



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) . 123029

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123029

Advertisement No. 2/NT/R/2016:

04 November, 2016

EMPLOYMENT NOTICE

Applications are invited from the eligible candidates on the prescribed application form, for the following posts, latest by 28th November, 2016:

	Pay Band	Grade Pay
1. Finance Officer (1UR)	IV	Rs. 10,000/-
2. Internal Audit Officer (1UR)	III	Rs. 7,600/-
3. Executive Engineer (1UR)	III	Rs. 6,600/-
4. Hindi Officer (1UR)	III	Rs. 5,400/-
5. System Analyst (1UR)	III	Rs. 5,400/-
6. Medical Officer (2UR) (1 Male + 1 Female)	III	Rs. 5,400/-

Detailed information along with the application form, is available on the University website www.cuh.ac.in.

Registrar



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) . 123029

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123029

Advertisement No. 2/NT/R/2016:

04 November, 2016

LAST DATE FOR SUBMISSION OF APPLICATIONS: 28-11-2016 BY 5.00 P.M.

Applications are invited for appointment to the following administrative and other non-teaching posts on Regular/ Deputation /Contract basis:-

Name of the post	Pay band and Grade Pay/Academic Grade Pay		No. of posts	Eligibility & Age limit
	Pay Band (Rs.)	Grade Pay/Academic Grade Pay (Rs.)		
FINANCE OFFICER * (Group 'A')	37400-67000	10000	01 (UR)	Essential: i. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale. ii. At least 15 years' experience as Assistant Professor in the AGP of Rs. 7000 and above or with 08 years' of service in the AGP of Rs. 8000 and above including as Associate Professor, alongwith experience in educational administration, OR Comparable experience in a research establishment and/ or other institutions of higher education, OR 15 years' administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post. Desirable: Persons well-versed in modern financial management techniques like accrual method of accounting/ conversant with university financial system would be preferred. Age Limit: Preferably below 57 years

INTERNAL AUDIT OFFICER (Group 'A')	15600-39100	7600/-	1(UR) on deputation only	<p>Essential:</p> <p>Officers holding analogous post on regular basis from the office of AG/CAG or any other organisation for Audit & Accounts Services,</p> <p style="text-align: center;">OR</p> <p>With two years' regular service in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 6600 from Central/State Govt., Universities and other autonomous organisations with relevant experience.</p> <p style="text-align: center;">OR</p> <p>With five years' regular service in PB-3 (Rs. 15600-39100) + Grade Pay Rs. 5400 from Central/State Govt., Universities and other autonomous organisations with relevant experience.</p> <p>Age Limit: Below 56 years.</p>
EXECUTIVE ENGINEER (Group 'A')	15600-39100	6600/-	1 (UR)	<p>Essential:</p> <p>(i.) A Bachelor's degree in Civil/ Structural/ Electrical Engineering, with at least 10 years' experience in the relevant field and</p> <p>(ii.) At least 5 years' experience as Assistant Engineer.</p> <p>Age Limit: 45 years.</p>
MEDICAL OFFICER (Group 'A')	15600-39100	5400/-	2 (UR) (One Male & One Female)	<p>Essential:</p> <p>A Post Graduate Degree in Medicine from an Institution recognised by the Medical Council of India</p> <p style="text-align: center;">OR</p> <p>MBBS recognized by Medical Council of India with relevant working experience of two years in Government Hospital or a Hospital recognized by the Government</p> <p>Note:</p> <p>For the post of Female Medical Officer at least one year hospital experience in Obstetrics and Gynaecology ward.</p> <p>Age Limit: 40 years.</p>

<p>Hindi Officer (Group 'A')</p>	<p>15600-39100</p>	<p>5400/-</p>	<p>01 (UR)</p>	<p>Essential:</p> <p>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 style="text-align: center;">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 style="text-align: center;">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 examination at the degree level;</p> <p style="text-align: center;">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 a medium of a examination at the degree level;</p> <p style="text-align: center;">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 the degree level.</p> <p style="text-align: center;">AND</p> <p>Three years' experience of using/ applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.</p> <p style="text-align: center;">OR</p> <p>Three years' experience of teaching in Hindi and English or research in Hindi or English under Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions. 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: 40 Years</p>
---	--------------------	---------------	----------------	--

System Analyst (Group 'A')	15600- 39100	5400/-	01 (UR)	<p>Essential:</p> <p>Good Academic Record with at least 55% marks in any of the following Qualifications: B.E./B.Tech. in Electronics Engineering OR Computer Science Engineering OR Information Technology from a recognized University with 5 years' relevant experience</p> <p style="text-align: center;">OR</p> <p>M.Sc. with PGDCA with 6 years' relevant experience OR M.C.A. with 5 years' relevant experience.</p> <p>Age Limit: 40 Years</p>
---------------------------------------	-----------------	--------	---------	---

*For the posts of Finance Officer

Direct recruitment/transfer on deputation/contract for a term of five years or till attaining the age of Superannuation i.e. 62 years, whichever is earlier.

GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION:

1. The University may conduct written tests for any or all Group 'A' posts as decided by the Vice Chancellor.
2. The upper age limit for appointment to various posts is mentioned against each post. Relaxation in age shall be given respect of the following categories as mentioned against each:

S.No.	Category of Persons	Extent of age relaxation
1.	Contract / Daily Wage Workers of Central University of Haryana	Condonation of age in these cases shall be strictly limited to the period proportionate to the period of service rendered at the University. However, this provision shall not be applicable to a person engaged in the University through any contract agency or labour contractor, or the person engaged in different schemes/ projects sponsored by the Government agencies.
2.	Regular Employees of the Central Govt/ State Govt./ Central Universities / UGC maintained deemed to be Universities / other Central/ State autonomous bodies / organisations / Institutions.	Age Limit shall not apply. However, the Screening Committee may decide the age limit in such cases depending on the level of post.
3.	Ex-Servicemen	Age Limit as per Government of India rules.

3. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same shall not entitle him for being called for interview. The Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement. The ratio of the number of candidates to be called for interview shall not exceed 1:10 and the minimum ratio shall not be less than 1:3. If three candidates are not available to meet the minimum ratio, the post shall be re-advertised. In case of posts in which there is a provision for holding a common written test, the candidates may be called for the written test notwithstanding the maximum prescribed ratio.
 4.
 - (i) The University reserves the right to fill or not to fill any or all the posts advertised for any reasons whatsoever. If any vacancy arises after a particular post is filled, the vacancy shall be advertised.
 - (ii) The University reserves the right to withdraw the advertisement, either partly or wholly, at any time without assigning any reason.
 - (iii) The University reserves the right to increase or decrease the number of vacancies.
 - (iv) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded.
 5. Candidate who is already in service shall submit his application through proper channel. However, he may send an advance copy of his application and should submit a "No Objection Certificate" from the employer failing which he/she shall not be allowed to appear in the interview.
 6. The application for appointment on deputation may be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ACRs for the preceding five years, duly certified by the Competent Authority.
-

7. It shall be the responsibility of the candidate to assess his own eligibility for the post for which he is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to termination forthwith as per this clause. In case of any ambiguity in the recruitment rules in general and eligibility in respect of any post, the decision of the Executive Council shall be final.
8. The applications alongwith self-attested photocopies of all educational certificates must reach this University latest by 28.11.2016 by 5.00 p.m. through speed post only.
9. Original copy of the No-objection certificate from the employer must be attached with the application.
10. The University will not be responsible for any postal delay.

Application Fee to be paid through Demand Draft in favour of Central University of Haryana:

Categories	Group A
General/OBC	Rs. 1000/-
SC/ST/PWD	Rs. 500/-

11. 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.
 12. Candidates shall have to produce original certificates relating to his age, qualifications, experience, caste, etc., at the time of appearing in Test/Interview. The candidates belonging to the reserved categories must produce the original category certificate and/or medical certificate (pertaining to determination of degree of disability in case of PwD candidates) from the competent authority in the format prescribed by the Government of India, failing which the candidate will not be allowed to appear for written/skill test/interview.
 13. 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.
 14. Canvassing in any form may lead to cancellation of candidature of the candidate.
 15. Incomplete application will be out-rightly rejected. Experience, age and qualifications will be reckoned as on the closing date of submission of application form.
 16. Candidate(s) belonging to OBC category must submit a valid “**Non Creamy Layer**” certificate from the appropriate authority, failing which such candidate(s) will not be considered as reserved category (OBC) candidate(s).
 17. The above pay bands carry other allowances admissible under the University rules.
 18. 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.
-

19. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
20. The selection committee may decide its own method of evaluating the performance of the candidates in interview.
21. The following categories of persons shall not be eligible to apply for any position in the University :
 - (a) Who has been convicted by any Court of Law or any criminal proceedings are pending against him;
 - (b) Who has entered into or contracted a marriage with a person having a spouse living;
 - (c) Who, having a spouse living, has entered into or contracted a marriage with any person. Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
 - (d) Who is not a citizen of India; and
 - (e) Any other category of person disqualified for appointment by the Govt. of India/UGC.
22. Separate Application shall have to be submitted for each post.

REGISTRAR
CENTRAL UNIVERSITY OF HARYANA



हरियाणा केंद्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF HARYANA

Demand Draft Number _____ Amount _____

Issuing Bank & Address _____ Date _____

FOR OFFICE USE ONLY

कार्यालय प्रयोग हेतु

SERIAL NO. (क्रम संख्या)

शिक्षणेत्र पदों के लिए आवेदन-पत्र

APPLICATION FORM FOR NON-TEACHING POSTS

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

PASTE HERE A
SIGNED COPY OF
YOUR RECENT
PASS-PORT SIZE
PHOTOGRAPH

1. पूरा नाम /Name in Full.....
(IN BLOCK LETTERS)
2. पिता का नाम/Father's Name
3. माता का नाम/Mother's Name
4. पति/पत्नी का नाम (विवाहित के लिए)/Spouse Name (in case of married)
5. जन्म तिथि/Date of Birth: दिन/Dayमाह/Monthवर्ष /Year
- (मैट्रिक या समकक्ष प्रमाण- पत्र)(As recorded in the Matriculation or equivalent certificate)
6. उम्र/Age (आवेदन पत्र प्राप्त के लिए निर्धारित अंतिम तिथि परवर्ष/years.....माह/months (as on the last date fixed for the receipt of application)
7. राष्ट्रियता/Nationality.....
8. धर्म/ Religion
9. वैवाहिक स्थिति /Marital Status:विवाहित/Married अविवाहित/ Unmarried
10. लिंग/ Sex: पुरुष/Male महिला/Female ट्रांसजेंडर/Transgender
11. क्या आप किसी आरक्षित वर्ग से आते हैं?/Do you belong to any reserved category? हाँ/Yes नहीं/No
- यदि हाँ तो श्रेणी निर्दिष्ट करें/(अनु.जाति/अनु. जनजाति/अपिव/शारीरिक अक्षम) If yes, specify the category (SC/ST/OBC/PWD)

यदि दिव्यांग है तो ब्योरा दें/ If physically disabled, indicate the relevant particulars

दिव्यांग की प्रकृति/ Nature of Disability	यदि लागू हो तो हाँ लिखें/ If applicable, Write 'yes'	अक्षमता का प्रतिशत/ Percentage of disability
a. अंधता/ कम दृष्टि/ Blindness or low vision :		
b. श्रवण बाधित/ Hearing impairment		
c. मस्तिष्क का रक्त पक्षाघात/ (अस्थि विकलांगता के सभी मामले शामिल / Locomotor disability or cerebral palsy (includes all cases of Orthopaedically handicapped))		

12. पूर्व सैनिक /Ex-Serviceman हाँ /Yes

नहीं/ No

13. स्थाई पता/ Permanent Address

जिला /District.राज्य/State.....पिन कोड /PIN CODE

14. पत्राचार का पता/ Address for correspondence

जिला /District.राज्य/State.....पिन कोड /PIN CODE

ई-मेल /Email ID..... मोबाइल/ Mobile

15. शैक्षणिक योग्यता (आवश्यकता अनुसार अतिरिक्त पृष्ठ लगाए)/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	सीजीपीए(यदि ग्रेडिंग प्रणाली/ CGPA (if grading is applicable)	विषय/ Subjects studied	रेगुलर/प्राइवेट/ डिस्टेंस/अन्य/ Regular/ Private/ Distance/ Other
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
10 th Class / equivalent							
10+2 / equivalent							
Bachelor's degree							
Master's degree							
M.Phil. / equivalent							
Ph.D.							
यदि कोई अन्य परीक्षा उत्तीर्ण की हो/ other exams passed		Any					

16. विशेष योग्यता/ Academic distinctions

अकादमिक पाठ्यक्रम का नाम/बॉडी/ Name of the Academic Course / Body	प्राप्त अकादमिक वैशिष्ट /Academic distinction obtained

17. अनुभव बढ़ते क्रम में (वर्तमान स्थिति /रोजगार सहित) Chronological list of experience (including current position/ employment) :-

पदनाम व वेतनमान/ Designation & scale of pay	नियोक्ता का नाम व पता Name & address of employers	अनुभव की अवधि/ Period of Experience			Nature of Appointment / work / Duties नियुक्ति की प्रकृति/ कार्य	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)		पीबी/ PB	जीपी/ GP
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

18. वर्तमान स्थिति/Present position

पद/ Designation	विश्वविद्यालय /संस्थान का नाम/ Name of the University / institution	वेतनमान में वेतन(रु) Pay in Pay Band (Rs.)	जीपी/एजीपी (रु) GP/AGP (Rs.)	प्रतिमाह कुल वेतनमान (रु) Gross Pay / Total Salary p.m. (Rs.)	वेतन वृद्धि तिथि (तिथि/माहः Increment date (Date/Month)

19. संलग्न स्व अभिप्रमाणित प्रमाण पत्रों की सूची (मूल साक्षात्कार के समय प्रस्तुत करने होंगे) कृपया लागू को ञचिन्हित करें)/ List of self attested testimonials attached (original to be produced at the time of interview). Please tick ञ the ones applicable.

- i. माध्यमिक कक्षा का अंक पत्र एवं प्रमाण पत्र/ Matriculation mark sheet and certificate
- ii. उच्च माध्यमिक का अंक पत्र एवं प्रमाण पत्र/ Intermediate marksheet and certificate
- iii. स्नातक (फाइनल) का अंक पत्र-एवं प्रमाण पत्र / Bachelor's Programme (Final) mark sheet and degree
- iv. स्नातकोत्तर (फाइनल) का अंक पत्र-एवं प्रमाण पत्र / Master's Programme (Final) mark sheet and degree
- v. एम.फिल उपाधि/ M.Phil. degree
- vi. पीएचडी/ डी.फिल/ Ph.D. /D.Phil degree
- vii. (योग्य अधिकारी द्वारा प्रदत्त जाति प्रमाण-पत्र(अनु.जाति/अनुजनजाति/अपिब 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.
- xiii.

संलग्न स्व-अभिप्रमाणित प्रमाण-पत्रों की कुल संख्या (शब्दों में)/Total Number of above self-attested testimonials attached (in words.....)

टिप्पणी: स्व अभिप्रमाणित प्रमाण पत्रों के बिना (उम्मीदवार हेतु लागू) आवेदन पत्र स्वीकृत नहीं किए जाएंगे।

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

बताए कि (क) आप कभी नौकरी से बरखास्त/हटाए गए है या (ख) आपराधिक मामलों में दोषी पाए गए है या जेल 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

में घोषणा करता/ती हूँ कि उपयुक्त दी गई सभी सूचनाएं मेरी जानकारी में सही और पूर्ण है। उपयुक्त कोई भी जानकारी किसी भी स्तर पर गलत या अपूर्ण सिद्ध हो तो मेरी नियुक्ति को खारिज किया जा सकता है। I hereby declare that all entries made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect at any stage, my candidature/appointment is liable to be cancelled/terminated.

स्थान/ Place

दिनांक/ Date

आवेदक के हस्ताक्षर / Signature of the Applicant

स्थाई/ अस्थाई सेवारत अभ्यर्थी नियोक्ता /विभागाध्यक्ष से अनुमोदन तथा अग्रसारित कराएं ऐसा ना कराने पर आवेदन अस्वीकृत किया जा सकता है।

(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 अस्थाई/रूप मेंदिनों से कार्यरत है। इनका वर्तमान वेतन.....रु है तथा साथ ही एजीपी/जीपी.....रु है। यदि इनके आवेदन का स्वीकार किया जाता है तो हमें कोई आपत्ति नहीं होगी।

अधिकारी के हस्ताक्षर मुहर सहित।

The applicant (name) is holding the post of in this College/University/Institution/Department in a temporary/substantive basis since.....(date). His/Her present Pay is Rs.....in the Pay structure of Rs..... with AGP/GP of Rs.....and he/she is drawing salary of Rs.per month. His/Her next date of increment isWe have no objection to his/her application being considered.

Signature of the Officer
(with office seal)

घोषणा/शपथ

(केवल अन्य पिछडा वर्ग के आवेदक के लिए)

में..... पुत्र/त्री श्रीग्राम/शहर.....जिला.....राज्य.....घोषणा करता/ती हूँ
कि मैं.....समुदाय का/की हूँ। जिसे कार्मिक एवं प्रशिक्षण कार्यालय मेमोरेण्डम सं.36012/22/1993Estt.(Sct). दिनांक 8-9-
1993 के आलोक में भारत सरकार ने सेवा में आरक्षण हेतु पिछडा वर्ग की श्रेणी में रखा है। यह भी घोषणा कि जाता है कि मैं
क्रीमी लेयर श्रेणी से संबंध नहीं हूँ, जो उपयुक्त मेमोरेण्डम के कॉलम-3 में संदर्भित है। जिसे कार्मिक एवं प्रशिक्षण विभाग के मेमोरेण्डम
36033/2004 दिनांक 9/3/2004 से परिवर्तित किया गया है।

स्थान.....

दिनांक.....

आवेदक के हस्ताक्षर

बिना हस्ताक्षर घोषणा /शपथ को अस्वीकृत कर दिया जाएगा। घोषणा पत्र मिथ्या सिद्ध होने पर किसी भी समय आवेदन अस्वीकृत
किया जा सकता है।

DECLARATION/UNDERTAKING

(for OBC Candidates only)

I, _____ son/daughter of Shri _____ resident
of village/town/city _____ district _____ State hereby declare that I
belong to the _____ community which is recognized as a backward class by the
Government of India for the purpose of reservation in services as per orders contained in Department
of Personnel and Training Office Memorandum No.36012/22/93- Estt.(SCT), dated 8/9/1993. It is also
declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the
Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department
of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004.

Place:

Date:

Signature of the Candidate

Declaration/undertaking not signed by Candidate will be rejected. False declaration will render the
applicant liable for termination of registration at any time.