



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. 3/NT/D/2022

Date: 05-08-2022

EMPLOYMENT NOTICE FOR DEPUTATION

Applications are invited on the prescribed format, from the eligible candidates for appointment to the following posts on deputation basis as mentioned against each post. The last date for submission of the applications is **22-08-2022, 05:00 PM**.

Post Code	Name of the Post	Level & Group	No. of Posts & Category	Eligibility
01	Section Officer *(Vacancy against Lien)	Level – 7, Group - B	01 UR	(i) Bachelor's degree from a recognized University. (ii) Officer holding analogous posts on regular basis or with two years regular service in Level 6 or equivalent in the Central/ State Governments, Universities or autonomous organizations. (iii) Proficiency in Computer Operation, noting and drafting.
02	Private Secretary	Level – 7, Group - B	01 UR	Persons holding analogous posts on regular basis or with 3 years regular service as PA/Senior Stenographer in Level 6 of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies. and fulfilling the educational qualifications and other professional requirements as prescribed given below: Essential: (i) Bachelor's degree from a recognized University/Institute. (ii) At least 02 (two) years' experience as Personal Assistant or 5 years' experience as Stenographer and above in a university/research establishment/ Central/ State Govt./ PSU and other autonomous bodies. (iii) English/Hindi Stenography speed: 120wpm-English/100 wpm-Hindi. Type-writing speed: 40 wpm in English or 35 wpm in Hindi on Computer. (iv) Knowledge of computer applications. Desirable: Proficiency in English & good communication skills.

03	Senior Technical Assistant (Compute Science & Engineering)	Level – 6, Group - B	01 UR	<p>Among the persons working as a senior technical assistant in an analogous post or technical assistant (Level 5) with 5 years' regular service in a recognised university / institution or R&D organisation of Central/State Govt. and possessing the essential qualification as given below:</p> <p>Essential: M.E. / M.Tech. degree in the relevant subject/field or its equivalent qualification from a recognised University/Institution, with at least 55% marks.</p> <p style="text-align: center;">OR</p> <p>B.E./B.Tech degree in the relevant subject/field or its equivalent qualification from a recognised University/Institution, with at least 55% marks with two years' experience in the field of related laboratory from a University/College/Institution or R&D organisation of central/state government</p>
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* The vacancy mentioned at Post Code No. 1 (Section Officer) will be appointed initially for period of one year or till the employee (on lien) rejoin the University, whichever is earlier.

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 maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of application.
3. The applications shall be forwarded by the employer alongwith copies of APARs for the preceding five years, Vigilance Clearance Certificate and NOC.
4. Application without NOC will be summarily rejected.
5. All other terms and conditions as prescribed under "the Central University of Haryana Cadre Recruitment (Non-Teaching and other Academic Posts) Rules" available on the website of the University, shall apply.

6. The application Format, along with self-attested photocopies of all required documents must reach the University office latest by **22-08-2022, 05:00 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:

Deputy 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.

7. 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.
8. 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.
9. The prescribed application Format is attached with this Notice.
10. Any addendum/dedendum/corrigendum/notices in this regard shall be posted on the website of the University only.
11. The Period of deputation will be initially for one year which may be extended further on discretion of the competent authority on satisfactory performance.



Assistant Registrar (Establishment)



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

APPLICATION FORM FOR NON-TEACHING POSTS

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. 3/NT/D/2022 dated 05-08-2022

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/अपिब) 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