

From

The Chairman
Haryana State Counseling Society
Panchkula

To

The Principal,
1. Govt. Polytechnics
2. Govt. Polytechnics working in Society Mode

Memo no. 11336-56 / HSCS
Dated Panchkula the 22.12.09

Subject Filling-up the post of Deputy Director in Haryana State Counseling Society on deputation.

Kindly refer to the subject noted above .

In this regard, it is intimated that applications are being invited for one post of Deputy Director in the Pay Scale of Rs. 10000-13900 (pre-revised) on deputation basis. The Position Requirement and Position Profile for same are enclosed.

The applications through proper channel must reach to Joint Director, Haryana State Counseling Society ,Bay 7-12, Sector- 4, Panchkula latest by 08.01.2010 upto 5 P.M.

**Joint Director
Haryana State Counseling Society
Panchkula**

Position Requirement

- Scale & experience: lecturer in pay scale of Rs. 8000-13500/- with 5 years experience or Sr. Lecturer in pay scale of Rs. 10,000-13900/-.
- Candidate with IT background & having experience of counseling and admission process shall be preferred.
- Deputation would be for a period of one year extendable up to 3 years.

Position Profile

Job Title: Deputy Director
Reports to : Joint Director – HSCS
Pay Scale : 10000-13900 (Pre-revised)

Brief Summary:

The purpose of this position is to work with responsibility - handling all aspects related to student counseling and admission process for all technical courses in Govt./ Govt. aided/ University Departments and self financing institutes in the state of Haryana

Job Description:

- Preparing Brochures/ Prospectus of various technical courses
 - Preparing/ verifying seat matrices for various courses in various institutes as per state reservation policy
 - Updating Intakes of institutes
 - Assisting in conducting of DET and OLET (online entrance test exams)
 - Assisting in organising various meeting from time to time.
 - Co-ordinating with NIC for online counseling and allotments of seats & gathering the required data of admissions in the form required by Government
 - Solving queries of Institutes and candidates/students though phone , email and by letters
 - Maintaining computerized databases of registered, admitted & authenticated candidates category wise (i.e. HOGC, SC, BC, PH, male, female, etc)
 - Maintaining computerized databases for counseling fees, entrance exam fees, etc
 - Handling & replying to RTI queries
 - Preparing list of eligible candidates for various HSCS scholarship schemes, maintaining and disbursing them on time.
 - Handling complaints and legal cases
 - Handling refunds and transfer of funds to candidates or institutes, if any.
 - Any other work assigned to him/her
- *The post holder must accept responsibility for ensuring that all policies and procedures are adhered to at all times*
- *The post holder must respect the confidentiality of data stored electronically and by other means.*