



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. 1/NT/R/2021

Date: 02-02-2021

EMPLOYMENT NOTICE

Applications are invited on the prescribed Application Form, available on the University website, from the eligible candidates for appointment to the following posts on regular basis as mentioned against each post. The last date for submission of the applications, along with enclosures, is 03-03-2021, 05:00 PM.

Post Code	Name of the Post	Level & Group	No. of Posts & Category	Eligibility and age limit
01	Registrar	Level – 14, Group A	01 UR	<p>Essential:</p> <p>i. Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">or</p> <p>Comparable experience in research establishment and / or other institutions of higher education,</p> <p style="text-align: center;">or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Age Limit: Preferably below 57 years</p> <p>Note: Appointment is for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier (Eligible for reappointment after observance of due selection process)</p>

02	Finance Officer	Level – 14, Group A	01 UR	<p>Essential:</p> <p>i. Master’s degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">or</p> <p>Comparable experience in research establishment and / or other institutions of higher education,</p> <p style="text-align: center;">or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Age Limit: Preferably below 57 years</p> <p>Note: Appointment is for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier (Eligible for reappointment after observance of due selection process)</p>
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Abbreviations:

UR: Un-Reserved, OBC: Other Backward Caste, SC: Scheduled Caste, ST: Scheduled Tribes, PwD: Person with Disability, OH: Orthopedically Handicapped, HH: Hearing Handicapped, VH: Visually Handicapped.

General Terms & conditions:

1. The qualifications (essential and desirable) and experience required shall be as indicated against each post. The qualifications prescribed for each of the post shall be the minimum qualification as on the closing date of applications.
2. The upper age limit for appointment to various posts shall be as specified against each post. The crucial date for determining the age shall be the closing date of the applications.
3. The candidate belonging to the reserved categories shall enclose self-attested copies of the caste certificate and/or medical certificate (pertaining to the determination of degrees of disability in case of PwD candidates) from the competent authority in the format prescribed by the Government of India (subject to verification at a later date), failing which the application shall be rejected.
4. A candidate belonging to SC/ST/OBC/PwD who has been selected on the same standard as applied to the General candidates and who appears in the general merit list is to be treated as own merit candidate. Such candidate is adjusted against unreserved point of the reservation roster. In other words, a candidate applying against the unreserved vacancy cannot be considered for any relaxation.
5. When a relaxed standard is applied in selecting an SC/ST/OBC/PwD candidates, for example in the age limit, experience, qualification, permitted number of chances in the written examinations, extended zone of consideration larger than what is provided for general category candidates, the

SC/ST/OBC/PwD candidates are to be counted against reserved vacancies. Such candidates would be deemed as un-available for the consideration against un-reserved vacancies.

Note:

(i) *Nothing in these Rules shall affect the reservations, relaxation of age limit and any other concession required to be provided to the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the instructions issued by the Central Government from time to time.*

(ii) *Payment of TA:* The candidate shall attend the interview at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC & ST categories shall be reimbursed 'to and fro' rail fare (sleeper class) for self only by the shortest route. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above-mentioned concessions shall not be admissible to those SC/ ST candidates who are already in Central/ State Government Service/ or holding any other employment under PSUs / Local Governments/Panchayats.

6. The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience and medical fitness.

7. A candidate who is already in service shall submit the application through proper channel along with vigilance clearance certificate from the competent authority. However, the candidate may send an advance copy of the application and in case the application is not forwarded due to whatever reasons till the time of written test or interview, as the case may be, the candidate, should produce a "No Objection Certificate" along with the "Vigilance Clearance Certificate" in a sealed cover from the employer.

Provided that if "No Objection Certificate" from the employer is not received till the date of interview, candidature of the candidate may be considered for direct recruitment as a fresh candidate, if otherwise eligible. Such candidates are required to submit an undertaking at the time of interview that:

- i. No penalty has ever been imposed on the candidate and has never been convicted by any Court of Law.
- ii. No disciplinary action/ vigilance case is pending or is contemplated, against the candidate.

However, the joining of the candidate on selection shall be accepted only on production of relieving order preceded by acceptance of resignation, failing which the candidate shall not be allowed to join.

8. It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience and submit the 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, appointment of the candidate shall be liable to termination forthwith as per this clause. In case of any ambiguity in the recruitment Rules in general and eligibility in particular for any post, the decision of the Executive Council shall be final.

9. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false / fake / incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of appointment of the candidate, as the case may be.

10. The person appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965, or any other Rules of the Government of India, as amended from time to time and any other rule/ resolution prescribed specifically for maintaining the conduct of the employee by the Executive Council of the University.
11. The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his/her conduct, character, and antecedents is found to be unsatisfactory, the appointment shall be cancelled / withdrawn forthwith.
12. Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to the cancellation of candidature.
13. The written test/skill test/interview shall be conducted as per the Central University of Haryana Cadre Recruitment (Non-Teaching and other Academic Posts) Rules, 2018.
14. The selected candidate shall produce a medical fitness certificate issued by a Govt. hospital / or Govt./CGHS empanelled hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/ Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. hospital / or Govt./CGHS empanelled hospital for Group A post, as the case may be, prior to joining of the candidate. In cases where a person has already been examined by a Medical Board in respect of his/her previous appointment and if standard of medical examination prescribed for the new post is the same, then the candidate is not required to undergo a fresh examination. For this purpose, the candidate has to submit a copy of the medical certificate duly countersigned by the designated officer of the University.
15. The selected candidate shall be governed by the New Pension Scheme of the Govt. of India, as the case may be, duly extended by the UGC.
16. The selected candidate shall be liable to serve anywhere within the jurisdiction of the University.
17. The candidate shall bring all original certificates relating to the age, qualifications, experience at the time of tests or interview, wherever applicable. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his/her application, he/she may not be allowed to appear at the tests/interview and his/her candidature may be treated as cancelled, without any further communication in this regard.
18. The University may draw a panel in the form of a waiting list to fill up a post. In case a candidate on higher merit regrets to join within a period of one year or resigns/dies after joining, within a period of one year, the offer shall be made to next candidate on the merit, if otherwise in order, to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy.
19. The University reserves the right to withdraw an advertisement, either partly or wholly, at any time, without assigning any reasons. The University reserves the right to increase or decrease the number of vacancies.
20. If advertisement for any post is withdrawn by the University, the application fee collected from the candidate shall be refunded within a reasonable period of time.

21. 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.
22. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
23. The selected candidate shall be kept on probation as per the Central University of Haryana Cadre Recruitment (Non-Teaching and other Academic Posts) Rules, 2018.
24. Relaxation in age, experience, qualifying marks, may be granted to the candidates belonging to the Schedule Caste, Schedule Tribes, OBC, PWD or any other reserved category for reserved posts as per the UGC / Govt. of India guidelines. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever a relaxation of qualification, including percentage of marks, is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.

The relaxation in age shall also be given in respect of the following categories as mentioned against each:

S.No.	Category of Persons	Extent of age relaxation
1.	Regular Employees of the Central Govt/State Govt./ Central Universities / UGC maintained deemed to be Universities / other Central/State autonomous bodies / organisations / Institutions.	As per Government of India Rules.
2.	Ex-Servicemen	

The upper age limit for appointment is relaxable for Group 'C' and erstwhile Group 'D' departmental candidates up to 40 years in case of General candidates and 45 years in case of candidates belonging the SC/ST who has rendered three years' continuous regular service in University in accordance with the instructions or orders issued by the Govt. of India.

25. The following categories of persons shall not be eligible to apply for any position in the University:
 - i. who has been convicted by any Court of Law or any criminal proceedings are pending against him;
 - ii. who is a person of unsound mind and questionable conduct or not medically fit to perform his duties.
 - iii. who has entered into or contracted a marriage with a person having a living spouse; 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;
 - iv. who is not a citizen of India; and
 - v. any other category of person disqualified for appointment by the Govt. of India/ UGC from time to time.
26. A candidate who is already in service shall submit the Vigilance Clearance Certificate from the employer or his/her authorised officer, to the effect that no disciplinary / criminal proceedings are pending or contemplated against him/her. It shall be directly sent by the parent department or be handed over to the employee concerned in sealed cover at the time of written/skill test/interview, as applicable, or along with the application.
27. Wilful suppression of factual information or any document relating to the eligibility or otherwise as of a candidate, followed by supply of fake documents or misleading statement or information in the application or tampering with the documents, or providing such information relating to the

achievements, caste, educational qualifications, experience or domicile, the Chief Vigilance Officer of the University shall have the powers to investigate / inquire into the matter and submit the report to the authority for further action at any stage of recruitment process or employment. If any of these acts is found to be true, the candidate shall be disqualified for appointment to the post or if already appointed, his/ her services shall be liable to be terminated, with immediate effect, after adhering to the procedures.

28. The application form alongwith self-attested photocopies of all required documents must reach the University office latest by 03-03-2021, 05:00 PM at the following address (preferably by Registered post/Speed Post). Application received after 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)
Room No. 103, 1st Floor
Administrative Block
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.

29. Application Fee to be paid through Demand Draft in favour of Central University of Haryana, payable at Mohindergarh, Haryana:

Categories	Group A
General/OBC/EWS	Rs. 1,000/-
Women/SC/ST/PWD	Nil

Note:

Demand Draft received less than the prescribed application fee will be summarily rejected. Original Demand Draft must reach the said address on or before 03-03-2021, 05:00 PM. No fee will be accepted after 03-03-2021, 05:00 PM.

30. Separate Application form shall have to be submitted for each post.
31. The eligibility of the candidate will be decided by information mentioned by him/her in the application form. No addition/modification requests will be entertained. Incomplete application form shall be rejected.
32. 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.
33. Any addendum/dedendum/corrigendum/notices in this regard shall be posted on the website of the University only.
34. In case of any dispute, the territorial jurisdiction for adjudication shall be the Punjab and Haryana High Court.

Registrar



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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. 1/NT/R/2021 dated 02-02-2021

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. आत्मकेन्द्रितता, 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 ई-मेल /Email ID

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