



हरियाणा केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)

(Established vide Act No. 25 (2009) of Parliament)

गांव: जांट-पाली, जिला-महेन्द्रगढ़ (हरियाणा) . 123031

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

Advertisement No. 5/NT/R/2019

Date: 26-12-2019

EMPLOYMENT NOTICE

Applications are invited on the prescribed Application Form, available on the University website, from the eligible candidates for appointment to the following on short term contract basis. The last date for submission of completed applications, along with enclosures is 25-01-2020, 05:30 PM.

Post Code	Name of the Post	Level & Group	No. of posts	Consolidated Salary (per month)	Eligibility & Age limit
01	Hindi Translator	Level – 06, Group B	01 (UR) (on short term contract basis)	Rs. 37,900/-	<p>Essential:</p> <p>i. Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level</p> <p>OR</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p>OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p>AND</p>

					<p>ii. Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p>Skill Test Norms on Computer: Hindi Typing @ 30 w.p.m. (Time allowed – 10 minutes) (30 w.p.m. correspond to 9000 KDPH on an average of 5 key depression for each word)</p> <p>Desirable: Studied one of the language other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p> <p>Age Limit: 35 years</p>
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General Terms & conditions:

1. All terms and conditions as prescribed under “The Central University of Haryana Cadre Recruitment (Non-Teaching and other Academic Posts) Rules 2018” available on the website of the University, shall apply.
2. The application form, alongwith self-attested photocopies of all required documents must reach the University office latest by 25-01-2020, 05:30 PM at the following address. Application received after the due date shall not be considered and will be summarily rejected. The University shall not be responsible for postal delay, if any.

Address:

Assistant Registrar
Establishment Branch (Recruitment)
Academic Block No. 3
Central University of Haryana
Mahendergarh – 123 031.

NOTE: The name of the post along with post code must be mentioned on the top of the envelope.

3. The eligibility of the candidate will be decided by the information mentioned by him/her in the application form. No addition/modification requests will be entertained. Incomplete application form shall be rejected.
4. The University reserves the right to withdraw the advertisement, without assigning any reason.
5. Application Fee to be paid through Demand Draft in favour of Central University of Haryana, payable at Mohindergarh, Haryana:

Categories	Group B
General/OBC/EWS	Rs. 800/-
Women/SC/ST/PWD	Nil

Note:

Demand Draft received less than prescribed application fee will be summarily rejected. Original Demand Draft must reach the said address on or before 25-01-2020, 05:30 PM. No fee will be accepted after 25-01-2020, 05:30 PM.

6. All correspondence from the University including Interview/Written test call letter, if any, shall be sent only to the email address provided by the applicant in the application form. The candidates are advised to check the website of the University regularly for updates.
7. The prescribed application form is attached with this Notice.
8. Candidates shall have to produce original certificates relating to his age, qualifications, experience, caste, etc., at the time of document verification.
9. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority. If any document is found to be false/fake/incorrect/malafide either before or after appointment, the document shall be summarily rejected and action may be initiated against the candidate which may lead to cancellation of his appointment.
10. Canvassing in any form may lead to cancellation of candidature of the candidate.
11. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
12. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
13. In case of any dispute, any suite or legal proceeding against the University, the territorial jurisdiction shall be restricted to Punjab & Haryana High Court, Chandigarh.
14. Any addendum/dedendum/corrigendum/notices in this regard shall be posted on the website of the University only.

Registrar



हरियाणा केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)

(Established vide Act No. 25 (2009) of Parliament)

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Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

APPLICATION FORM FOR NON-TEACHING POSTS

मांग पत्र सं./D.D.Number _____ राशि/ Amount _____

बैंक का नाम/Issuing Bank _____ दिनांक/Date _____

FOR OFFICE USE ONLY

कार्यालय प्रयोग हेतु

SERIAL NO.

(क्रम संख्या)

आवेदित पद का नाम /Name of the post applied for.....

पोस्ट कोड /Post Code.....

विज्ञापन संख्या/दिनांक /Advertisement No. 5/NT/R/2019 dated 26-12-2019

यहां अपना नवीनतम पासपोर्ट
साइज हस्ताक्षरित फोटो चिपकाएं
PASTE HERE A SIGNED
COPY OF YOUR RECENT
PASS-PORT SIZE
PHOTOGRAPH

1. पूरा नाम / Full Name
2. पिता का नाम/Father's Name.....
3. माता का नाम/Mother's Name
4. पति/पत्नी का नाम (विवाहितों के लिए)/Spouse's Name (if married)
5. जन्म तिथि/Date of Birth: दिन/Dayमाह/Monthवर्ष /Year
- (मैट्रिक या समकक्ष प्रमाण- पत्र के अनुसार) (As recorded in the Matriculation or equivalent certificate)
6. उम्र/Age (आवेदन की अंतिम तिथि को) (as on the last date fixed for the receipt of application)
वर्ष/Years.....माह/Months.....दिन/Days.....
7. राष्ट्रियता/Nationality.....
8. धर्म/ Religion
9. वैवाहिक स्थिति /Marital Status: विवाहित/Married अविवाहित/ Unmarried
10. लिंग/ Sex: पुरुष /Male महिला/ Female
11. क्या आप किसी आरक्षित वर्ग से आते हैं?/Do you belong to any reserved category? हाँ/Yes नहीं/No
यदि हाँ तो वर्ग निर्दिष्ट करें/(अनु.जाति/अनु. जनजाति/अपिव) If yes, specify the category (SC/ST/OBC)
12. क्या आप किसी अल्पसंख्यक वर्ग से हैं?/Do you belong to Minority category? हाँ/Yes नहीं/No
13. क्या आप भूतपूर्व सैनिक वर्ग से हैं?/Do you belong to any Ex-Servicemen Category? हाँ/Yes नहीं/No
14. क्या आप शारीरिक रूप से अक्षम हैं? Are you physically disabled? हाँ/Yes नहीं/No
15. यदि शारीरिक रूप से अक्षम हैं तो विवरण दें/ If physically disabled, indicate the relevant particulars

अक्षमता की प्रकृति/ Nature of Disability	यदि लागू हो तो हाँ लिखें/ If applicable, Write 'yes'	अक्षमता का प्रतिशत/ Percentage of disability
a. दृष्टिबाधित / कम दृष्टि/ Blindness or low vision		
b. श्रवण बाधित/ Hearing impairment		

c. मस्तिष्क पक्षाघात/ (सभी प्रकार की अस्थि विकलांगता शामिल / <i>Locomotor disability or cerebral palsy (includes all cases of Orthopedically handicapped)</i>)		
d. आत्मकेंद्रितता, बौद्धिक विकलांगता, सीखने की विकलांगता और मानसिक बीमारी <i>Autism, intellectual disability, specific learning disability and mental illness</i>		

16. स्थायी पता/ **Permanent Address**

.....
.....
.....

पिन कोड /PIN CODE फोन न./Phone No मोबाईल/ Cell

17. पत्राचार का पता/ **Address for correspondence**

.....
.....
.....

पिन कोड/PIN CODE ई-मेल /Email ID

मोबाईल/ Cell.....

18. शैक्षणिक योग्यता (आवश्यक हो तो अतिरिक्त पृष्ठ लगाएं)/Educational qualifications (Attach additional pages, if required)

	पाठ्यक्रम का नाम/ Name of the course	बोर्ड /विश्वविद्यालय का नाम/ Name of the Board / University	उत्तीर्णता का माह/ वर्ष /Month & Year passed	श्रेणी/ Division	अंको का प्रतिशत % of Marks	शिक्षा का प्रकार (नियमित/ अंशकालिक/दुरस्थ/ अन्य) Mode of Education (Regular/Part-time/Distance/etc.)	विषय/ Subjects studied
	(a)	(b)	(c)	(d)	(e)	(g)	(h)
दसवीं/समकक्ष 10 th Class / equivalent							
10+2 /समकक्ष equivalent							
स्नातक डिग्री/ Bachelor's degree							
स्नातकोत्तर डिग्री/Master's degree							
अन्य/ Any Other							

19. विशेष योग्यता /Academic distinctions

पाठ्यक्रम/संकाय का नाम/ Name of the Academic Course / Body	प्राप्त अकादमिक विशिष्टता /Academic distinction obtained

20. अनुभव का विवरण (वर्तमान स्थिति से शुरू करें) Chronological list of experience (including current position/ employment)

पदनाम व वेतनमान/ Designation & scale of pay	नियोक्ता का नाम व पता Name & address of employer	अनुभव की अवधि/ Period of Experience			नियुक्ति/ कार्य की प्रकृति/ Nature of Appointment (Regular/ Contractual)	वेतनमान/ Scale of Pay	
		कब से From date	कब तक/ To date	वर्ष एवं माह की संख्या(विज्ञापन की तिथि को) No. of years/ months (As on date of Advertisement)		वेतन बैंड / Pay Band	लेवल/ग्रेड वेतन/ एजीपी Level/ Grade Pay /AGP
(a)	(b)	(c)	(d)	(e)	(f)		

21. वर्तमान स्थिति /Present position

संस्थान का नाम/ Name of the institution	पद/ Designation	कब से From date	वेतन बैंड में वेतन(रु) Pay in Pay Band	लेवल/ग्रेड वेतन/ एजीपी Level/ Grade Pay /AGP	कुल वेतन प्रतिमाह (रु) Gross Pay / Total Salary p.m. (Rs.)	अगली वेतन वृद्धि तिथि Next date of Increment

22. स्व-अभिप्रमाणित संलग्न प्रमाण पत्रों की सूची (मूल प्रमाण-पत्र साक्षात्कार के समय प्रस्तुत करने होंगे) जो लागू को उसे ✓ चिन्हित करें)/ List of self-attested testimonials attached (original to be produced at the time of interview). Please tick ✓ the ones applicable.

- i. माध्यमिक कक्षा का अंक पत्र एवं प्रमाण पत्र/ Matriculation mark sheet and certificate
- ii. उच्चतर माध्यमिक कक्षा का अंक पत्र एवं प्रमाण पत्र/ Intermediate (Senior Secondary) marksheet and certificate
- iii. स्नातक के अंक पत्र-एवं प्रमाण पत्र / Bachelor's Programme marksheets and degree
- iv. स्नातकोत्तर के अंक पत्र-एवं प्रमाण पत्र / Master's Programme marksheets and degree
- v. एम.फिल उपाधि/ M.Phil. degree
- vi. पीएचडी/ डी.फिल/ Ph.D. /D.Phil. degree
- vii. (सक्षम अधिकारी द्वारा निर्गत जाति प्रमाण-पत्र (अनु.जाति/अनु.जनजाति/अपिव आदि) Caste Certificate issued by the Competent Authority (OBC/SC/ST/etc)
- viii. अनुभव प्रमाण पत्र/ Experience certificates
- ix. अक्षमता प्रमाण पत्र/ Disability Certificate
- x.
- xi.
- xii.

नोट: स्व-अभिप्रमाणित प्रमाण पत्रों के बिना आवेदन पत्र स्वीकार नहीं किए जाएंगे।

Note: Applications without the above self-attested testimonials (applicable to the candidate) will not be entertained.

23. क्या आप (क) कभी नौकरी से बर्खास्त किए गए हैं या (ख) आपराधिक मामलों में दोषी पाए गए हैं। State whether you have been at any time (a) dismissed, removed or debarred from Service or (b) convicted by a Criminal court.

कृपया टिक करें Please tick हाँ/YES नहीं/NO

24. मैं घोषणा करता/ती हूँ कि उपर्युक्त सभी सूचनाएं मेरी जानकारी में सही और सच हैं। कोई भी जानकारी गलत या असत्य सिद्ध होने पर मेरी नियुक्ति रद्द की जा सकती है। I hereby declare that all entries made by me in this application are correct and true to the best of my knowledge and belief. I understand that in the event of any information being found incorrect or false, my candidature/appointment is liable to be cancelled/terminated.

स्थान/ Place

दिनांक/ Date

आवेदक के हस्ताक्षर /
Signature of the Applicant

स्थायी / अस्थायी सेवारत अभ्यर्थी अपने नियोक्ता /विभागाध्यक्ष से अनुमोदित तथा अग्रसारित कराएं। ऐसा न करने पर आवेदन स्वीकार नहीं किया जाएगा।

(The endorsement below is to be signed and forwarded by the Head of the Department/Employer in the case of the in-service candidates whether in permanent or temporary capacity failing which the application is liable to be rejected).

नियोक्ता द्वारा अनुमोदन/ ENDORSEMENT OF THE EMPLOYER

संदर्भ सं. Ref. No

दिनांक/ Date

अग्रसारित/ FORWARDED

आवेदक (नाम).....,पद पर इस महाविद्यालय/ विश्वविद्यालय/ संस्थान/ विभाग में अस्थायी/स्वतंत्र रूप में दिनांक.....से कार्यरत है। इनका वर्तमान वेतन.....रु प्रतिमाह है। इनका अगला वेतन वृद्धि दिनांक.....को है। इनकेके पद हेतु आवेदन की स्वीकृति पर हमें कोई आपत्ति नहीं है।

यह भी प्रमाणित किया जाता है कि इन पर कोई सतर्कता मामले लंबित/विचाराधीन नहीं हैं।

The applicant (name) is holding the post of(post) in this College/University/Institution/Department in a temporary/substantive basis since.....(date) in the pay level His/Her present Pay is Rs.....per month. His/her next date of increment is..... We have no objection to his/her application being considered for the post of.....

It is further certified that no vigilance case is going on or contemplated against him/her.

अधिकारी के हस्ताक्षर मुहर सहित
Signature of the Officer with seal