



DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONEPAT
(Established by the Haryana State Legislature Act No. 15 of 2012)

Important Instructions of Advertisement No. 09/2022 (Published on 08/09/2022)
(for 20 posts of Clerk and 08 posts of Assistant)

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PRESS NOTICE PUBLISHED ON 08/09/2022

Advertisement No. 09/2022

Dr. B. R. Ambedkar National Law University, Sonapat invites Online Applications from the eligible candidates for recruitment of 20 posts of Clerk and 08 posts of Assistant. The detailed information of all instructions i.e. eligibility, selection criteria etc. and link of Online applications will be available on University Website www.dbranlu.ac.in w.e.f. 29.09.2022.

REGISTRAR

Important Dates		
Sr. No.	Item(s)	Time line
1	Date of publication of Advertisement No. 09/2022 (for 20 posts of Clerk and 08 posts of Assistant) in the News Papers	08.09.2022
2	Opening date for submission of online applications	29.09.2022
3	Closing date for submission of online applications	19.10.2022 (11:59 P.M.)
4	Closing date for deposit of fee	19.10.2022
5.	Type test on Computer (Phase-I)	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. www.dbranlu.ac.in or on Registered Valid Email address of the Candidates. No correspondence other than this mode will be made or accepted in this regard by Dr. B. R. Ambedkar National Law University, Sonapat.
6.	Computer Appreciation and Application Test (Phase-II)	
7.	Aptitude test (Phase-III)	
8.	Physically Original Document Verification (Phase-IV)	

Details of 20 posts of Clerk and 08 posts of Assistant as per Reservation Policy/Instructions of State Government of Haryana issued from time to time are as below:

Total number of posts of Clerk advertised vide Advt. No. 09/2022												
Sr. No	Post Code	Post	Category									
			UR	SC	BCA	BCB	EWS	UR (ESM)	SC (ESM)	BCA (ESM)	UR (PwBD)	Total
1.	09/09	Clerk	06	03	02	02	02	02	01	01	01	20
2.	10/09	Assistant	03	01	01	Nil	01	01	Nil	Nil	01	08

Remarks:-

Gen= Unreserved/General Category of Haryana State/Reserved category persons of other than Haryana State.

SC= Scheduled Caste Category of Haryana State only.

BC-A= Backward Class-A Category of Haryana State only.

BC-B= Backward Class-B Category of Haryana State only.

EWS= Persons belonging to Economically Weaker Section Category of Haryana State only.

ESM=Ex-Service Men Category of Haryana State only.

ESP=Eligible Sports Person Category of Haryana State only.

PwBD= Persons with Benchmark 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 is liable to be increased or decreased, including complete withdrawal without assigning any reason.**
- 2. No. of posts along with 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, ESP (Male of Haryana & other States/ Female of other than Haryana State/Male& Female of Reserved category of other than Haryana State)	1000
2.	Female of General Category of Haryana State Only	500
3.	Male and Female of SC/BC-A/BC-B/EWS/ESM Category of Haryana State Only	250
4.	Male and Female of PWD Category (with at least 40% disability) of Haryana State Only	Nil

Note:

1. Fee once deposited against an application form is neither transferable nor refundable/adjustable.
2. The fee will be accepted only through online mode Link given in the online Application Form on the University Website i.e. www.dbranlu.ac.in
3. Candidate applying for multiple posts will be required to pay, a separate fee against each post code.

Post Code 09/09 Clerk	
Pay Scale, Age and Eligibility Qualification	
Pay Scale:	Functional Pay Level-2 (19900-63200) + 40 Special Pay
Age :	<p>Minimum Age of Applicant shall be 18 Years on the closing date of application.</p> <p>Maximum Age of the Applicant shall be 42 years on the closing date of application.</p> <p>Age Relaxation as per Haryana Govt. norms</p>
Eligibility Qualification :	<p>(i) Graduate in any discipline from a recognized University.</p> <p>(ii) Matric with Hindi or Sanskrit as one of the subject.</p> <p>(iii) The candidate shall have to qualify the Test in Computer Appreciation and Application. (Syllabus as provided in the information bulletin)</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>Note: The PwBD (Persons With Benchmark Disability) with the following disabilities only are exempted from qualifying the Computer Appreciation & Application Test and Typing Test: Amputation of hand (Left and Right), Amputation of upper limbs, Paralysis of Radial Nerve (Radial Nerve Palsy) either upper limbs, Declination Degenerative disorder affecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.</p>

Post Code 10/09 Assistant	
Pay Scale, Age and Eligibility Qualification	
Pay Scale:	Functional Pay Level- 6 (35400-112400)
Age :	<p>Minimum Age of Applicant shall be 18 Years on the closing date of application.</p> <p>Maximum Age of the Applicant shall be 42 years on the closing date of application.</p> <p>Age Relaxation as per Haryana Govt. norms</p>
Eligibility Qualification :	<p>(i) Graduate with atleast 50% marks in any discipline from a recognized University.</p> <p>(ii) Matric with Hindi or Sanskrit as one of the subject.</p> <p>(iii) 2 Years Experience as Clerk/ steno-typist/DEO or Equivalent posts in State/ Central University/ Central Govt. Deptt./ State Govt. Deptt./ Govt. aided colleges/ Govt. Higher Educational Institutions.</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>(v) The candidate shall have to qualify the Written Test as prescribed in the Selection Criteria.</p> <p>Note: The PwBD (Persons With Benchmark Disability) with the following disabilities only are exempted from qualifying the Computer Appreciation & 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 affecting 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 for the Post of Clerk

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) (Phase-I)	30
Computer Appreciation & Application Test (Phase-II)	20
Aptitude Test (Phase-III)	30
Academic Qualification(Physically Original Document Verification) (Phase-IV)	20
Aggregate Marks	100

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 off. 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 affecting 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%.

Detail of Phases for Selection:		
Sr. No.	No. of Phase	Detail of Phase
1	Phase-I (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 in Section – 1.3 to appear in Phase – II
2	Phase-II (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 in Section – 1.4.
3	Phase-III (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 Section – 1.5. (The candidate who will qualify Phase-II and Phase-III will appear in Phase-IV)
4	Phase-IV (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 in Section – 1.6. (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).

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) 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.
- (b) 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.
- (c) If tie still persists, Candidate with higher marks in Type test will be given preference.
- (d) If tie still persists, senior in age will be given preference.

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

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) using keyboard. The correct words typed with applicable penalty for every missing, wrong and left word shall be scored. 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 to those whose speed is less than 30WPM, they will be declared as 'Not Qualified'**

1.4 : PHASE- II	Computer Appreciation & Application Test	
Time: 40 minutes	Max. Marks: 20	Pass Marks: 08
Syllabus of Computer Appreciation & Application Test: Introduction to Computer & Windows, Word Processing, Spreadsheet, Power Point, Internet Browsing and Email Management. (Detailed Syllabus as provided in the information bulletin)		
<p>The Question Paper of Computer Appreciation & Application Test 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 marks. 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 marks will be awarded to that question.</p>		

1.5 : PHASE- III	Aptitude Test		
Time: 60 minutes	Max. Marks: 30	Pass Marks: 12	
Structure of the Aptitude Test is as under:			
SN	Sections	No. of Questions	Marks
1.	General English	20	10
2.	Numerical Ability	20	10
3.	Reasoning Ability	20	10
	Total	60	30
<p>The Question Paper of the Aptitude Test will consist of 60 Multiple Choice Questions. For each question, four suggested answers are given out of which one is correct and remaining three is 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 marks. 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 marks will be awarded to that question.</p>			

1.6 : PHASE- IV		Academic Qualification (Physically Original Document Verification)	
		Max. Marks: 20	
Formula of Calculation of Marks in Academic Qualification (Phase-IV)			
Sr. no.	Program	Formula	Max. Marks
1.	10 th or equivalent	(% of marks-50)x 0.1	05
2.	12 th or equivalent	(% of marks-50)x 0.1	05
3.	Graduation	(% of marks -50)X 0.2	10
		Total Marks=	20

*** Note: Subject to Minimum Zero**

- 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%.

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

- 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.
- Matric Certificate
- 10+2 certificate OR Three year diploma Certificate (each semester/year of DMC)
- Graduation Certificate:
 - In case of annual system Ist, IInd, III year DMCs & Degree
 - In case of semester system 1st to 6th semester DMCs, consolidated DMCs & Degree
 - In case of B.Tech. 1st to 8th semester DMCs, consolidated DMCs & Degree
 - In case ESM candidate, then Graduate Certificate issued by Army/Navy/Air Force.
- Certificate of Reserved Category of Haryana Government: (In case of SC/BCA/BCB/EWS/ESP/PWD/ESM/DESM/DF F)
- If already in Service, No Objection Certificate (issued from present employer of the Candidate).
- Certificate of 10th with one of the subject as Hindi/Sanskrit OR certificate of 10+2/graduation/postgraduation 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 – 1.2., PHASE- II)

Introduction to Computer

Introduction

Objective

What is Computer

Advantage/Disadvantage of Computer

History of Computer

Generation of Computer

Basic applications of computer

Entertainment

E-governance

Components of Computer System

Central Processing Unit (CPU)

VDU

Keyboard and Mouse

Other input/output Devices

Computer Organization

Computer Memory Primary & Secondary, Ram & Rom, units of memory

Introduction to Computer Peripherals

Connecting keyboard, mouse, monitor and printer to CPU

Use of Mouse

Working with left Mouse button

Working with right Mouse Button

Checking Power Supply

Concept of Hardwar and Software

Hardware

Software

Application software

Systems software

Classifications of Computers

Representation of data/information concepts of data processing

Data and Information

Storage of Data/Information as files

2 Introduction to Windows

Introduction

Objective

Operating System

What is Operating System

Types of Operating System

Operating System and Basics of Windows

User Interface

Using Mouse and Moving Icons on the screen

My Computer

Starting an application using start button, minimize, maximize, restore and closing of window

Taskbar

Status bar

Recycle Bin

Start Button and Menu selection etc.

Running an Application

Windows Explorer

Creating, deleting and Renaming of files and folders

Opening and closing of different Windows etc.

Windows Setting

Control Panels

Wall Papers and Screen Savers

Setting the date and Sound etc.

Using Help

Display Properties

Advanced Windows

Using Right Mouse Button

Creating short cuts

Basics of window set up

Notepad

Window Accessories

Using Multimedia

Playing CD's/DVD's

Using Media Player

Sound Recorder

3 Word Processing

Introduction

Objectives

Word Processing Basics

Opening Word Processing Package

Menu Bar

Toolbar

Using Help

Using Icons below Menu Bar

Opening Documents and Closing Documents

Opening Documents

Save and Save as

Page Setup

Print Preview

Printing of Documents & Other Properties

Display/Hiding of Paragraph Marks

- Moving Around in a Document
- Scrolling the Documents, Scrolling by line/paragraph
- Fast Scrolling and Moving Pages
- Using a Document/Help Wizard

Text Creation and editing

- Creating a document
- Selecting & Moving text
- Spell checking
- Text Selection
- Editing with cut, copy & paste
- Undo & Redo
- Find and Replace
- Thesaurus
- Paragraph and Tab Setting

Formatting the text

- Font and Size selection
- Bold, Italic, and Underline
- Alignment of Text, Center, Left, Right and justify etc.
- Bullet and Numbering
- Border and Shading, Change Case
- Working with tabs, indents & spacing
- Formatting paragraphs, using columns

Table Manipulation

- Concept of table, Rows, Columns and Cells
- Draw Table
- Changing cell Width and Height
- Alignment of Text in Cell
- Copying of cell
- Delete/insertion of row and columns
- Borders for table
- Deleting a table
- Splitting and merging cells
- Converting table to text
- Setting table properties

Mail Merge

Printing

- Print Preview
- Print a selected page, etc.
- Paper Orientation
- Paper setting/ margin

4 **Spread-Sheet**

Introduction

Objectives

Elements of Electronics Spread Sheet

Application/usage of Electronic Spread Sheet

Opening of Spread Sheet

Menu bar

Saving Workbook

Creation of cell and addressing of cells

Inserting new rows & columns, worksheets

Editing rows/columns height & width

Renaming, deleting and moving a worksheet

Manipulation of Cells

Cell addressing

Enter texts

Numbers and Dates

Cell Height and Width

Copying of cells etc.

Formulas

Using Formulas

Using basic functions & formulas a cell

Sum function

Average

Percentage, other functions

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

Introduction to power Point, what is Power Point, starting Power Point, creating and opening a presentation,

Power Point views, moving between slides, saving/ closing a presentation, exiting Power Point.

Creating a new presentation using the auto content wizard and slide layout. Creating a new presentation using different layouts

Customizing Presentation: Changing the text formats, adding bullets, aligning text.

Formatting slides: Using color schemes, background color and designs, adding picture/ graphics on slide

Adding Head and Footer, changing slide layouts.

Adding charts of different types of slide, organization chart slide show,

Using slide transition: giving timing, sound and adding animations to slides and using preset animations

Using Drawing Toolbar

Slide Master View

Using custom animation: Animating pictures and Text with sound effects

Using page setup and printing

6. Internet

Introduction

Objectives

Basic of computer networks

Local Area Network (LAN)

Wide Area Network (WAN)

Internet

Concept of Internet

Application of internet

Advantages of internet

Connecting internet

Internet service providers (ISP)

Internet Access

Broad Band

Dial Up

Wi-Fi

Troubleshooting

7. WWW and Web Browsers

Introduction

Objectives

World Wide Web (WWW)

Web Browser

Internet Explorer

Netscape Communicator

Search Engine and Surfing the Internet

URL Address

Searching over the Web

Moving Around in a web-site

Printing and saving web pages

Uploading and Downloading

Chatting

8. Introduction to E-mail

8.0

Introduction

Objectives

Basic of Electronic Mail

Creating new e-mail account

What is an Electronic mail

Email addressing

Mailbox: Inbox and outbox

Sending & checking mails

Creating an E-mail

Viewing an E-mail

Sending an E-mail

Replying to an E-mail message

Forwarding an E-mail message

Sorting and searching emails

Saving mails

Sending same mail to various users etc.

Documents Handling

Sending soft copy as attachment

Sending a portion of document as email

Visiting various sites

Selection Criteria, Procedure & Phases of Recruitment for the Post of Assistant

Section – 2: Criteria for Selection

2.1 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) (Phase-I)	20
Written Test (Phase-II)	60
Academic Qualification(Physically Original Document Verification) (Phase-III)	20
Aggregate Marks	100

Selection Procedure:

Final Selection will be based on the total marks/Merit of the candidate out of 100 will be calculated as per Criteria of Selection of 3 phases (i.e. Marks obtained in Type test on Computer in Phase - I) + (Marks obtained in Written test in Phase-II) + Marks on the basis of Academic Qualification (after Physically verification of original documents in Phase-III). 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 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 affecting 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 Written Test and Academic Qualifications as defined against point as **per criteria specified in Section – 2.4 and 2.5 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%.

Detail of Phases for Selection:		
Sr. No.	No. of Phase	Detail of Phase
1	Phase-I (As per criteria specified in Section – 2.3.)	It will consist of type test in English on Computer only. The candidate has to qualify the type test as per criteria specified in Section – 2.3 to appear in Phase – II
2	Phase-II (As per criteria specified in Section – 2.4.)	It will consist of Written test The candidate has to qualify the Aptitude test as per criteria specified in Section – 2.4. (The candidate who will qualify Phase-II will appear inPhase-III)
3	Phase-III (As per criteria specified in Section – 2.5.)	The candidate has to appear for the physical verification of the required Original Educational/Castes certificates/testimonials as per criteria specified in Section – 2.5. (Final Merit list of only those candidates will be prepared who will physically appear in Phase-III and if their original Educational/Caste certificates/NOC from present employer, as applicable documents are found in order).

2.2: 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 Aptitude test. Candidate with higher marks in aptitude test will be given preference.
- (c) If tie still persists, senior in age will be given preference.

2.3 : PHASE- I	Type Test in English (On Computer Only) :	
Time: 10 Minutes	Max. Marks: 20	

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 correct words typed with applicable penalty for every missing, wrong and left word shall be scored. 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 20 = (Words Per Minute minus 30) x 0.7 = (WPM - 30) x 0.7, subject to maximum 20

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'

2.4 : PHASE- II	Aptitude Test	
Time: 60 minutes	Max. Marks: 60	Pass Marks: 20

Structure of the Aptitude Test is as under:

Sr.No.	Sections	No. of Questions	Marks
1.	Reasoning Ability	15	15
2.	Numerical Ability	15	15
3.	General English	20	20
4.	Haryana Civil Service Rules	10	10
	Total	60	60

The Question Paper of the **Aptitude Test** will consist 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 01 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. 0.25), 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.

2.5 : PHASE- III	Academic Qualification (Physically Original Document Verification)
	Max. Marks: 20

Formula of Calculation of Marks in Academic Qualification (Phase-IV)			
Sr. no.	Program	Formula	Max. Marks
1.	10th or equivalent	(% of marks-50)x 0.1	05
2.	12th or equivalent	(% of marks-50)x 0.1	05
3.	Graduation	(% of marks -50)X 0.2	10
		Total Marks=	20

- The candidates are compulsory required to appear physically in Phase III 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%.
 - **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 1st, 2nd, 3rd year DMCs & Degree
 - In case of semester system 1st to 6th semester DMCs, consolidated DMCs & Degree
 - In case of B.Tech. 1st to 8th 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/DFF)
 - VI. If already in Service, No Objection Certificate (issued from present employer of the Candidate).
 - VII. Certificate of 10th 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-III 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-III 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-III of Selection.

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 Dr. B.R. Ambedkar National Law University i.e. www.dbranlu.ac.in.
3. Candidates are advised to visit only official website of the Dr. B.R. Ambedkar National Law University i.e. www.dbranlu.ac.in and be very careful about fake websites and job racketeers.
4. The candidates who have passed the qualifying exam from the University and that is included in the latest list of fake Universities, declared by UGC, shall be considered eligible only on production of valid certificate from the concerned University.
5. Concealment of facts or supply of wrong information will result in cancellation of candidature in addition to legal action.
6. 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.
7. Candidates are advised not to change their E-mail ID mentioned at the time of Registration. Candidates are also advised not to give Email ID of unknown person/stranger to avoid any future complication. Dr. B.R. Ambedkar National Law University shall not be responsible in any manner for non delivery of E-Mail at any stage. It shall be responsibility of the candidate to update himself/herself by visiting the website of Dr. B.R. Ambedkar National Law University i.e. www.dbranlu.ac.in and by checking his/her E-Mail Account regularly for important notifications.

8. 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.
9. The date/schedule of Test(s) will be displayed on the University website www.dbranlu.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 sent due to invalid or wrong Email ID 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.
10. 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.
11. 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.
12. Number of posts advertised is liable to be increased or decreased, including complete withdrawal without assigning any reason.
13. No. of posts along with 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.
14. 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 and Phase-III of Selection Process respectively. 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/DFE 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.

15. 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 and Phase-III mentioning therein that he/she is not covered under the criteria of creamy layer as per State Govt. instructions.
16. Candidates applying for the posts under ESM/DESM/DFE 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.
17. 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.
18. Dr. B.R. Ambedkar National Law University will supervise the complete recruitment process from online application to selection by way of using Videography.
19. No TA/DA shall be paid by the University for appearing in any phase of the Selection Process

20. 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 Dr. B.R. Ambedkar National Law University.
21. 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 Dr. B.R. Ambedkar National Law University shall not be eligible for recruitment to the said posts advertised and no representation in this regard shall be entertained.
 22. All disputes pertaining to the recruitment of these posts shall fall within the jurisdiction of Sonapat only.
 23. If on verification at any stage starting from submitting online application till appointment, it is found that any candidate does not fulfill 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.
 24. Dr. B.R. Ambedkar National Law 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.
 25. After submitting the form successfully, a pdf of the complete application form along with testimonials/document will be generated. Candidate has to submit the print out of the pdf file in the office of ***“The Assistant Registrar (Establishment), Dr. B. R. Ambedkar National Law University, Plot No. 05, Rajiv Gandhi Education City, Sonapat in person or by Regd/speed post within seven days (i.e. upto 26.10.2022; 04:00 P.M.) of the last date of the application.*** In case of any deviation between soft-copy and hard copy, the conflict will be resolved in favor of soft copy. ***The University shall not be responsible for any postal/Courier delay. Application form received after due date/last date or incomplete applications shall not be entertained.***
 26. **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. 09/2022 for the posts of Clerk and Assistant available on website of Dr. B.R. Ambedkar National Law University i.e. www.dbranlu.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 and Assistants.
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 up to 11:59 P.M. of the last date fixed for submission of the online application i.e. 19.10.2022. 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 are advised not to change their Mobilenumber/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. It shall be the responsibility of the candidate to update himself/herself by visiting the website of Dr. B.R. Ambedkar National Law University i.e. www.dbranlu.ac.in and by checking his/her email account regularly for important notifications.
5. **Uploading of Colour 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 Colored 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 Colored PHOTOGRAPH of candidates**

- (i) Four recent Colored Passport Size photographs with White Background are required for filling up of application.
- (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 colored photograph in the size of 20KB to 100 KB in JPG or JPEG format and upload latest passport size colored 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 20 KB to 40 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.
- (vii) 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 20 KB to 40 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

1. Uploading of Colored Photographs, signature, left hand thumb impression, educational certificates 10th, 10+2/three year Diploma, Graduation Certificate, Post graduation, other documents pertaining to the Higher Qualification and certificates of reserved 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.

2. How to apply online:

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) Colored Photograph, Signature, Left hand thumb impression and relevant Educational documents i.e. 10th/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

- c) 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 (Re login)”

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 Dr. B.R. Ambedkar National Law University i.e. www.dbranlu.ac.in .
- f) In case the candidate is not able to take the printout of the Registered Application Form and also does not receive 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 (Re login)” 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 DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY IS SUCCESSFUL WITHIN DUE DATE. IN CASE TRANSACTION IS REVERSED BY BANK TO CANDIDATE OR CANCELLED AND PAYMENT IS NOT RECEIVED BY DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY WITHIN DUE DATE, THE CANDIDATURE SHALL BE SUMMARILY CANCELLED.



3. 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 and Phase-III (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
4. **E-ADMIT CARD:** E-Admit Cards of provisionally eligible candidates will be uploaded on the website of Dr. B.R. Ambedkar National Law University i.e. www.dbranlu.ac.in . Candidates will also receive Emails in this regard. The candidates are to download and get print out of their E-Admit Cards by visiting the website of Dr. B.R. Ambedkar National Law University i.e. www.dbranlu.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 are found ineligible at any point of time.
5. Candidates are advised to visit the website of Dr. B.R. Ambedkar National Law University i.e. www.dbranlu.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 Dr. B.R. Ambedkar National Law University should be avoided.
6. 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 Dr. B.R. Ambedkar National Law 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.

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. 9996802288, Assistant Registrar (Establishment)** on all working days from 10:00 A.M. to 05:00 P.M.