

CHAUDHARY CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY, HISAR.
(Established by Parliament Act No. 16 of 1970)
Advertisement No. 1/2014

Applications are invited from eligible candidates in the prescribed format for the following posts in the University in the pay-scale of Rs.37400-67000+Rs.10000 GP in PB-4 with unfurnished rent free accommodation. The prescribed application form alongwith details of essential qualifications, general instructions and conditions etc. may be downloaded from the University Website <http://www.hau.ernet.in>. The duly filled in application form alongwith attested photo copies of required certificates and documents should be received at the address "The Registrar, CCS HAU, Hisar-125004-02" on or before 26.3.2014 upto 4.30 p.m. (10.4.2014 upto 4.30 p.m. for candidates residing abroad). Application processing fee in the shape of a bank draft of Rs. 750/- (Rs. 190/- for SC/BC/SBC/EBPG of Haryana) drawn in favour of "The Registrar, CCS HAU, Hisar" and payable at Hisar should be attached with each application form. **No amount will be accepted through cheque, cash, money-order or postal-order.** Persons with disabilities of Haryana shall be exempted from payment of application processing fee. The women candidates of Haryana shall also be granted 50% concession in the application processing fee:-

1. Dean, College of Basic Sciences & Humanities
2. Dean, College of Home Science
3. Director Students Welfare
4. Registrar

Note:- These posts will be filled on tenurial basis for a period of 4 years only. However, no Dean/Director/Registrar shall be given second term. Even those applicants who have already served one term in any other University will not be considered. Provided further that where a person has already worked as Dean/Director/ Registrar in the past, that period will be reduced from his/her term of 4 years, if it exceeds 90 days.

Sd/-
(S.S. Dahiya)
REGISTRAR

PRESCRIBED QUALIFICATIONS

Advt. No. 1/2014

1. Dean, College of Basic Sciences & Humanities

- i) Doctoral degree in any branch of Basic Sciences.
- ii) Atleast 8 years experience as a Professor or in an equivalent position.

Desirable: Administrative experience as Head of a University deptt./Division of ICAR institute.

2. Dean, College of Home Science

- i) Doctoral degree in any branch of Home Science.
- ii) Atleast 8 years experience as a Professor or in an equivalent position.

Desirable: Administrative experience as Head of a University deptt./Division of ICAR institute.

3. Director Students' Welfare

- i) Doctoral degree in any branch of Agriculture, Basic Sciences, Home Science, Agri. Engg.
- ii) Atleast 8 years experience as a Professor or in an equivalent position.

Desirable: Administrative experience as Head of a University deptt./Division of ICAR institute.

4. Registrar

- i) Doctoral degree in any branch of Agriculture, Basic Sciences, Home Science, Agri. Engg.
- ii) Atleast 8 years experience as a Professor or in an equivalent position.

Desirable: Administrative experience as Head of a University deptt./Division of ICAR institute.

INSTRUCTIONS/CONDITIONS

Advt. No. 1/2014

(To be signed and attached by the candidate with the application form)

Special Instructions

- 1- The applicant must possess prescribed qualifications and experience on the last date of receipt of applications. The prescribed essential qualification does not entitle a candidate to be called for interview. The University may short list the candidates for interview by holding a written examination or on the basis of a rationale criterion to be adopted by the University. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode of and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.

General instructions

- 2- The candidate should give details of all the examinations passed from Matriculation or its equivalents onwards and mention total and percentage of marks obtained and maximum marks in each examination. The candidates are advised to attach photocopy only of essential qualification certificates/diploma/degree with the application form alongwith Eligibility Certificate in case of DESM and Sports, Gradation Certificate in case of Outstanding Sports Person category and Persons with Disabilities Certificate from the competent authority. The candidates who have obtained degrees or Diploma or Certificates for the various courses from any institution declared fake by the University Grants Commission and other institutions/agencies, shall not be eligible for being considered for recruitment to the posts advertised.
- 3- Experience will be counted after a candidate has obtained his/her Masters degree.
- 4- No concession of fee is admissible to SC/BCA/BCB/SBC/EBPG/Persons with Disabilities/Women of other States .
- 5- Candidates already in **regular/temporary/ad-hoc/contract service** must apply through proper channel or produce "No Objection Certificate" otherwise they will not be allowed to appear in interview. They may, however, send an advance copy on prescribed application form direct to the University **alongwith prescribed application processing fee.**
- 6- Applications which are incomplete/not on prescribed application form of CCS HAU/without prescribed application processing fee/received late will not be considered. The University shall not be responsible for any postal delay or loss in transit.
- 7- The number of posts indicated in the advertisement can vary. The University also reserves the right to withdraw one or more of the post(s) advertised.
- 8- The envelope containing application form complete in all respects must be superscripted as "Application for the post of _____".
- 9- Pay, ADA, HRA etc. are admissible as per University rules adopted from time to time.
- 10- No TA/DA shall be paid by the CCS HAU for any test/interview.
- 11- Qualification and age will be determined with regard to the last date fixed for receipt of applications.

12- Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date fixed for receipt of application. If on verification, at any time before or after the written examination or interview or appointment, it is found that they do not fulfil any of the eligibility condition or it is found that the information furnished is false or incorrect, their candidature will be cancelled.

13- **Documents to be attached with the Application Form**

- i) One copy of latest coloured passport size photograph duly attested should be pasted on the application form.
- ii) Attested photocopy of essential qualifications and above/ diploma/degree should be attached with the application form.
- iii) Attested photocopy of fresh Eligibility Certificate in case of DESM candidates duly issued by the respective Zila Sainik Board.
- iv) Attested copy of Sport Gradation Certificate in case of Outstanding Sports Persons duly issued by the competent authority.
- v) Attested photo copy of SC/BC/SBC/EBPG/Persons with Disabilities Certificates.
- vi) Attested photo copy of court order in the case of woman divorcee/ legally separated woman.
- vii) Attested photo copy of death certificate of husband in the case of widow.

14- **The candidates are advised that the photocopy of all certificates of qualifications should be attached with the application form.**

15- **An application form will be summarily rejected in the following events:-**

- i) If a candidate makes more than one application form for a particular post.
- ii) If the application is not on the prescribed application form.
- iii) If the application is unsigned/incomplete.
- iv) If the experience certificate is without detail of salary per month received (wherever the condition of experience apply)
- v) If the application form is received in the University after the closing date. University will not be responsible for any postal delay.
- vi) If a candidate does not possess the qualification of Hindi/Sanskrit upto Matric standard/Higher Standard.
- vii) If a candidate does not possess the requisite academic qualification on the cut off date.
- viii) If a candidate is under age/overage on the cut off date.
- ix) If the application form is without application processing fee.

16- **USE OF MOBILE PHONE, PAGER AND OTHER ELECTRONICS DEVICE IN UNIVERSITY EXAMINATION/INTERVIEW IS STRICTLY PROHIBITED.**

The candidates desirous to apply for more than one post should apply on separate application form for each post.

Registrar

- i) Name of applicant _____
- ii) Name of the post applied for _____
- iii) Signature of applicant _____
- iv) Thumb impression of applicant _____

For the posts at Sr. No. 1 to 4 advertised vide advt. No. 1/2014

1A

**CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
(Established by Parliament Act No. 16 of 1970)**

APPLICATION FORM

FOR TEACHING, RESEARCH & EXTENSION POSTS.

*Note: (i) Attach summary sheet (12 copies)
Fill up all Columns of all sheets.*

*(ii) The application should either be filled neatly
in the candidates' own hand or type written.*

A signed coloured
passport size
photograph of the
candidate must be
pasted here. This is
essential

1. Post applied for _____
(Give the full name of the post)
2. Name in full _____
(in block letters)
3. Present postal address _____
(in block letters)
(Candidates who apply from abroad may state here
when they are likely to come back to India and also
give their postal address in India). _____
4. Telephone No./Mobile No. _____
- 5(a) Telegraphic Address, if any _____
- (b) Details of application processing fee _____
in the shape of bank demand draft DD No. _____ Date _____
Amount (in Rs.) _____
Name of issuing bank _____
6. Permanent Home Address _____

7. Father's Name _____
8. (a) Nationality of candidate _____
(b) Name of the country, if foreign national _____
(c) Marital status _____
- 9.(a) Date of birth _____
(b) Place of birth _____
(c) Place of permanent domicile _____
- 10 (a) If you are employed, your present designation _____
(b) Name & Designation of your present employer _____
(Person, office, institution or firm) _____
(c) Have you obtained the permission of your present _____
employer for submitting this application (if not,
you should bring a 'No objection certificate' from
your employer at the time of interview).
(d) If selected, please state when you can join. _____

(e) Present Pay

(i) Scale of pay _____

(ii) Present basic pay _____

(iii) Allowances excluding house rent & CCA
(give name and amount of each allowance) _____

(iv) Date of next increment _____

(f) Minimum pay acceptable _____

11. Names and addresses of two referees not related to you, to whom you are known personally (if you are employed, your present employer must be one of the referees)

(i) _____

(ii) _____

12. Details of academic qualifications:

A. Give in the tabular statement below particulars of the examinations passed from Matriculation onwards. If the university from which you obtained your degree does not award marks but only grades and points, in that case:-

- (i) Against column "Percentage Marks" indicate grade point average.
- (ii) Against column "Maximum Marks" (indicate maximum marks wherever given and in case maximum marks not given, then GPA under 10 point scale may be mentioned)

Examination					
Name of School or College					
Date of joining					
Date of leaving					
Name of Board or University					
No. of attempts					
Year of passing					
Maximum marks					
Marks obtained					
Percentage marks					
Division					
Subjects					
Position, Distinction, Prizes, Scholarship etc.					

(Attach certified copies of the Detailed Marks Cards (or Transcripts) of all the examinations passed)

A1 Details of NET examination:

Date of appearing _____ Date of passing _____ Subject: _____

Conducted by UGC/ASRB/Any other, specify _____

B. Details of research work done in fulfilment or part-fulfilment of the requirements of a degree:

(i) Name of the degree or diploma				
(ii) Institution				
(iii) Partly or wholly research				
iv) Name of guide or supervisor				
(v) Field of Research				
(vi) Title of thesis				
(vii) Period spent	From	To	From	To
(viii) No. of publication based on Research				

(C) Details of other research work which is not in fulfilments of the requirements of a degree:

(i) Field of Research			
(ii) Institution			
(iii) Period of Research	From	To	To
(viii) No. of publication based on Research			

13. Full list of publications (attach separate sheet, if needed):

Sr. No.	Title of Publication	Nature of Publication (original research paper, magazine, article, text book, monograph, review, report, bulletin, note etc.)	Name of journal, magazine or publisher	Have you attached reprint.
1.	2.	3.	4.	5.

14. Employment Record:-

Designation of post held	Period (month and year both should be given)		Pay drawn (Basic pay+ allowances except HRA & CCA)	Full address of the office/firm or institution	Reason for leaving the post
	From	To			

15. Teaching/Extension experience:-

Name of institution/ Department	Period (month and year both should be given)			Designation	Classes and subject taught or field of work in Extension Education
	From	To	Years		

16. If any period of your life, after you attained the age of 11 is not covered by the details given in columns 12 (A, B & C), 14 and 15, give the information below:

Period		How spent
From	To	

17. Details of participation in sports and extra-curricular activities:

18 (a) What is your mother-tongue? _____

(b) Name the languages (both Indian and Foreign) which you can read, write or speak. Give particulars and state the examinations, if any, passed in each:

Read only	Speak only	Read and speak	Read, write and speak	Examination(s) passed

19. (a) Have you ever been prosecuted, kept under detention or bound down/fined, convicted by a Court of Law of any offence or debarred/disqualified by any University, Public Service Commission from appearing at its examinations/selection? Is any case pending against you in any court of law at the time of filling up of this application form?

If the answer is 'Yes' full particulars of the case, detention, fine, conviction, sentence etc. should be given.

(b) Do you belong to SC, BC, SBC, EBP, Ex-servicemen or Persons with disabilities category? If so please attach a certificate in support thereof.

(c) Are you an ex-serviceman?

20. Have you applied for any other post in this University? If so, name all the posts including this one, in order of preference.

(i) _____ (ii) _____

(iii) _____ (iv) _____

21. From which newspaper or other source did you come to know of this vacancy.

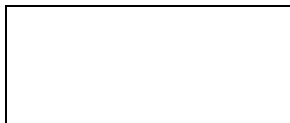
22 (a) Any other details not mentioned above, which you think, will strengthen your claim for this appointment, if training or experience in a specialized field is one of the essential or desirable qualifications for this post, you may explain here, if you possess the qualification.
(Attach separate sheet, if necessary)

(b) Have you executed a bond to serve the CCS HAU after completion of your studies, if so mention the period of bond:

23. List of certificates and testimonials (attested copies) attached:-

- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____
- (v) _____
- (vi) _____

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstance which may impair my fitness for employment.



Place: _____

Date: _____

(Thumb impression of the candidate if test is involved. In case of male candidate left hand thumb impression and in case of female right hand thumb impression)

(Signature of the candidate)

IDENTITY CERTIFICATE

Certificate to be signed by any of the following:

- (i) Gazetted Officer of Central or State Government;
- (ii) Member of Parliament or State Legislature;
- (iii) Sub-Divisional Magistrate/Officer;
- (iv) Tehsildar or Naib/Deputy Tehsildars authorized to exercise Magisterial powers;
- (v) Principals and Headmasters of all recognized institutions;
- (vi) Heads of University Departments; and
- (vii) Block Development Officer.

Certified that I have known Shri/Smt./Kumari _____ son/daughter of Shri _____ for the last _____ years _____ months, and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

(Name in block letters)

Signature _____

Place _____

Designation of Status & address _____

Date: _____

CHECK LIST

(The information in this Check List is to be furnished by the Employer in respect of the in-service candidate for the last 10 years and in case the service period is less than 10 years then from the date of joining.)

1.

Year	Overall performance	Report about integrity	Report about work and conduct	Punishment awarded, if any	Whether any disciplinary/legal/Vigilance proceedings are pending against the official.

2. Does he fulfil the prescribed qualifications/experience requirement for the post?

Prescribed qualifications: Yes/No

Prescribed experience: Yes/No

It is also certified that the information furnished by the official in his application form is correct as per his service record.

Head of the Institution
(S E A L)

(Name in block letters)

Place: _____

Date: _____

SUMMARY OF QUALIFICATIONS FOR FORM – 1A (12 copies)

PART-A

Name of post _____

Scale of Pay _____

Particulars	Academic qualifications					Trainings/short term courses attended			
	Exam. Degree	Month & year of passing	University Board	Total marks Marks obtained Percentage	Division Grade Position	S. No.	Particulars	Period	Host institution
a) Name _____									
b) Date of birth _____									
c) Address _____ _____ _____									
Telegraphic address _____									
<u>Major field</u> M.Sc. Ph.D	<u>Minor field</u>								
	Full Signature _____								
	PTO								

SUMMARY OF QUALIFICATIONS FOR FORM – 1A (12 copies)

PART-B

Name of post _____

Scale of Pay _____

Experience after M.Sc.

Post & Pay scale	Nature Permanent/ Temporary/ Adhoc	Teaching/ Research/ Extension Field*	Institution	From	To	Total years	List of Publications		Any other information
							Original Research Papers		
							Magazine articles		
							Text Books		
							Monographs		
							Reviews		

Present Post _____

i) Basic Pay _____

ii) Total emoluments _____

iii) Pay acceptable

Full Signature _____

*Here also specify nature of job/s

