



# 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. 1/NT/R/2016:

03 May, 2016

**LAST DATE FOR SUBMISSION OF ONLINE APPLICATIONS: 31.05.2016 BY 5.00 P.M.**

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

Post Code No.	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.)		
<b>GROUP A POSTS</b>					
01	Registrar *	37400-67000	10000/-	1(UR)	<b>Essential:</b> 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, <b>OR</b> Comparable experience in a research establishment and/or other institutions of higher education, <b>OR</b> 15 years' administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post. <b>Age:</b> Preferably below 57 years
02	CONTROLLER OF EXAMINATIONS *	37400-67000	10000/-	1(UR)	<b>Essential:</b> 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, <b>OR</b> Comparable experience in a research establishment and/or other institutions of higher education, <b>OR</b> 15 years' administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post. <b>Desirable:</b> Good knowledge of University examination system/ software and result automation. <b>Age:</b> Preferably below 57 years.

03	LIBRARIAN	37400-67000	10000/-	1(UR)	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>(i) Master's degree in Library Science/ Information Science/ Documentation with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale and consistently good academic record.</li> <li>(ii) At least 13 years' experience as a Deputy Librarian in University Library or 18 years experience as a College Librarian.</li> <li>(iii) Evidence of innovative Library service and organization of published work.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Deputy Librarian having completed three years of service in AGP of Rs. 9000/- and otherwise eligible as per the API scoring system and PBAS methodology developed in UGC Regulations 2010 and having with a Ph.D. qualification shall also be eligible.</p> <p><b>Desirable:</b></p> <p>M.Phil./ Ph.D. degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript Keeping.</p> <p><b>Age:</b></p> <p>Preferably below 55 Years.</p>
04	DEPUTY LIBRARIAN	15600-39100	8000/-	1 (UR)	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i. A Master's Degree in Library Science/Information Science/ Documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.</li> <li>ii. Five years' experience as an Assistant University Librarian/College Librarian.</li> <li>iii. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.</li> </ul> <p><b>Desirable:</b></p> <p>M.Phil./Ph.D. Degree in Library Science/ Information Science / Documentation /Archives and Manuscript-keeping /Computerization of Library.</p> <p><b>Age: 50 years.</b></p>
05	DEPUTY REGISTRAR	15600-39100	7600/-	2 (UR)	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale, with a good academic record.</li> <li>ii. Nine years' experience as Assistant Professor in AGP of Rs. 6000 and above with experience in educational administration,</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;"><b>OR</b></p> <p>Five years' administrative experience as Assistant Registrar or in an equivalent post in Grade Pay of Rs.5400.</p>

					<p><b>Desirable :</b></p> <p>Relevant experience in the area of Establishment, Examinations, Finance and Academics.</p> <p><b>Age:</b> 50 years.</p>
06	INTERNAL AUDIT OFFICER	15600-39100	7600/-	1(UR) on deputation only	<p><b>Deputation, on recommendation of the Screening Committee:-</b></p> <p>Officers holding analogous post on regular basis from the office of AG/CAG or any other organisation for Audit &amp; Accounts Services,</p> <p style="text-align: center;"><b>OR</b></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 organisation with relevant experience.</p> <p style="text-align: center;"><b>OR</b></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 organisation with relevant experience.</p> <p><b>Age Limit:</b> Below 56 years.</p>
07	EXECUTIVE ENGINEER	15600-39100	6600/-	1 (UR)	<p><b>Essential:</b></p> <p>i. A Bachelor's degree in Civil/ Electrical/ Structural/ Electrical and Electronics Engineering, relevant to the needs of the University, with at least 10 years experience in the relevant field</p> <p>ii. At least 5 years' experience as Assistant Engineer.</p> <p><b>Age:</b> 45 years.</p>
08	ASSISTANT LIBRARIAN	15600-39100	6000/-	2 (UR)	<p><b>Essential:</b></p> <p>i. Master's degree in Library Science/ Information Science/ Documentation or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and` a consistently good academic record with knowledge of computerization of library.</p> <p>ii. Should have qualified the National Eligibility Test (NET) conducted by the UGC or any other agency approved by the UGC.</p> <p><b>Desirable:</b></p> <p>PG Diploma in Library Automation and Networking , PGDCA, or equivalent thereto.</p> <p><b>Age:</b></p> <p>45 years.</p>
09	ASSISTANT REGISTRAR	15600-39100	5400/-	3 (UR)	<p><b>Essential:</b></p> <p>i. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale alongwith a good academic record.</p> <p><b>Desirable:</b></p> <p>(i) At least three years' experience in supervisory or</p>

					<p>equivalent cadre in a Group B post in a government department/University/ Educational or Research Institution along with proven administrative capabilities.</p> <p>(ii) Knowledge of Computer Applications.</p> <p><b>Age:</b> 40 years.</p>
10	<b>INFORMATION SCIENTIST</b>	15600-39100	5400/-	1 (UR)	<p><b>Essential:</b></p> <p>First class M.E./ M.Tech. (Computer Science/ Information Technology) or equivalent</p> <p><b>OR</b></p> <p>First class B.E./ B. Tech. (Computer Science/ Information Technology) or equivalent with two years' of relevant experience.</p> <p><b>OR</b></p> <p>First Class Master's in Computer Applications (MCA) or equivalent with two years' of relevant experience.</p> <p><b>OR</b></p> <p>First Class M.Sc. (Computer Science/ Information Technology) from a recognized University/ Institute with three years' relevant experience</p> <p><b>Desirable:</b></p> <p>Relevant Experience in library automation and networking.</p> <p><b>Age:</b> 40 years.</p>
11	<b>MEDICAL OFFICER</b>	15600-39100	5400/-	2 (UR) (One Male & One Female)	<p><b>Essential:</b></p> <p>A Post Graduate Degree in Medicine from an Institution recognised by the Medical Council of India</p> <p><b>OR</b></p> <p>MBBS recognized by Medical Council of India with relevant working experience of two years in Government Hospital or Hospital recognized by the Government</p> <p><b>Note:</b></p> <p>For the post of Female Medical Officer at least one year hospital experience in Obstetrics and Gynaecology ward.</p> <p><b>Age:</b> 40 years.</p>
12	<b>PUBLIC RELATIONS OFFICER</b>	15600-39100	5400/-	1 (UR)	<p><b>Essential:</b></p> <p>a. Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale in Journalism and Mass Communication from recognised University/ Institute</p> <p><b>OR</b></p> <p>Master's degree in any discipline with 60% marks and PG Diploma in Journalism and Mass Communication from recognised University/ Institute</p> <p><b>AND</b></p> <p>b. Five years' experience in the editorial Department/Centre of any established English/Hindi Newspaper accredited with ABC, National News Agencies, Radio or Television, Film media, reputed advertising agencies with excellent command in speaking in English and Hindi.</p> <p><b>Age:</b> 40 years.</p>

Group B POSTS					
13	SECTION OFFICER	9300-34800	4600/-	3 (UR)	<p><b>Essential:</b></p> <p>(i) Bachelor's degree from a recognized University.</p> <p>(ii) At least 03 (three) years' experience in Administration/Accounts/Secretarial work at the level of Assistant in the Grade Pay of Rs. 4200 or eight years' experience as UDC or equivalent post in the Grade Pay of Rs. 2400 of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent positions in the reputed private institution.</p> <p>(iii) Proficiency in Computer Operation, noting and drafting.</p> <p><b>Age:</b> 35 years.</p>
14	PRIVATE SECRETARY	9300-34800	4600/-	3 (UR)	<p><b>Essential:</b></p> <p>(i) Bachelor's degree from a recognized University/Institute.</p> <p>(ii) At least three years' experience as Personal Assistant or 5 years' experience as Stenographer in a university/research establishment/Central/State Govt./ PSU or other autonomous bodies.</p> <p>(iii) English/Hindi Stenography speed: 120 wpm in English or 100 wpm in Hindi.</p> <p><b>Desirable:</b></p> <p>Proficiency in English and good communication skills or knowledge of Computer Applications.</p> <p><b>Skill Test Norms on Computer</b></p> <p>Dictation: 10 minutes @ 120 w.p.m./100 w.p.m.</p> <p>Transcription : 50 minutes (English) 60 minutes (Hindi)</p> <p><b>Age:</b> 35 years.</p>
15	ASSISTANT ENGINEER	9300-34800	4600/-	1 (UR)	<p><b>Essential:</b></p> <p>(1) A Bachelor's degree in Civil/ Electrical/Structural Engineering from a recognized University with at least three years' experience in the related field.</p> <p>(2) Atleast 2 years' experience as Junior Engineer.</p> <p><b>Desirable:</b></p> <p>Good knowledge of computer applications.</p> <p><b>Age:</b> 35 years.</p>
16	SECURITY OFFICER	9300-34800	4600/-	1 (UR)	<p><b>Essential:</b></p> <p>Bachelor's Degree with five years' experience as Security Supervisor/ supervisory position in security in a Govt. Office, Educational Institute/ Private Organization of repute;</p> <p style="text-align: center;"><b>OR</b></p> <p>Persons who have served in the Army or such Uniformed service at JCO level or equivalent or above with at least Class 10th standard pass or Army Class I examination or an equivalent examination.</p>

					<p style="text-align: center;"><b>AND</b></p> <p>Holding a valid Driving License to drive Jeep/Motor Cycle.</p> <p><b>Desirable:</b></p> <p>(i) Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Forces.</p> <p>(ii) Should be able to speak English and Hindi.</p> <p><b>Age:</b> 35 years</p>
17	NURSE	9300-34800	4200/-	1 (UR)	<p><b>Essential:</b></p> <p>i. B.Sc. Nursing from a recognized University/ Institution.</p> <p style="text-align: center;"><b>OR</b></p> <p>Diploma in General Nursing and Midwifery (GNM).</p> <p>ii. Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council.</p> <p>iii. Two years for B.Sc. degree holders and three years' experience for Diploma holders in Nursing in a reputed Hospital.</p> <p><b>Age:</b> 35 years</p>
18	ASSISTANT	9300-34800	4200/	04 (UR) 01(OBC)	<p><b>Essential:</b></p> <p>i. A Bachelor's degree from a recognized University.</p> <p>ii. Two years' experience in administrative/ accounts works as UDC in Grade pay of Rs. 2400/- or equivalent post in a University/ Affiliated College/ Govt. /Public Undertaking of repute.</p> <p><b>Desirable</b></p> <p>Good knowledge of computer applications</p> <p><b>Age:</b> 35 years</p>
19	PERSONAL ASSISTANT	9300-34800	4200/-	2 (UR)	<p><b>Essential:</b></p> <p>i. Bachelor's Degree from a recognized University/ Institute.</p> <p>ii. Proficiency in Stenography in English/ Hindi with minimum speed of 100 w.p.m.</p> <p>iii. Proficiency in Typing-40 w.p.m. in English or 35 w.p.m. in Hindi on computer.</p> <p>iv. At least two years' experience as Jr. Stenographer/Stenographer in Central/ State Governments, University/ Research institution or Autonomous organization.</p> <p><b>Desirable:</b></p> <p>Good knowledge of computer applications.</p> <p><b>Skill Test Norms on Computer</b></p> <p>Dictation: 10 minutes @ 100 w.p.m.</p> <p>Transcription : 40 minutes (English)</p> <p style="text-align: center;">55 minutes (Hindi)</p> <p><b>Age:</b> 35 years.</p>

20	PROFESSIONAL ASSISTANT	9300-34800	4200/-	1 (PwD-HH)	<p><b>Essential:</b></p> <p>Master's degree in Library &amp; Information Science from a recognised University /Institute with two years' experience in the relevant field in a university/research establishment/Central/State Govt./ PSU and other autonomous bodies' library.</p> <p style="text-align: center;"><b>OR</b></p> <p>(i) Bachelor's degree in Library/ Library &amp; Information Sciences from a recognised University /Institute.</p> <p>(ii) Three years' experience in the relevant field in a university/research establishment /Central /State Govt./ PSU and other autonomous bodies' library.</p> <p>(iii) Knowledge of Computer applications.</p> <p><b>Desirable:</b></p> <p>PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p> <p><b>Age:</b> 35 Years</p>
21	SENIOR TECHNICAL ASSISTANT (COMPUTER)	9300-34800	4200/-	1 (UR)	<p><b>Essential:</b></p> <p>M.E. / M.Tech. (Computer Science/ Information Technology) or equivalent with 55% marks.</p> <p style="text-align: center;"><b>OR</b></p> <p>First class B.E./B. Tech (Computer Science/ Information Technology)/MCA or equivalent with two years' of relevant experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>First Class M.Sc. (Computer Science/ Information Technology) from a recognized University/Institute with three years of relevant experience.</p> <p><b>Age:</b> 35 years</p>
<b>Group-C Posts</b>					
22	SEMI PROFESSIONAL ASSISTANT	5200-20200	2800/-	1 (UR)	<p><b>Essential:</b></p> <p>i. A Bachelor's Degree in Library Science/Library &amp; Information Science with at least 50% Marks from a recognized University.</p> <p>ii. Knowledge of Computer Application</p> <p><b>Desirable:</b></p> <p>(i) PG Diploma in Library Automation and Networking or PGDCA.</p> <p>Two years' experience of working in Library.</p> <p><b>Age:</b> 32 years</p>

23	PHARMACIST	5200-20200	2800/-	1 (UR)	<p><b>Essential:</b></p> <p>(i) 10+2 in Science subjects from a recognized Board.</p> <p>(ii) Diploma in Pharmacy from an Institute recognized by the Pharmacy Council of India.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's degree in Pharmacy from a recognized University/Institute approved by the Pharmacy Council of India.</p> <p>(iii) Registered as Pharmacist under the Pharmacy Act, 1948.</p> <p><b>Experience :</b> At least 3 years' relevant working experience.</p> <p><b>Age:</b> 32 years</p>
24	SECURITY INSPECTOR	5200-20200	2800/-	1 (UR)	<p><b>Essential:</b></p> <p>Bachelor's degree from a recognised University/Institution with three years experience as Security Supervisor/Supervisory Position in Security in a Govt. Office, Educational Institute/Private Organisation of repute.</p> <p style="text-align: center;"><b>OR</b></p> <p>Persons who have served for 15 years in the Army or such Uniformed service with at least Class 10<sup>th</sup> pass or Army Class I examination or an equivalent examination.</p> <p style="text-align: center;"><b>AND</b></p> <p>Holding a valid Driving Licence (Car/Jeep and Motor Cycle).</p> <p><b>Desirable:</b></p> <p>Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force.</p> <p><b>Age:</b> 32 years</p>
25	UDC	5200-20200	2400/-	5 (UR), 1 (OBC)	<p><b>Essential:</b></p> <p>(i) Bachelor's degree from a recognized University.</p> <p>(ii) At least 02 years' experience as LDC or equivalent post in university/research establishment/Central/State Govt./ PSU/ Autonomous bodies or holding equivalent position in reputed Private Organisation.</p> <p>(iii) Knowledge of computer applications.</p> <p><b>Age:</b> 32 years.</p>
26	LIBRARY ASSISTANT	5200-20200	2000/-	2 (UR)	<p><b>Essential:</b></p> <p>i. Bachelor's degree in Library Science/ Library &amp; Information Science from a recognized university.</p> <p>ii. Knowledge of computer applications.</p> <p>iii. Typing speed of 30 wpm in English</p> <p><b>Desirable:</b> Two years' relevant experience in a Library of repute, and good knowledge of Library Software Applications.</p> <p><b>Age:</b> 32 years.</p>



27	LDC	5200-20200	1900/-	8 (UR), 2 (OBC), 2 (SC)	<p><b>Essential:</b></p> <p>(i) 10+2 or equivalent qualification from a recognized Board.</p> <p>(ii) Working knowledge of Computer</p> <p><b>Desirable:</b></p> <p>Graduate from a recognized university</p> <p><b>Skill Test Norms on Computer:-</b></p> <p>English Typing @ 35 w.p.m. or Hindi Typing @ 30 w.p.m. (Time allowed – 10 minutes)</p> <p>(35w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)</p> <p><b>Age:</b> 32 years.</p>
28	DRIVER	5200-20200	1900/-	3 (2 –UR & 1 -OBC)	<p><b>Essential:-</b></p> <p>i. Class 10th standard from a recognized School/ Board.</p> <p>ii. Possession of a valid driving license for Light/Medium/Heavy motor vehicles issued by the competent authority having no adverse endorsement.</p> <p>iii. Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicles).</p> <p>iv. Experience of driving motor vehicles for at least five years.</p> <p><b>Age:</b> 32 years.</p>
29	COOK	5200-20200	1900/-	2 (UR)	<p><b>Essential:</b></p> <p>i. Class 10th Standard from a recognized School/ Board</p> <p>ii. Two years' experience in cooking/ catering services in educational institutions/ guest houses, canteen/mess or experience of working as cook in reputed hotels, restaurants.</p> <p><b>Desirable:-</b></p> <p>i. ITI Trade Certificate in Bakery &amp; Confectionery (one year duration)</p> <p>ii Experience in preparation of food items both of South Indian/ North Indian cuisine and Continental cuisine.</p> <p><b>Age:</b> 32 years.</p>
30	HOSTEL ATTENDANT	5200-20200	1800/-	2 (UR)	<p><b>Essential:</b></p> <p>10<sup>th</sup> Pass from any recognized State/Central Board.</p> <p><b>Desirable:</b></p> <p>i Two years of experience of working in Hostel/Canteen/Guest House</p> <p>ii Knowledge of operating office equipments</p> <p><b>Age:</b> 32 years.</p>
31	KITCHEN ATTENDANT	5200-20200	1800/-	2 (1-UR & 1- PWD- HH)	<p><b>Essential:</b></p> <p>(i) Class 10<sup>th</sup> Standard from a recognized School/ Board.</p> <p style="text-align: center;"><b>OR</b></p> <p>ITI Trade Certificate in the relevant field</p> <p>(ii) Two years' relevant experience in cooking/ catering services in an educational institution/ guest house, reputed hotel, restaurant, etc.</p> <p><b>Age:</b> 32 years.</p>

32	<b>LIBRARY ATTENDANT</b>	5200-20200	1800/-	3 (2-UR & 1-OBC)	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>(i) 10+2 or its equivalent examination from a recognized Board.</li> <li>(ii) Certificate course in Library Science from a recognized Institution.</li> <li>(iii) Relevant experience of one year</li> </ul> <p><b>Desirable:</b></p> <p>Basic knowledge of computer applications.</p> <p><b>Age:</b> 32 years.</p>
33	<b>MEDICAL ATTENDANT (DRESSER)</b>	5200-20200	1800/-	1 (UR)	<p><b>Essential:</b></p> <p>12<sup>th</sup> standard passed from any recognized Board with Science.</p> <p style="text-align: center;"><b>OR</b></p> <p>12<sup>th</sup> standard passed from any recognized Board <b>And</b> Having passed MPHW (F) (Multi Purpose Health Worker) or general nursing midwifery course from a recognised institute.</p> <p><b>Age:</b> 32 years.</p>
34	<b>MTS</b>	5200-20200	1800/-	2 (1-UR & 1-OBC)	<p><b>Essential:</b></p> <p>Matriculation or equivalent.</p> <p style="text-align: center;"><b>OR</b></p> <p>ITI pass in the relevant subject where technical qualifications are considered necessary</p> <p><b>Age:</b> 32 years.</p>

\*For the posts of Registrar and Controller of Examinations

\*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. (eligible for re-appointment).

## **GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION:**

1. The University may conduct written/skill tests for all Group 'A', 'B' and 'C' posts as decided by the Vice Chancellor.
2. The upper age limit for appointment to various posts is mentioned against each post.
3. Relaxation in age, experience, qualifying marks, etc., 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. Category/caste 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 :

<b>S.No.</b>	<b>Category of Persons</b>	<b>Extent of age relaxation</b>
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.

4. 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. The minimum ratio of 1 : 3 may be relaxed by the Vice-Chancellor in appropriate cases of candidates belonging to the SC/ST/PWD categories for the posts reserved for them. 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.
5.
  - (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.
6. 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 produce a "No Objection Certificate" from the employer at the time of written/skill test/ interview failing which he/she shall not be allowed to appear in the test/interview as the case may be.

7. 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.
8. 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.
9. The application shall be submitted online through University website which shall be submitted by the due date i.e. 31.05.2016 by 5.00 p.m. along with the prescribed application fee. Application fee, once paid, shall not be refunded.

Application Fee

Categories	Group A	Group B	Group C
General/OBC	Rs. 1000/-	Rs. 800/-	Rs. 500
SC/ST/PWD	Rs. 500/-	Rs. 400/-	Rs. 250/-

10. 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.
11. 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.
12. 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.
13. Canvassing in any form may lead to cancellation of candidature of the candidate.
14. Incomplete application will be out-rightly rejected. Experience, age and qualifications will be reckoned as on the closing date of submission of application form.
15. 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).
16. The above pay bands carry other allowances admissible under the University rules.
17. 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/PwD categories shall be reimbursed to and fro rail fare (sleeper class) for self only. 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/PwD candidates who are already in Central/State Government Service/or holding any other employment.
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.

**NOTE :**

- (i) **THE CANDIDATES WHO HAD APPLIED FOR ANY OF THE ABOVE POSTS IN RESPONSE TO THE ADVERTISEMENT NO 1/2014 SHALL HAVE TO APPLY AFRESH. THEY MAY, HOWEVER, APPLY FOR REFUND OF THE APPLICATION FEE PAID BY THEM ALONG WITH THE EARLIER APPLICATIONS ON THE PRESCRIBED APPLICATION FORM AVAILABLE ON THE UNIVERSITY WEBSITE LATEST BY 31.05.2016.**
- (ii) **Any addendum/dedendum/corrigendum/notices in this regard shall be posted on the University's website only.**

**REGISTRAR  
CENTRAL UNIVERSITY OF HARYANA**