



# 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-महेंद्रगढ़ (हरियाणा) . 123029

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123029

Advertisement No. 1/NT/R/2018:

12 February, 2018

### EMPLOYMENT NOTICE

Applications are invited from the eligible candidates on the prescribed application form, for appointment to the following posts, latest by 25<sup>th</sup> March, 2018:

Post Code	Name of the Post	Pay Band	Grade Pay *
1.	Finance Officer (1 UR) (Direct/Deputation/Contract basis)	IV	Rs. 10,000/-
2.	Internal Audit Officer (1 UR) (On Deputation basis only)	III	Rs. 7,600/-
3.	Executive Engineer {(1 UR) (Direct/ Deputation basis)	III	Rs. 6,600/-
4.	Hindi Officer {(1 UR)	III	Rs. 5,400/-
5.	System Analyst (1 UR)	III	Rs. 5,400/-
6.	Assistant Engineer (1 UR)	II	Rs. 4,600/-
7.	Security Officer (1 UR)	II	Rs. 4,600/-
8.	Private Secretary (2 UR)	II	Rs. 4,600/-
9.	Personal Assistant (2 UR)	II	Rs. 4,200/-
10.	Senior Technical Assistant (3 UR, 1 OBC- PwD-HH) (Engineering disciplines)	II	Rs. 4,200/-
11.	Professional Assistant (1 UR, 1 PwD-VH)	II	Rs. 4,200/-
12.	Security Inspector (1 UR)	I	Rs. 2,800/-
13.	Technical Assistant (3 UR, 1 OBC) (For Engineering disciplines)	I	Rs. 2,800/-
14.	Technical Assistant (Computer) (01 UR) (B.Ed./M.Ed.)	I	Rs. 2800/-

15.	Laboratory Assistant (3 UR, 1 OBC) (Engineering disciplines)	I	Rs. 2,400/-
16.	Laboratory Assistant (3 UR, 1 OBC) (Science disciplines)	I	Rs. 2,400/-
17.	Library Assistant (2 UR)	I	Rs. 2,000/-
18.	Laboratory Attendant (6 UR, 2 OBC) (Engineering/Science disciplines)	I	Rs. 1,800/-
19.	Laboratory Attendant (01UR PwD-OH) (B.Ed./M.Ed.)	I	Rs. 1,800/-
20.	Kitchen Attendant (1- PwD-HH)	I	Rs. 1,800/-

**\* Likely to be revised under 7<sup>th</sup> Central Pay Commission's Pay Scales**

Detailed information along with the application form, is available on the University website [www.cuh.ac.in](http://www.cuh.ac.in).

**Registrar**



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गांव: जांट-पाली, जिला-महेंद्रगढ़ (हरियाणा) . 123029

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123029

Advertisement No. 1/NT/R/2018:

12 February, 2018

**LAST DATE FOR SUBMISSION OF APPLICATIONS: 25-03-2018 BY 5.00 P.M.**

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

Post Code	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.) **		
1.	<b>FINANCE OFFICER * (Group 'A')</b>	37400-67000	10000	01 (UR)  (Direct/ Deputation/ Contract basis)	<b>Essential:</b>  Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale. 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. Desirable: Persons well-versed in modern financial management techniques like accrual method of accounting/ conversant with university financial system would be preferred.  <b>For Deputation:</b>  Appointment preferably by drawing officers belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt. or University System/ Other organisation on Deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier.  <b>Age Limit:</b> Preferably below 57 years

2.	<b>INTERNAL AUDIT OFFICER (Group 'A')</b>	15600-39100	7600/-	1(UR) on deputation basis only	<p><b>Essential:</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 organisations 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 organisations with relevant experience.</p>
3.	<b>Executive Engineer</b>	15600-39100	6600/-	01 (UR) On Direct /Deputation	<p><b>Essential:</b></p> <p>(i.) A Bachelor's degree in Civil/ Structural/ Electrical Engineering, with at least 10 years' experience in the relevant field and</p> <p>(ii.) At least 5 years' experience as Assistant Engineer.</p> <p><b>Age Limit:</b> 45 years.</p> <p><b>For Deputation:</b></p> <p>Officers of the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous organization/ University System:- holding an analogous post;</p> <p style="text-align: center;"><b>OR</b></p> <p>with five years regular service as Assistant Engineer possessing a degree in Engineering in the relevant area;</p> <p style="text-align: center;"><b>OR</b></p> <p>with seven years' regular service as Assistant Engineer possessing Diploma in Engineering in the relevant area.</p>

4.	<b>Hindi Officer</b>	15600-39100	5400/-	01 (UR)	<p><b>Essential:</b></p> <p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p style="text-align: center;"><b>AND</b></p> <p>Three years' experience of using/ applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.</p> <p style="text-align: center;"><b>OR</b></p> <p>Three years' experience of teaching in Hindi and English or research in Hindi or English under Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.</p> <p><b>Desirable:</b></p> <p>Studied one of the language other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p> <p><b>Age Limit:</b> 40 Years</p>
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5.	<b>System Analyst</b>	15600-39100	5400/-	01 (UR)	<p><b>Essential:</b></p> <p>Good Academic Record with at least 55% marks in any of the following Qualifications: B.E./B.Tech. in Electronics Engineering OR Computer Science Engineering OR Information Technology from a recognized University with 5 years' relevant experience</p> <p style="text-align: center;"><b>OR</b></p> <p>M.Sc. with PGDCA with 6 years' relevant experience OR M.C.A. with 5 years' relevant experience.</p> <p><b>Age Limit:</b> 40 Years</p>
6.	<b>Assistant Engineer</b>	9300-34800	4600/-	01 (UR)	<p><b>Essential:</b></p> <p>(i) 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>(ii) Atleast 2 years' experience as Junior Engineer.</p> <p><b>Desirable:</b></p> <p>Good knowledge of computer applications.</p> <p><b>Age Limit:</b> 35 years.</p>
7.	<b>Security Officer</b>	9300-34800	4600/-	01 (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 Limit:</b> 35 years</p>

8.	<b>Private Secretary</b>	9300-34800	4600/-	02 (UR)	<p><b>Essential:</b></p> <p>(i) Bachelor's degree from a recognized University/Institute.  (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.  (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>  Dictation:  10 minutes @ 120 w.p.m./100 w.p.m.  Transcription:  50 minutes (English)  60 minutes (Hindi)</p> <p><b>Age Limit:</b> 35 years</p>
9.	<b>Personal Assistant</b>	9300-34800	4200/-	02 (UR)	<p><b>Essential:</b></p> <p>(i) Bachelor's Degree from a recognized University/ Institute.  (ii) Proficiency in Stenography in English/Hindi with minimum speed of 100 w.p.m.  (iii) Proficiency in Typing-40 w.p.m. in English or 35 w.p.m. in Hindi on computer.  (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>  Dictation: 10 minutes @ 100 w.p.m.  Transcription:  40 minutes (English)  55 minutes (Hindi)</p> <p><b>Age Limit:</b> 35 years.</p>
10.	<b>Senior Technical Assistant (Engineering disciplines-</b> Civil - 01 UR CSE - 01 UR Electrical - 01 UR Printing & Packaging Technology - 1 OBC-PwD-HH	9300-34800	4200/-	03 UR, 01 OBC-PwD-HH	<p><b>Essential:</b></p> <p>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;"><b>OR</b></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 recognised University/ College/ Institution or R&amp;D organisation of central/ state government.</p> <p><b>Age Limit: 35 years.</b></p>
11.	Professional Assistant	9300-34800	4200/-	1 UR, 1 UR- PwD-VH	<p><b>Essential:</b></p> <p>Master 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. (ii) Three years' experience in the relevant field in a university/ research establishment/ Central/ State Govt./ PSU and other autonomous bodies' library. (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 Limit: 35 years.</b></p>
12.	Security Inspector	5200-20200	2800/-	01 (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 10th 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 Limit: 32 years.</b></p>



13.	<b>Technical Assistant</b> (Engineering disciplines- Civil - 01 UR CSE - 01 UR Electrical - 01 UR Printing & Packaging Technology - 01OBC	5200-20200	2800/-	03 UR, 01 OBC	<b>Essential:</b>  B.E./B.Tech degree in the relevant subject/field or its equivalent qualification from a recognised University/Institution, with at least 55% marks.  <b>Age Limit: 32 years.</b>
14.	<b>Technical Assistant</b> (Computer) (B.Ed./M.Ed. Discipline)	5200-20200	2800/-	01 UR,	<b>Essential:</b>  B.E./B.Tech degree in the relevant subject/field or its equivalent qualification from a recognised University/Institution, with at least 55% marks.  <b>OR</b>  B.Sc. with Computer Science with at least 55% and two years's relevant experience in a recognized University/College/Institution or R&D organisation of Central/State Govt.  <b>Age Limit: 32 years.</b>
15.	<b>Laboratory Assistant</b> (Engineering disciplines- Civil -01 UR CSE -01 UR Electrical -01 UR Printing & Packaging Technology - 01OBC	5200-20200	2400/-	03 UR, 01 OBC	<b>Essential:</b>  B.E./B.Tech degree in the relevant subject/field or its equivalent qualification from a recognised University/Institution, with at least 55% marks.  <b>OR</b>  First Class three years' Diploma in the relevant subject/field of Engineering or its equivalent qualification from a recognised Institution with at least two years' experience in the field of related laboratory or R&D organisation of Central/State Government.  <b>Age Limit: 32 years.</b>
16.	<b>Laboratory Assistant</b> (Science disciplines) Biotechnology -01 UR Chemistry -01UR Microbiology -01UR Physics -01OBC	5200-20200	2400/-	03 UR, 01 OBC	<b>Essential:</b>  For Physical/Chemical Sciences:  Bachelor's degree in Physics/Chemistry with at least 55% of marks from a recognized University/Institute.  For Biological Science:  Bachelor's degree in Biotechnology/Microbiology/Biochemistry with at least 55% of marks from a recognized University.  <b>Age Limit: 32 years.</b>

17.	<b>Library Assistant</b>	5200-20200	2000/-	02 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></p> <p>Two years' relevant experience in a Library of repute, and good knowledge of Library Software Applications.</p> <p><b>Age Limit: 32 years.</b></p>
18.	<p><b>Laboratory Attendant (Engineering disciplines)</b></p> <p>Civil - 01 UR CSE - 01 UR Electrical - 01 UR Printing &amp; Packaging Technology - 01OBC</p> <p><b>(Science disciplines)</b></p> <p>Biotechnology-01 UR Chemistry -01UR Microbiology -01UR Physics -01OBC</p>	5200-20200	1800/-	06 UR, 02 OBC	<p><b>Essential:</b></p> <p>10+2 with Science from a recognised Board/ Institution.</p> <p><b>Age Limit: 32 years.</b></p>
19.	<b>Laboratory Attendant (B.Ed./M.Ed.discipline)</b>	5200-20200	1800/-	01 UR, (PwD OH)	<p><b>Essential:</b></p> <p>10+2 from a recognised Board/ Institution.</p> <p><b>Age Limit: 32 years.</b></p>
20.	<b>Kitchen Attendant</b>	5200-20200	1800/-	01 PwD- HH	<p><b>Essential:</b></p> <p>(i) Class 10th 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 Limit: 32 years.</b></p>

\*For the posts of Finance Officer

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.

**\*\* Likely to be revised under 7<sup>th</sup> Central Pay Commission's Pay Scales**

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

1. The University may conduct written tests for any or all Group 'A' posts as decided by the Vice Chancellor.
2. The upper age limit for appointment to various posts is mentioned against each post. Relaxation in age shall be given 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.

3. 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. 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.
4.
  - (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.
5. 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 submit a "No Objection Certificate" from the employer failing which he/she shall not be allowed to appear in the interview.
6. 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.

7. 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.
8. The applications alongwith self-attested photocopies of all educational certificates must reach this University latest by 25.03.2018 by 5.00 p.m. through speed post only.
9. Original copy of the No-objection certificate from the employer must be attached with the application.
10. The University will not be responsible for any postal delay.

Application Fee to be paid through Demand Draft in favour of Central University of Haryana:

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

11. 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.
12. 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.
13. 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.
14. Canvassing in any form may lead to cancellation of candidature of the candidate.
15. Incomplete application will be out-rightly rejected. Experience, age and qualifications will be reckoned as on the closing date of submission of application form.
16. 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).
17. The above pay bands carry other allowances admissible under the University rules.
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 POSTS MENTIONED AT SR. No. 4 AND 5 IN RESPONSE TO THE ADVERTISEMENT NO 2/NT/R/2016 Dated 04.11.2016 AND SR. No. 6, 7 & 12 IN RESPONSE TO THE ADVERTISEMENT NO 1/NT/R/2016 DATED 03.05.2016 SHALL HAVE TO APPLY AFRESH THEY MAY, HOWEVER, APPLY FOR REFUND OF THE APPLICATION FEE PAID BY THEM ALONG WITH THE EARLIER APPLICATION ON THE UNIVERSITY WEBSITE LATEST BY 25.03.2018**
- (ii) **Any addendum/dedendum/corrigendum/notices in this regard shall be posted on the University's website only.**

**REGISTRAR  
CENTRAL UNIVERSITY OF HARYANA**