware and Software
  - 1.6.1 Hardware
  - 1.6.2 Software
    - 1.6.2.1 Application software
    - 1.6.2.2 Systems software
- 1.7 Classifications of Computers
  - 1.7.1 Representation of data/information concepts of data processing
  - 1.7.2 Data and Information
  - 1.7.3 Storage of Data/Information as files
- 2 Introduction to Windows**
- 2.1 Introduction
- 2.2 Objective
  - 2.3 Operating System
    - 2.3.1 What is Operating System
    - 2.3.2 Types of Operating System
- 2.4 Operating System and Basics of Windows
  - 2.4.1 User Interface

- 2.4.2 Using Mouse and Moving Icons on the screen
- 2.4.3 My Computer
- 2.4.4 Starting an application using start button, minimize, maximize, restore and closing of window
- 2.4.5 Taskbar
- 2.4.6 Status bar
- 2.4.7 Recycle Bin
- 2.5 Start Button and Menu selection etc.
  - 2.5.1 Running an Application
  - 2.5.2 Windows Explorer
  - 2.5.3 Creating, deleting and Renaming of files and folders
  - 2.5.4 Opening and closing of different Windows etc.
- 2.6 Windows Setting
  - 2.6.1 Control Panels
  - 2.6.2 Wall Papers and Screen Savers
  - 2.6.3 Setting the date and Sound etc.
  - 2.6.4 Using Help
  - 2.6.5 Display Properties
- 2.7 Advanced Windows
  - 2.7.1 Using Right Mouse Button
  - 2.7.2 Creating short cuts
  - 2.7.3 Basics of window set up
  - 2.7.4 Notepad
  - 2.7.5 Window Accessories
- 2.8 Using Multimedia
  - 2.8.1 Playing CD's/DVD's
  - 2.8.2 Using Media Player
  - 2.8.3 Sound Recorder
- 3 Word Processing**
  - 3.1 Introduction
  - 3.2 Objectives
  - 3.3 Word Processing Basics
    - 3.3.1 Opening Word Processing Package
    - 3.3.2 Menu Bar
    - 3.3.3 Toolbar
    - 3.3.4 Using Help
    - 3.3.5 Using Icons below Menu Bar
  - 3.4 Opening Documents and Closing Documents
    - 3.4.1 Opening Documents
    - 3.4.2 Save and Save as
    - 3.4.3 Page Setup
    - 3.4.4 Print Preview
    - 3.4.5 Printing of Documents & Other Properties
  - 3.5 Display/Hiding of Paragraph Marks

- 3.5.1 Moving Around in a Document
- 3.5.2 Scrolling the Documents, Scrolling by line/paragraph
- 3.5.3 Fast Scrolling and Moving Pages
- 3.5.4 Using a Document/Help Wizard
- 3.6 Text Creation and editing
  - 3.6.1 Creating a document
  - 3.6.2 Selecting & Moving text
  - 3.6.3 Spell checking
  - 3.6.4 Text Selection
  - 3.6.5 Editing with cut, copy & paste
  - 3.6.6 Undo & Redo
  - 3.6.7 Find and Replace
  - 3.6.8 Thesaurus
  - 3.6.9 Paragraph and Tab Setting
- 3.7 Formatting the text
  - 3.7.1 Font and Size selection
  - 3.7.2 Bold, Italic, and Underline
  - 3.7.3 Alignment of Text, Center, Left, Right and justify etc.
  - 3.7.4 Bullet and Numbering
  - 3.7.5 Border and Shading, Change Case
  - 3.7.6 Working with tabs, indents & spacing
  - 3.7.7 Formatting paragraphs, using columns
- 3.8 Table Manipulation
  - 3.8.1 Concept of table, Rows, Columns and Cells
  - 3.8.2 Draw Table
  - 3.8.3 Changing cell Width and Height
  - 3.8.4 Alignment of Text in Cell
  - 3.8.5 Copying of cell
  - 3.8.6 Delete/insertion of row and columns
  - 3.8.7 Borders for table
  - 3.8.8 Deleting a table
  - 3.8.9 Splitting and merging cells
  - 3.8.10 Converting table to text
  - 3.8.11 Setting table properties
- 3.9 Mail Merge
- 3.10 Printing
  - 3.10.1 Print Preview
  - 3.10.2 Print a selected page, etc.
  - 3.10.3 Paper Orientation
  - 3.10.4 Paper setting/ margin
- 4 Spread-Sheet**
  - 4.1 Introduction
  - 4.2 Objectives
  - 4.3 Elements of Electronics Spread Sheet

- 4.3.1 Application/usage of Electronic Spread Sheet
- 4.3.2 Opening of Spread Sheet
- 4.3.3 Menu bar
- 4.3.4 Saving Workbook
- 4.3.5 Creation of cell and addressing of cells
- 4.3.6 Inserting new rows & columns, worksheets
- 4.3.7 Editing rows/columns height & width
- 4.3.8 Renaming, deleting and moving a worksheet
- 4.4 Manipulation of Cells
  - 4.4.1 Cell addressing
  - 4.4.2 Enter texts
  - 4.4.3 Numbers and Dates
  - 4.4.4 Cell Height and Width
  - 4.4.5 Copying of cells etc.
- 4.5 Formulas
  - 4.5.1 Using Formulas
  - 4.5.2 Using basic functions & formulas a cell
  - 4.5.3 Sum function
  - 4.5.4 Average
  - 4.5.5 Percentage, other functions
- 4.6 Function
  - 4.6.1 Data sorting
  - 4.6.2 Using Subtotals
  - 4.6.3 Applying filters
- 4.7 Chart
  - 4.7.1 Inserting Chart
  - 4.7.2 Formatting chart
- 4.8 Spread sheet for small accountings
  - 4.8.1 Maintaining invoices/budgets
  - 4.8.2 Totaling of various transactions
  - 4.8.3 Maintaining daily & monthly sales report
- 5. Power Point**
  - 5.0 Introduction to power Point, what is Power Point, starting Power Point, creating and opening a presentation,
  - 5.1 Power Point views, moving between slides, saving/ closing a presentation, exiting Power Point.
  - 5.2 Creating a new presentation using the auto content wizard and slide layout. Creating a new presentation using different layouts
  - 5.3 Customizing Presentation: Changing the text formats, adding bullets, aligning text.
  - 5.4 Formatting slides: Using color schemes, background color and designs, adding picture/ graphics on slide
  - 5.5 Adding Head and Footer, changing slide layouts.
  - 5.6 Adding charts of different types of slide, organization chart slide show,

- 5.7 Using slide transition: giving timing, sound and adding animations to slides and using preset animations
- 5.8 Using Drawing Toolbar
- 5.9 Slide Master View
- 5.10 Using custom animation: Animating pictures and Text with sound effects
- 5.11 Using page setup and printing

## **6. Internet**

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Basic of computer networks
  - 6.2.1 Local Area Network (LAN)
  - 6.2.2 Wide Area Network (WAN)
- 6.3 Internet
  - 6.3.1 Concept of Internet
  - 6.3.2 Application of internet
  - 6.3.3 Advantages of internet
  - 6.3.4 Connecting internet
- 6.4 Internet service providers (ISP)
  - 6.4.1 Internet Access
  - 6.4.2 Broad Band
  - 6.4.3 Dial Up
  - 6.4.4 Wi-Fi
  - 6.4.5 Troubleshooting

## **7. WWW and Web Browsers**

- 7.0 Introduction
- 7.1 Objectives
- 7.2 World Wide Web (WWW)
- 7.3 Web Browser
  - 7.3.1 Internet Explorer
  - 7.3.2 Netscape Communicator
- 7.4 Search Engine and Surfing the Internet
  - 7.4.1 URL Address
  - 7.4.2 Searching over the Web
  - 7.4.3 Moving Around in a web-site
  - 7.4.4 Printing and saving web pages
  - 7.4.5 Uploading and Downloading
  - 7.4.6 Chatting

## **8. Introduction to E-mail**

- 8.0 Introduction
- 8.1 Objectives
- 8.2 Basic of Electronic Mail
- 8.3 Creating new e-mail account
- 8.4 What is an Electronic mail
  - 8.4.1 Email addressing



- 8.4.2 Mailbox: Inbox and outbox
- 8.5 Sending & Checking mails
  - 8.5.1 Creating an E-mail
  - 8.5.2 Viewing an E-mail
  - 8.5.3 Sending an E-mail
  - 8.5.4 Replying to an E-mail message
  - 8.5.5 Forwarding an E-mail message
  - 8.5.6 Sorting and searching emails
  - 8.5.7 Saving mails
  - 8.5.8 Sending same mail to various users etc.
- 8.6 Documents Handling
  - 8.6.1 Sending soft copy as attachment
  - 8.6.2 Sending a portion of document as email
  - Visiting various sites

## General Instructions

Read the instructions carefully before filling up the online application form.

1. 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 last date of submission of application form. The candidates who are able to prove any 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 acquired educational qualifications.
2. Before filling up the online application, candidates are advised to read thoroughly all the Important instructions and information available on the website of Kurukshetra University i.e. [www.kuk.ac.in](http://www.kuk.ac.in) .
3. Candidates are advised to visit only official website of the Kurukshetra University i.e. [www.kuk.ac.in](http://www.kuk.ac.in) and be very careful about fake websites and job racketeers
4. Concealment of facts or supply of wrong information will result in cancellation of candidature in addition to legal action.
5. Candidates are required to have a valid personal active Email ID as all the information regarding recruitment process will be sent on their registered Email ID throughout the process. In case a candidate does not have a valid personal Email ID, he/she should create his/her new Email ID before applying online and must maintain that Email account, throughout the selection process. Candidates must give a valid Mobile number, as all the SMSs during the process will be sent on that Mobile number.
6. 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 at any stage either due to switching off of mobile phone or if the same is out of coverage area or is out of order due to some technical fault on the part of candidate or its service provider. It shall be responsibility of the candidate to update himself/herself by visiting the website of Kurukshetra University i.e. [www.kuk.ac.in](http://www.kuk.ac.in) . and by checking his/her E-Mail Account/SMS regularly for important notifications

7. A candidate whether he belongs to General or reserved category viz. SC/BCA/BCB/ESM/PWD/ESP/EWS can submit only one online application form. Submission of more than one application form will automatically lead to rejection of candidature and may also attract appropriate action as per law.
8. The date/schedule of Test(s) will be displayed on the University website [www.kuk.ac.in](http://www.kuk.ac.in). Candidates can download E-Admit Cards/Call letter for tests etc. from the site. University will not be responsible for any loss of Email/SMS sent due to invalid or wrong Email ID /Mobile No. or delivery of Email ID to spam/bulk mail folder. No separate intimation will be sent by post. Hence the candidates are advised to check the website regularly.
9. No change in Date/Centre of examination will be allowed under any circumstances. The University reserves the right to cancel any Date/Centre and ask the candidates of that Date/Centre to appear on another Date/Centre. University also reserves the right to add any new Centre/new date and also to shift candidates of any Date/Centre to some other Centre to take the examination.
10. Mere submission of online application/permission for appearing in tests 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, his/her candidature will be cancelled and he/she will also be liable to legal proceedings.
11. Number of posts advertised is liable to increase or decrease, including complete withdrawal without assigning any reason.
12. No. of posts alongwith reservations of posts are subject to any variation as per Govt. of Haryana Reservation Policy norms. If there is any variation, the same will be displayed on the University Website.
13. The benefit of reservation will be given only to those SC/BCA/BCB/ESM/PWD/ESP/EWS candidates who are domicile of Haryana State. These candidates are required to submit SC/BCA/BCB/ESM/PWD/ESP/EWS Certificate duly issued by the competent authority at the time of Physical document verification in Phase-IV of Selection Process. Likewise the Eligible Sports Person shall be required to produce the Sports Gradation Certificate as per Government instructions duly issued by the competent authority. ESM/DESM/DFF shall be required to produce the Valid Eligibility Certificate duly issued by the respective Zila Sainik

Board. As Well as EWS (**Economically Weaker Section**) candidates shall be required to produce Certificate as per instructions of Haryana Government.

14. Backward Class Block (A& B) candidates claiming benefit of reservation have to submit a certificate issued by the competent authority of Haryana not older than six months before the last date of applications and must be issued before the date of Original document verification in Phase-IV mentioning therein that he/she is not covered under the criteria of creamy layer as per State Govt. instructions.
15. Candidates applying for the posts under ESM/DESM/DFP category should submit a certificate duly issued by the Zila Sainik Board to the effect that he/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.
16. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode/criteria for selection etc. will be final and binding on the candidates.
17. Kurukshetra University will supervise the complete recruitment process from online application to selection by way of using Biometric process and CCTV Cameras/ Videography etc.
18. No TA/DA shall be paid by the University for appearing in any phase of the Selection Process

**19. Action against candidates found guilty of misconduct:**

Candidates are warned that they should not furnish any particulars that are fake, tampered/fabricated or should not suppress any material information while filling up the online application form.

- I. At the time of type test/Test of Computer Appreciation and Application /Aptitude Test/Physical document Verification, if a candidate is (or has been) found guilty of:
  - a. Using unfair means during the examination or
  - b. Impersonating or procuring impersonation by any person or
  - c. Misbehaving in the examination hall or taking away the answer sheet 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.

- f. Not complying with instructions issued from time to time, such a Candidate may, in addition to rendering himself/herself liable to criminal/legal prosecution, be liable:
    - i. To be disqualified from the examination/scrutiny for which he /she is a candidate.
    - ii. To be debarred either permanently or for a specified period, from any examination or recruitment conducted by Kurukshetra University.
20. 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 shall not be eligible for recruitment to the said posts advertised and no representation in this regard shall be entertained.
21. All disputes pertaining to the recruitment of these posts shall fall within the jurisdiction of Kurukshetra only.
22. If on verification at any stage starting from submitting online application till appointment, it is found that any candidate does not fulfil any of the eligibility condition or it is found that the information furnished is fake or incorrect, his/her candidature will be cancelled and he/she will also be liable to be criminally/legally prosecuted.
23. Kurukshetra University reserves the right to call upon any candidate personally along with printed copy of the application form with original certificates and photocopy of self-attested certificates along with Photo, Identity Proof i.e. Driving License/Passport/Voter Card/Pan Card/Aadhaar Card etc.
24. **FOR REGULAR GOVERNMENT EMPLOYEE:** The candidates who are already serving in Government/Semi Government/PSU/Corporations/Boards must have to submit the No Objection Certificate(NOC) from their present employer at the time of checking of original documents in Phase-IV of Selection Process during Physical Document Verification otherwise such candidates would not be considered for recruitment purpose and his/her candidature is liable to be rejected out rightly.

## **Guidelines for Online filling of Application Forms and submission of online Application Fee**

1. Candidates are advised to go through the detailed Important Instructions of Advertisement No. 1/2019 for the posts of Clerk(Budgeted) available on website of Kurukshetra University i.e. [www.kuk.ac.in](http://www.kuk.ac.in) before filling up the Online Application form.
2. Candidates are also advised to check their eligibility before filling up their online application for the posts of Clerks(Budgeted).
3. Candidates are required to apply only through Online Mode. No other means/mode of submission of application will be entertained. The link to fill up online application will remain active upto midnight 11:59 o'clock of the last date fixed for submission of the online application i.e. 15.05.2019. Candidates are advised to fill up the online application well in advance, without waiting for the last date, to avoid the last minute hassle.
4. Candidates are required to have a valid personal active Email ID as all the information regarding recruitment process will be sent on their recorded Email ID throughout the process. In case a candidate does not have a valid personal Email ID, he/she should create his/her new Email ID before applying online and must maintain that Email account, throughout the selection process. Candidates must give a valid Mobile number, as all the SMSs during the process will be sent on that number. Candidates are advised not to change their Mobile number/E-mail ID which they mention 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 at any stage either due to switching off of mobile phone or if the same is out of coverage area or is out of order due to some technical fault on the part of candidate or its service provider. It shall be the responsibility of the candidate to update himself/herself by visiting the website of Kurukshetra University i.e. [www.kuk.ac.in](http://www.kuk.ac.in) and by checking his/her email account/SMS regularly for important notifications
5. **Uploading of Coloured Photographs, signature, left hand thumb impression , educational certificates 10th, 10+2/three year Diploma/ Graduation Certificate/Post graduation and certificates of reserved Category(if applicable)**

Before starting with the form filling process all Candidates are advised to keep ready all relevant documents i.e. Scanned Coloured Photograph, Scanned Signature, scanned Left hand thumb impression, Scanned Educational Certificates 10th, 10+2/three year Diploma/ Graduation Certificate/Post graduation/ Certificate of Reserved Category i.e. SC/BCA/BCB/EWS/ESP/ESM/DESM/DFP/PWD (if applicable) strictly according to instructions given below:-

**a) Uploading of Coloured PHOTOGRAPH of candidates**

- (i) One recent Coloured Passport Size photograph with White Background is required.
- (ii) For clicking photograph stand against the white background wall and click the photograph in a bright light and it should make sure not to use flash as it will create shadow in the background. Make sure to look straight in the camera in which eyes, ear, head and shoulder are clearly visible in the picture
- (iii) Black & White / Polaroid photographs are NOT acceptable.
- (iv) Photograph MUST be taken recently and should not be taken more than two months before the start of Online Registration.
- (v) Scan the photograph and before scanning the photograph candidates should ensure that face, eyes, ears of the person in the photograph are clearly visible. It may not blur while enlarging it.
- (vi) Save the scanned image as "Photograph.jpg" and upload the latest passport size coloured photograph in the size of 20KB to 40 KB in JPG or JPEG format and upload latest passport size coloured photograph.

Important Note: Applications of those candidates will be rejected whose photograph background is not white.

**b) Uploading of Signature of candidates :**

- (i) Draw a box having size 6x3 cms (width\*height) on a plain white sheet and put the signature inside the box.
- (ii) Signature should be done with thick point Black/Blue pen only. Signatures having only Initials or CAPITAL letters are not acceptable.
- (iii) Scan the area having signature only not the whole sheet. Scan the signature. It may not blur while enlarging it.
- (iv) Save the scanned image as "Signature.jpg". and upload the signatures in the supported format of the JPG or JPEG, . Keep the size of the image between 10 KB to 20 KB.

Important Note: Applications of the candidates will be rejected if the image of the signature is blurred and not in the white background.

**c) Uploading of Left Hand Thumb impression:**

- (i) Draw a box of size 4 x 3 cms (width \* height) on a plain white sheet.
- (ii) Take a good quality Blue/Black ink stamp pad.
- (iii) Put left hand thumb gently on the stamp pad and role lightly in horizontal manner.  
**(Note: if the candidate does not have left hand thumb, then put the right hand thumb impression)**
- (iv) The lines of the thumb should be clearly visible in the print.
- (v) Scan the area of white sheet having thumb impression only, not the whole sheet and it is also ensured while scanning shadow of hands does not fall on the Left hand thumb impression.
- (vi) Scan the hand thumb impression. It may not blur while enlarging.
- (v) Save the image as "Left Hand Thumb Impression.jpg". and upload the thumb impression file in supported format of the JPG or JPEG, . Keep the size of the image between 10 KB to 20 KB..

Important Note: Applications of the candidates will be rejected whose image of Left Hand Thumb impression is found blurred and not in the white background

**d) Uploading Educational Certificates 10th , 10+2/three year Diploma/ Graduation Certificate/Post graduation and Certificates of reserve Category (if applicable)**

- (i) All candidates must upload scanned copies of Educational Certificates i.e. 10th , 10+2/three year Diploma/ Graduation Certificate/Post graduation and Certificates of Reserved Category i.e. SC/BCA/BCB/EWS/ESP/ESM/DESM/DFP/PWD (if applicable) strictly according to instructions. Scan the document. It may not blur while enlarging.
- (ii) Save the image as "certificate of 10th .pdf/ certificate of 10+2 .pdf /three year diploma.pdf/ certificate of Graduation.pdf/PG.pdf / certificate of SC/BCA/BCB/EWS/ESM/DESM/DFP/ESP/PWD .pdf ". and upload the file in supported format of PDF only. Keep the size of image between 20 KB to 100 KB.

Note:

- Uploading of Photograph/ Signature/ Left hand Thumb impression/Documents that are not as per the instructions is the most common reason for rejection of applications.



6. **How to apply on line :**

Application shall be filled up in a two-step process as under:

**Step-1: Filling up of Online Application Form**

**Step-2: Payment of Application Fee (if applicable)**

**Step-1 Filling up of Online Application Form**

- a) In Step-1, Candidates will have to fill the requisite information like Candidate's Name, Gender, Date of Birth, Category, whether Person is with Disability, Post applied for, Educational Qualification, E-mail Id, Mobile Number, Communication Address, Declaration, etc.
- b) Coloured Photograph, Signature, Left hand thumb impression and relevant Educational documents i.e. 10<sup>th</sup>/10+2/Graduation/Post graduation and reserved category certificate(if applicable) are to be up-loaded as per instructions given above at Sr. No. 5 above. Online Application Form will not be Accepted/Registered unless the candidate uploads his/her photograph, signature and relevant documents and reserved category certificate(if applicable) as specified above at Sr. No. 5 above
- c) After uploading, candidates have to preview the uploaded images. Here the candidate is advised to see that, his/her uploaded photograph is clearly visible/ identifiable in the appropriate row and the specimen signature is also visible in appropriate space. If for any reason uploaded images are not up to the mark then the candidate can upload these images again by following the same procedure. In no case these spaces should be swapped. If the candidate is satisfied with the uploaded images, he/she may proceed further.
- d) If all information entered found correct then click PREVIEW button. When you click PREVIEW button then system asks MODIFY or SUBMIT.
- e) If candidate select Modify then the candidate may review all the filled information before clicking on the declaration. The candidate should cross check all the details filled in the Online Application, before finally submitting the same, as no correction will be possible later. If a candidate finds that all the filled in information are correct then he/she can select the declaration and click on final SUBMIT button and go to Step 2 or MODIFY.

**Step-2: Payment of Application Fee**

**A. For the candidates Exempted from Application Fee**

- a) Once a candidate clicks on SUBMIT button a Registered Application Form will be generated having unique Registration Number. Candidates are advised to take a print of the Registered Application Form for their record and future references.
- b) Candidates exempted from Application fee will get a Registration Number as confirmation through SMS and/or E-mail, which can be used along with combination of Date of Birth to print the Registered Application Form. Thus the process for registration of Candidates exempted from

Application Fee gets completed. In case the candidate is not able to take the printout of the Registered Application Form and also does not receive SMS and/or Email indicating Registration Number, the candidate can download / access the same by link “Click here to Print/Reprint Registered Application Form / To make the Payment of Application Fee if earlier attempt was not successful (Relogin)”

**B. For the candidates who have to pay Application Fee**

- a) Once a candidate clicks on SUBMIT button a page will open having some important instructions for payment, and a Link to make payment of application fee. Candidates may please note that unless they make the payment of Application Fee, their application will be treated as **INCOMPLETE**. Candidates who want to pay at later stage can keep the Payment Reference Number. Unique Payment Reference Number and personal details of the candidates shall be required for payment in order to complete his/her Registration.
- b) Once a candidate clicks on button for making the payment, the Site will redirect him/her to Payment Site.
- c) There are various options available for payment viz. *Net Banking, Debit Card and Credit Cards*.
- d) If the Payment status is success, a Registered Application Form will be generated having unique Registration Number. Candidates are advised to take a two print of the Registered Application Form for their record and future references.
- e) Thus the Step-2 of the application process gets completed. The Registration number so generated along with Date of Birth can also be used for downloading the Admit Card which shall also be notified on the Kurukshetra University website [www.kuk.ac.in](http://www.kuk.ac.in).
- f) In case the candidate is not able to take the printout of the Registered Application Form and also does not receive SMS and/or Email indicating Registration Number, the candidate can download / access the same by link “Click here to Print/Reprint Registered Application Form / To make the Payment of Application Fee if earlier attempt was not successful (Relogin)” given on the website.
- g) Cheques, Money Orders, Postal Orders, Pay Orders, Banker’s Cheques, Postal Stamps, Demand Drafts etc., will not be accepted, towards application fee.

Note :

**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 BANK IS “PENDING”, “FAILURE”, “REJECTED” OR ANY OTHER TECHNICAL ISSUE, THEN IT IS THE RESPONSIBILITY OF CANDIDATE TO ENSURE THAT PAYMENT MADE TO KURUKSHETRA UNIVERSITY IS SUCCESSFUL WITHIN DUE DATE. IN CASE TRANSACTION IS REVERSED BY BANK TO CANDIDATE OR CANCELLED AND PAYMENT IS NOT RECEIVED BY KURUKSHETRA UNIVERSITY WITHIN DUE DATE, THE CANDIDATURE SHALL BE SUMMARILY CANCELLED.**

7. The candidates must retain two copies of the application forms and documents uploaded with the Application Form, with them as the same shall be required at the time of Phase-IV(Physical Document Verification) at later stages. Any person trying to upload irrelevant photographs or any other material would be proceeded against as per law. IP address of the computer system accessing the online application form shall be noted for security purposes
8. **E-ADMIT CARD:** E-Admit Cards of provisionally eligible candidates will be uploaded on the website of Kurukshetra University i.e. [www.kuk.ac.in](http://www.kuk.ac.in) . Candidates will also receive Emails/SMS in this regard. The candidates are to download and get print out of their E-Admit Cards by visiting the website of Kurukshetra University i.e. [www.kuk.ac.in](http://www.kuk.ac.in) by entering their registration ID and date of birth. Admit Cards shall not be sent by post. Mere issuance of provisional E-Admit Card does not imply that candidate has fulfilled all the eligibility conditions given in the advertisement and application is subject to subsequent scrutiny and the application can be rejected, if the candidates is found ineligible at any point of time.
9. Candidates are advised to visit the website of Kurukshetra University i.e. [www.kuk.ac.in](http://www.kuk.ac.in) and check their E-Mail accounts (inbox as well as spam box) as well as check message box of mobile number regularly for updates and important information. Unnecessary correspondence with Kurukshetra University should be avoided.
10. The candidates must check the information before finally submitting the On line Application Form. Candidates will be responsible for any mistake made by them in the online application form and Kurukshetra University shall not be responsible or liable in any way. Any information submitted by the candidates in their application will bind the candidates personally and if found to be false, they shall be liable for criminal prosecution apart from consequences under civil law.

## **Instructions for submission of online Applications for the candidates who had applied earlier for the posts of Clerks(Budgeted) against Advertisement Nos. 2/2010, 5/2011 & 2/2013**

- The recruitment process against the posts of Clerk (Budgeted) advertised vide No. 2/2010, Advt. No. 5/2011 and Advt.No.2/2013 has been cancelled/scraped. However, all eligible candidates as per Advt.No.2/2013 at that time have to apply afresh only through Online mode only, irrespective of their age . **However, they are exempted from the prescribed Application Fee. Link for applying online for earlier candidates is available on University Website i.e. [www.kuk.ac.in](http://www.kuk.ac.in).**
- Earlier Candidates are advised to go through the detailed Important Instructions of the Advertisement No. 1/2019 for the posts of Clerk(Budgeted) available on website of Kurukshetra University i.e. [www.kuk.ac.in](http://www.kuk.ac.in) before filling up the Online Application form.
- In case of any guidance/information/clarification, the candidates who had earlier applied against the posts of Clerk(Budgeted) advertised vide Advertisement No. 2/2010, No. 5/2011 and No. 2/2013, can call at **helpline No 01744- 239801** on all working days from 9:30 A.M. to 5:00 P.M.

## HELPLINE

- In case of any guidance/information/clarification regarding the online filling of the application form and deposit of online fee the candidate can call at **helpline No. 07428664829** on all working days from 10:00 A.M. to 06:00 P.M.
- In case of any guidance/information/clarification, the candidates who had earlier applied against the posts of Clerk(Budgeted) advertised vide Advertisement No. 2/2010, No. 5/2011 and No. 2/2013, can call at **helpline No 01744- 239801** on all working days from 9:30 A.M. to 5:00 P.M.