

CENTRAL UNIVERSITY OF HARYANA

(Established vide Act No. 25 (2009) of Parliament)

JANT-PALI, MAHENDERGARH, -123029, HARYANA

Phone No. 01285-249401

Advertisement No. 1/2014: LAST DATE FOR ONLINE APPLICATIONS: 5TH SEPTEMBER 2014

LAST DATE BY REGISTERED/ SPEED POST ONLY : 15TH SEPTEMBER 2014

On-line applications are invited for filling up the following non-teaching posts including Library positions on Regular/Deputation basis:

Post Code No.	Name of the post	Pay band and Grade Pay/Academic Grade Pay		No. of posts	Eligibility & Age limit
		Pay Band	Grade Pay/Academic Grade Pay (Rs.)		
Statutory & Group-A Posts:					
1.	CONTROLLER OF EXAMINATIONS	37400-67000	10000/-	1(UR)	<p>Essential:</p> <p>1. Master's Degree with at least 55% marks or its equivalent grade 'B' in UGC seven-point scale and consistent good academic record.</p> <p>2. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 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 of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p> <p>Desirable:</p> <p>1. Good knowledge of examination software and results automation.</p> <p>2. Familiarity with establishment matters, particularly those relating to University system.</p> <p>3. Qualification and experience in modern management methods.</p> <p>Age limit for Direct Recruitment: Preferably below 57 years.</p>
2.	LIBRARIAN	37400-67000	10000/-	1(UR)	<p>Essential:</p> <p>A Master's degree in Library Science/ Information Science Documentation with atleast 55% marks or its equivalent grade of B in the UGC seven point scale and consistent good academic record.</p>

					<p>1. Atleast 13 years of experience as Deputy Librarian in University or any such statutory organization or 18 years' experience as College Librarian.</p> <p>2. Evidence of innovative library service and organisation of published work.</p> <p>Desirable: M.Phil/Ph.D in Library Science/ Information Science/Documentation/Archives and Manuscript keeping.</p> <p>Age limit for Direct Recruitment: Preferably below 57 years.</p>
3.	DEPUTY LIBRARIAN	15600-39100	8000/-	1 (UR)	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Master's degree in Library Science/ Information Science Documentation with atleast 55% of marks or its equivalent grade of B in the UGC seven point scale and consistent good academic record. 2. Five years' experience as an Assistant University Librarian /College Librarian. 3. Evidence of innovative library service and organisation of published work and professional commitment, computerization of Library. <p>Desirable: M.Phil/Ph.D degree in Library Science/ Information Science /Documentation /Archives and Manuscript keeping/ computerization of Library.</p> <p>Age limit for Direct Recruitment: 50 years</p>
4.	DEPUTY REGISTRAR	15600-39100	7600/-	2 (UR)	<p>Essential: A Post Graduate degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale; along with-</p> <ol style="list-style-type: none"> (i) Nine years' of experience as Assistant Professor in AGP of Rs 6000/ and above with experience in educational administration. Or (ii) Comparable experience in research establishment and/or other institutions of higher education, or (iii) 5 years' of administrative experience as Assistant Registrar or in an equivalent post in Rs. 15600-39100 (PB-3) + Grade Pay of Rs 5400/ <p>Deputation: Officers holding analogues post on regular basis or with five years regular service in the</p>

					scale of pay of Rs. 15600-39100 (PB-3) +Grade Pay Rs. 6600/- from the Central/State Government, Universities and other autonomous organizations. Age limit for Direct Recruitment: 50 years.
5.	INTERNAL AUDIT OFFICER	15600-39100	7600/-	1(UR) on deputation only	1. Officers holding analogous post on regular basis from the office of AG/CAG,OR five years' regular service in the Pay Band 15600-39100 with nine years' experience in the Grade Pay of 5400/-, three years' experience in the Grade Pay of 6600/- form Central/State Govt., Universities and other autonomous organization. 2. Good knowledge of Computer Application. Age Limit: 56 years.
6.	EXECUTIVE ENGINEER	15600-39100	6600/-	1 (UR)	Essential: (1) A Bachelor's Degree in Civil Engineering from a recognized University with 10 years of experience in design and systems and construction of building, roads, sanitary and water supply systems including maintenance of the same. (2) Five years of experience as Assistant Engineer. Desirable: Post-graduate Degree in structures. Age limit for Direct Recruitment: Not more than 40 years.
7.	ASSISTANT LIBRARIAN	15600-39100	6000/-	1(UR)	1. A Master's degree in Library Science/ Information Science/ Documentation Science or an equivalent professional degree with atleast 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. 2. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. Age limit for Direct Recruitment: Not more than 40 years.

8.	ASSISTANT REGISTRAR	15600-39100	5400/-	3 (UR)—Two for Direct recruitment & one for deputation	<p>Essential: Good academic record plus Master's degree with at least 55 % of marks or its equivalent grade of B in the UGC seven point scale.</p> <p>Desirable: 1. At least five years' experience in supervisory or equivalent cadre in a Group B post in a government department/University/Educational or Research Institution/Teaching and/or Research experience along with proven administrative capabilities. 2. LL.B or MBA or CA/ICWA or MCA.</p> <p>Deputation: Officers holding analogous post on regular basis or with 5 years regular service in Group B post in supervisory position in a government department/University/Educational or Research Institution/Teaching and/or Research experience along with proven administrative capabilities.</p> <p>Age limit for Direct Recruitment: 40 years.</p>
9.	INFORMATION SCIENTIST	15600-39100	5400/-	1 (UR)	<p>Essential: B.E. (Computer/IT) OR Master Degree in Computer Application (MCA) OR Master Degree in Library and Information Science (M.Lib or M.Lib.Sc.) and Post Graduate Diploma in Computer Application (PGDCA)</p> <p>OR</p> <p>Bachelor Degree in Library and Information Science (B.Lib or B.L.I.Sc) with three years' experience in the field and Post Graduate Diploma in Computer Application (PGDCA). All Degree/Diploma shall be from recognized University/Institution with minimum 55% marks.</p> <p>Age limit for Direct Recruitment: 40 years.</p>
10.	MEDICAL OFFICER	15600-39100	Grade Pay of Rs.5400/-	2 (UR) (One Male & One Female)	<p>Essential: Post Graduate in Medicine from a recognized Institution by the Medical Council of India OR MBBS recognized by Medical Council</p>

					of India with relevant working experience of two years in Government Hospital or Hospital recognized by the Government Note: For the post of Female Medical Officer at least one year hospital experience in Obstetrics and Gynaecology ward. Age limit for Direct Recruitment: Preferably below 40 years.
11.	PUBLIC RELATION OFFICER	15600- 39100	Grade Pay of Rs.5400/-	1 (UR)	Essential: a. Master's with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale in Communication and Journalism. OR Master's degree in any discipline with First Division and P.G. Diploma in Communication and Journalism AND 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 knowledge of speaking English and Hindi. Age limit for Direct Recruitment: Preferably below 50 years.
GROUP B POSTS					
12.	SECTION OFFICER	9300- 34800	4600/-	1(UR) on deputation only	Essential: (1) A Bachelor's degree with 50% marks from a recognized University. (2) 3 Years' experience in Administration/Accounts/Secretarial work at the level of Assistant or 5 years' experience at the level of UDC in a University/ College/ Government/ Public/ Undertaking of repute. Desirable: Good knowledge of computer applications. Deputation: Persons holding analogous post on regular basis or with three years regular service in the Rs.9300-34800 (PB-2) + Grade Pay Rs.4200/- or equivalent in the Central / State Governments, Universities or autonomous

					organizations and possessing the qualifications and experience as prescribed for direct recruits. Age limit: 35 years.
13.	PRIVATE SECRETARY	9300-34800	4600/-	5 (UR)- 3 for Direct recruitment and 2 for Deputation	Essential: (1) A Bachelor's degree from a recognized University with proficiency in English and good communication skills. (2) At least five years' experience as Personal Assistant in a University/Govt./Public/Private/ Undertaking of repute. (3) English Stenography speed: 120 wpm-English Type-writing speed: 40 wpm/ typing Speed of 12,000 (twelve thousands) Key Depression per hour on Computer. Desirable: Good knowledge of computer applications. Deputation: Persons holding analogous post on regular basis or with three years regular service in the Rs.9300-34800 (PB-2) + Grade Pay Rs.4200/- or equivalent in the Central / State Governments, Universities or autonomous organizations and possessing the qualifications and experience as prescribed for direct recruits Age limit for Direct Recruitment: Not more than 35 years.
14.	ASSISTANT ENGINEER	9300-34800	4600/-	1 (UR)	Essential: (1) A Bachelor's degree in Civil Engineering from a recognized University with 5 years' experience of supervising civil works in any Govt./ Govt. approved agency. (2) At least five years' experience as Junior Engineer. Desirable: Good knowledge of Computer applications. Age limit for Direct Recruitment: Not more than 35 years.
15.	SECURITY OFFICER	9300-34800	Grade Pay of Rs.4600/-	1 (UR)	Essential: 1. A Graduate or an equivalent qualification from a recognized University. 2. At least 10 years' experience in Police/Para-Military Forces/Armed Forces of the Union and held the

					rank not below Sub-Inspector (Exe)/Subedar or an equivalent position with Exemplary service. 3. Holding a Valid Driving License to ride Jeep/Motor Cycle. Desirable: 1. Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force. 2. Should be able to speak English and Hindi. Age limit for Direct Recruitment: Preferably below 35 years.
16.	NURSE	9300-34800	4600/-	1 (UR)	Essential: i. General Nursing Midwifery or B.Sc. (Nursing) Degree from a recognized institute. ii. Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council. iii. Two years for B.Sc. Degree holders and three years' experience for Diploma holders in Nursing in a reputed hospital. Age limit for Direct Recruitment: Not more than 35 years
17.	ASSISTANT	9300-34800	4200/	4 (UR) on Deputation	For Deputation: Persons holding analogous post on regular basis or with three years regular service in the Rs.5200-20200 (PB-1) + Grade Pay Rs.2400/- or equivalent in the Central / State Governments, Universities or autonomous organizations and possessing a Bachelor's degree with 50% marks from a recognized University.
18.	PERSONAL ASSISTANT	9300-34800	4200/-	2 (UR)	Essential: (1) A Bachelor's degree from a recognized University. (2) English Stenography speed-100 wpm; English Typewriting speed - 40 wpm/ typing Speed of 12,000 (twelve thousands) Key Depression per hour on Computer. (3) At least three years' experience as Jr. Stenographer in a University /Govt. /Public/ Private/ Sector Undertakings of repute. Desirable: Good knowledge of computer applications. Deputation: Persons holding

					analogous post on regular basis or with three years regular service in the Rs.5200-20200 (PB-1) + Grade Pay Rs.2400/- or equivalent in the Central / State Governments, Universities or autonomous organizations and possess the qualifications and experience as prescribed for direct recruits Age limit for Direct Recruitment: Not more than 35 years.
19.	PROFESSIONAL ASSISTANT	9300-34800	4200/-	1 (UR)	Essential: a) Master's degree in Library & Information Science b) Two years relevant experience c) Knowledge of computer applications Desirable: PG Diploma in Library automation and networking or PGDCA or equivalent Age limit for Direct Recruitment: Not more than 35 years
20.	SENIOR TECHNICAL ASSISTANT (COMPUTER)	9300-34800	4200/-	1 (UR)	Essential: M.E./M.Tech. (Computer Science/ Information Technology) or equivalent with 55% marks. OR B.E./B.Tech. (Computer Science/ Information Technology) with first class or equivalent with two years of relevant experience. OR First class M.Sc. (Computer Science/Information Technology) with three years of relevant experience. Age limit for Direct Recruitment: Not more than 35 years
Group-C Posts					
21.	JUNIOR / SEMI PROFESSIONAL ASSISTANT	5200-20200	2800/-	1 (UR)	Essential: a). A Bachelor's degree in Library Science/Library & Information Science with at least 50% Marks from recognized University. b). Knowledge of Computer application. Desirable: a). PG Diploma in Library Automation and Networking or PGDCA b). Two years' experience of working in a Library of repute, and good

					knowledge of Library operations. Age limit for Direct Recruitment: Not more than 35 years.
22.	PHARMACIST	5200-20200	2800/-	1 (UR)	Essential: 1. Bachelor's Degree in Pharmacy from an Institute recognised by the Pharmacy Council of India. 2. Registered as Pharmacist under the Pharmacy Act 1948 Age limit for Direct Recruitment: Not exceeding 35 years
23.	SECURITY INSPECTOR	5200-20200	2800/-	1 (UR)	Essential: 1. A Graduate or equivalent qualification from a recognized University. 2. At least 10 years' experience in Police/Para-Military Forces/Armed Forces of the Union and held not below the rank of Havaldar & an equivalent position with Exemplary service. 3. Holding a Valid Driving License to ride Jeep/Motor Cycle. Desirable: Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force. Age limit for Direct Recruitment: Not exceeding 35 years
24.	UDC	5200-20200	2400/-	1(UR), 1 (OBC)	Essential: (1) A Bachelor's degree from a recognized University. (2) At least two years' experience as LDC in a University / Govt. / Public / Undertakings of repute. Desirable: Good knowledge of computer applications Age limit for Direct Recruitment: Not more than 35 years.
25.	LIBRARY ASSISTANT	5200-20200	2000/-	2 (UR)	Essential: i) Bachelor of Library & Information Science/ Bachelor of Library Science or equivalent ii) A typing speed of 30 words per minute in English iii) Knowledge of Computer Applications

					Age limit for Direct Recruitment: Not exceeding 35 years.
26.	LDC (FOR CARETAKING JOB)	5200-20200	1900/-	1(UR), 1 (OBC)	Essential: A Bachelor's degree from any recognized University or equivalent with English typewriting speed of 30 wpm Data Entry Speed of 9,500 (Nine thousand five hundred) Key Depression per hour on Computer. Desirable: Good knowledge of computer applications Age limit for Direct Recruitment: Not more than 35 years.
27.	LDC	5200-20200	1900/-	5(UR), 3(OBC), 3(SC)	Essential: A Bachelor's degree from any recognized University or equivalent with English typewriting speed of 30 wpm Data Entry Speed of 9,500 (Nine thousand five hundred) Key Depression per hour on Computer. Desirable: Good knowledge of computer applications Age limit for Direct Recruitment: Not more than 35 years.
28.	DRIVER	5200-20200	1900/-	3 (2 –UR & 1 -OBC)	Essential: (1) 12 th standard passed from any recognized Board or equivalent. (2) Valid Driving License for Light / Medium Vehicles. (3) Should have at least three years driving experience from a Govt./Public/Private Sector institute of repute. (4) Knowledge of vehicle operation and maintenance, and ability to rectify minor defects in the vehicle. Age limit for Direct Recruitment: Not more than 35 years.
29.	COOK	5200-20200	1900/-	2 (UR)	Essential: Matriculation from any recognized Board or equivalent. Desirable: Experience in any Govt. canteen / mess Age limit for Direct Recruitment: Not more than 35 years.

30.	HOSTEL ATTENDANT	5200-20200	1800/-	2 (1-OBC & 1- UR)	Essential: At least Matriculation or equivalent with experience of working in a hostel/canteen/hotel or any large eating- houses. Age limit for Direct Recruitment: Not more than 35 years.
31.	KITCHEN ATTENDANT	5200-20200	1800/-	2 (1-UR & 1- SC)	Essential: Matriculation from any recognized board. Desirable: 1. Relevant experience of one year 2. Basic knowledge of computer applications. Age limit for Direct Recruitment: Not more than 35 years.
32.	LIBRARY ATTENDANT	5200-20200	1800/-	3 (2-UR & 1-OBC)	Essential: (1) 12 th standard passed from any recognized Board. (2) Certificate course in Library Science from a recognized Institute. (3) Relevant experience of one year. Desirable: Basic knowledge of computer applications. Age limit for Direct Recruitment: Not more than 35 years.
33.	MEDICAL ATTENDANT/ DRESSER	5200-20200	1800/-	1 (UR)	Minimum Qualifications: 1. 12th standard passed from any recognized Board with Science. 2. Three years' experience in a reputed dispensary or hospital. Age limit for Direct Recruitment: Not more than 35 years.
34.	MTS	5200-20200	1800/-	2 (1-UR & 1- OBC)	Essential: Matriculation from any recognized Board Desirable: -Basic knowledge of computer applications. -Relevant experience of one year. Age limit for Direct Recruitment: Not more than 35 years.

The University has Two vacancies reserved for PWD (Persons with Disabilities) one (VH) at the level of any of Group B posts; and One vacancy Hearing Impairment at the level of any of the Group C posts. The concerned candidates may apply for any of the above listed posts.

GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION:

1. University may conduct separate Trade test/Written Test/Skill Test/Computer Skill Test or any other test at its discretion depending upon the requirements of the posts under Group 'A', 'B' and Group 'C' and such other equivalent posts that may be created in future.
2. In case of the post of Driver, the Trade Test shall be conducted by an Expert in the relevant field or by any reputed agency/transport authority etc.
3. The rules and procedures prescribed by the Govt. of India in respect of the reserved categories shall be followed as provided in Section 7 of the University Act and as prescribed by Govt. of India from time to time.
4. The rules of Govt. of India/UGC in regard to Pay & Allowances, Leave, Pension and P.F. shall be followed subject to amendments if any, from time to time.
5. The relaxation in age, qualification etc., shall be applicable to the SC/ST, OBC, physically challenged or any other category etc. candidates as per rules/instructions of GOI/UGC issued from time to time.
6. 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 University shall have the right to restrict the candidates to be called for interview to a reasonable number (not more than twenty for one post) as decided by the Scrutiny/Screening Committee on the basis of qualifications and experience higher than the minimum prescribed or by any other criteria that it may deem fit.
7. University may decide the weightage criteria on the basis of Written Test, Skill Test/Trade Test, higher qualification and experience above the essential qualification and experience, relevant experience and interview.
8. Relevance of the experience will be determined by the Scrutiny/Screening Committee and only the relevant experience from Central/State Government organizations/reputed autonomous bodies/Central/State and deemed to be Universities will be considered.
9. The university reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the university either to fill or not to fill the post and its decision in this regard shall be final.
10. The University shall have the right to increase or decrease the number of posts advertised by it at the time of selection and make appointments accordingly; depending upon the exigency of situation.
11. The candidates already employed in Govt. Service/autonomous bodies/Govt. undertaking shall apply through proper channel or they will have to produce NOC at the time of interview failing which they may not be permitted to appear before the Selection Committee. While forwarding the application of in-service candidates, Head of the institution should certify that the applicants are free from administrative and vigilance angle and that no vigilance or criminal proceedings are pending or contemplated.
12. Persons working on deputation/contract basis in the University shall be considered by the Selection Committee as per University's Cadre Recruitment Rules.
13. The application may be filled online through University website which may be submitted within the due date along with the prescribed application fees. Application fees, once paid, shall not be refunded, in any case.
14. The selected candidates are liable to serve anywhere within the country where the offices/projects/study centres may be located in future.

15. The selected candidate will also have to undergo a medical examination test from a government hospital countersigned by the Civil Surgeon or Chief Medical Officer to ascertain his/her medical fitness for the post at the time of joining.
16. At the time of recruitment, a service agreement should be executed between Central University of Haryana and the employee concerned and a copy of the same should be deposited with the Registrar.
17. Appointment orders issued by the University shall be provisional subject to character/antecedent/Police verification, verification of all the original documents, veracity of caste certificate, experience certificate and other relevant documents.
18. In cases of any disputes, any suits or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Courts in Haryana at District Court, Mahendergarh and Punjab & Haryana High Court, Chandigarh.
19. The age of the superannuation for all the post shall be per UGC norms.
20. Candidates shall have to produce original documents at the time of appearing in Test/Interview.
21. Canvassing in any form may lead to cancellation of candidature.
22. Incomplete application or without relevant supporting enclosures (self-attested clear copies of degree/certificates/marks sheets/experience certificate/application fee, etc.) will be out-rightly rejected. Experience and qualifications will be reckoned as on the last date of submission of application form.
23. Direct recruits shall be governed by the provisions under New Pension Scheme (NPS) of Government of India with all its amendments made from time to time.
24. 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).
25. The above pay bands carry other allowances admissible as per Government of India rules.
26. No TA/DA shall be paid to the candidates for attending the interview. However, the SC/ST/PWD candidates will be paid second-class railway/bus fare by shortest route on production of tickets.
27. 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.
28. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
29. The selection committee may decide its own method of evaluating the performance of the candidates in interview.

Age Relaxation: For the candidates belonging to SC/ST/OBC/PWD, age relaxation is as per rules of Govt. of India. Besides normal age relaxation for the reserved categories, Ex-serviceman and in-service personnel/employees of Central Govt. / State Govt. / Universities and Autonomous Organisations will be considered for age-relaxation as per Govt. of India rules.

- a) The upper age limit is relaxable to the candidates belonging to the SC/ST-5 years, OBC-3 years & PH (UR)-10 years.
- b) In case the persons with disability belong to SC/ST/OBC category, such SC/ST-cum-PH candidates are eligible for 15 years relaxation and OBC-cum-PH candidates are eligible for 13 years relaxation in the upper age limit prescribed for general category.

With regard to age limit, the crucial date shall be the last date of receipt of applications as mentioned in the advertisement.

Printed copy of the on-line filled up application form, along with necessary enclosures are to reach “**Recruitment Cell, Room No.15, Administrative Block, Central University of Haryana, Jant-Pali, Mahendergarh 123029, Haryana**” on or before the above mentioned last date. The envelope containing the application should be superscribed as “**Application for the post of** (Name of the post)”. **Application should be accompanied with a non-refundable demand draft Rs. 400/- for general category Rs. 300/- for OBC, Rs. 200/- for SC/ST/PH drawn in favour of the Central University of Haryana payable at Mahendergarh, Haryana.** The Demand Draft should not be drawn before the date of issue of this advertisement. Candidates must write their names and the post applied for on the reverse of the Bank Draft. Candidate(s) willing to apply for more than one post must submit separate application and fee, if any, for each post.

Application(s) received after the last date due to postal delay or any other reason(s) thereof or incomplete in any form or without the application fee, shall be summarily rejected.

LAST DATE FOR ONLINE APPLICATIONS: 5TH SEPTEMBER 2014

LAST DATE BY REGISTERED/ SPEED POST ONLY : 15TH SEPTEMBER 2014

**REGISTRAR
CENTRAL UNIVERSITY OF HARYANA**