



हरियाणा केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)
(Established vide Act No. 25 (2009) of Parliament)
जिला-महेन्द्रगढ़ (हरियाणा) . 123 031
District - Mahendergarh (Haryana) – 123 031

Advt. No. CUH/NT/C/01/2017

Date: 08-09-2017

Last date for submission of application: 29-09-2017 by 05.00 PM

Applications are invited in the prescribed format from the eligible candidates for appointment to the following non-teaching posts on purely contractual basis:

S. No.	Name of Post	No. of posts	Consolidated Salary (per month)	Eligibility & Age limit
1.	Junior Engineer (Civil)	01 (UR)	Rs.29,500/-	Essential: A Bachelor's degree in Civil Engineering from a recognized University with at least two years' experience, OR A diploma in Civil Engineering with atleast 5 years' experience in supervision of erection/maintenance of civil works. Desirable: Good knowledge of computer applications. Age Limit: 35 years
2.	Junior Engineer (Electrical)	01 (UR)	Rs.29,500/-	Essential: A Bachelor's degree in Electrical Engineering from a recognized University with at least two years' experience OR A Diploma in Electrical Engineering with atleast 5 years' experience in supervision of erection/maintenance of electrical works. Desirable: Good knowledge of computer applications. Age Limit: 35 years
3.	Hindi Translator	01 (UR)	Rs.29,500/-	Essential: i. 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 OR 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 OR 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

				<p>subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;">OR</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 the medium of a examination at the degree level;</p> <p style="text-align: center;">OR</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 degree level;</p> <p style="text-align: center;">AND</p> <p>ii. Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p>Desirable: 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>Age Limit: 35 years</p>
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GENERAL INSTRUCTION & ESSENTIAL INFORMATION:

1. The upper age limit for appointment to various posts is mentioned against each post. Relaxation in age shall be given as per the Cadre Recruitment Rules (Non-Teaching employees), which is available on the website of the University.
2. The University reserves the right to withdraw the advertisement and not to fill any or all the posts, without assigning any reason.
3. Candidate who is already in service shall submit his/her application through proper channel. However, he/she may send an advance copy of his application and should submit a "No Objection Certificate" from the employer.
4. No TA/DA will be paid for attending the written test, whichever is applicable.
5. Before applying for a post, candidates are advised to satisfy themselves about their eligibility. No enquiry in this regard shall be entertained.
6. All correspondence from the University including written test letter, if any shall be sent only to the e-mail address provided by the application in the application form. The candidates are advised to check the website of the University regularly for updates.
7. 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.

8. Candidates shall have to produce original certificates relating to his age, qualifications, experience, caste, etc., at the time of appearing in Test, whichever is applicable.
9. 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.
10. Canvassing in any form may lead to cancellation of candidature of the candidate.
11. Incomplete application will be out-rightly rejected. Experience, age and qualification will be reckoned as on the closing date of submission of application form.
12. Duly filled application form along with self-attested required documents must reach the University office* latest by 29-09-2017 by 05.00 pm. Application received after due date shall not be considered and will summarily be rejected. The University shall not be responsible for postal delay, if any.

***ASSISTANT REGISTRAR
RECRUITMENT CELL
CENTRAL UNIVERSITY OF HARYANA
MAHENDERGARH
HARYANA – 123 031**

Note: The name of the post must be mentioned on the top of the envelope.

13. 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.
14. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
15. The selection committee may decide its own method of evaluating the performance of the candidates in interview.
16. Separate application form shall have to be submitted for each post.
17. Any corrigendum, shall be posted on the University's website www.cuh.ac.in only.
18. Candidates are advised to visit the University's website frequently for any update.

Deputy Registrar (Recruitment)



हरियाणा केंद्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF HARYANA

FOR OFFICE USE ONLY

कार्यालय प्रयोग हेतु

SERIAL NO. (क्रम संख्या)

शिक्षणतर पदों के लिए आवेदन-पत्र

APPLICATION FORM FOR NON-TEACHING POSTS

आवेदित पद का नाम /Name of the post applied for.....

PASTE HERE A
SIGNED COPY OF
YOUR RECENT
PASS-PORT SIZE
PHOTOGRAPH

1. पूरा नाम /Name in Full.....
(IN BLOCK LETTERS)
2. पिता का नाम/Father's Name
3. माता का नाम/Mother's Name
4. पति/पत्नी का नाम (विवाहित के लिए)/Spouse Name (in case of married)
5. जन्म तिथि/Date of Birth: दिन/Dayमाह/Monthवर्ष /Year
- (मैट्रिक या समकक्ष प्रमाण- पत्र)(As recorded in the Matriculation or equivalent certificate)
6. उम्र/Age (आवेदन पत्र प्राप्त के लिए निर्धारित अंतिम तिथि परवर्ष/years.....माह/months (as on the last date fixed for the receipt of application)
7. राष्ट्रियता/Nationality.....
8. धर्म/ Religion
9. वैवाहिक स्थिति /Marital Status:विवाहित/Married अविवाहित/ Unmarried
10. लिंग/ Sex: पुरुष/Male महिला/Female ट्रांसजेंडर/Transgender
11. क्या आप किसी आरक्षित वर्ग से आते हैं?/Do you belong to any reserved category? हाँ/Yes नहीं/No
- यदि हाँ तो श्रेणी निर्दिष्ट करें/(अनु.जाति/अनु. जनजाति/अपिव/शारीरिक अक्षम) If yes, specify the category (SC/ST/OBC/PWD)

यदि दिव्यांग है तो ब्योरा दें/ If physically disabled, indicate the relevant particulars

दिव्यांग की प्रकृति/ Nature of Disability	यदि लागू हो तो हाँ लिखें/ If applicable, Write 'yes'	अक्षमता का प्रतिशत/ Percentage of disability
a. अंधता/ कम दृष्टि/ Blindness or low vision :		
b. श्रवण बाधित/ Hearing impairment		
c. मस्तिष्क का रक्त पक्षाघात/ (अस्थि विकलांगता के सभी मामले शामिल / Locomotor disability or cerebral palsy (includes all cases of Orthopaedically handicapped))		

12. पूर्व सैनिक /Ex-Serviceman हाँ /Yes

नहीं/ No

13. स्थाई पता/ Permanent Address

जिला /District.राज्य/State.....पिन कोड /PIN CODE

14. पत्राचार का पता/ Address for correspondence

जिला /District.राज्य/State.....पिन कोड /PIN CODE

ई-मेल /Email ID..... मोबाइल/ Mobile

15. शैक्षणिक योग्यता (आवश्यकता अनुसार अतिरिक्त पृष्ठ लगाए)/Educational qualifications (Attach additional pages, if required)

पाठ्यक्रम का नाम/ Name of the course	बोर्ड /विश्वविद्यालय का नाम/ Name of the Board / University	उत्तीर्णता का माह/ वर्ष /Month & Year passed	श्रेणी/ Division	अंको का प्रतिशत % of Marks	सीजीपीए(यदि ग्रेडिंग प्रणाली/ CGPA (if grading is applicable)	विषय/ Subjects studied	रेगुलर/प्राइवेट/ डिस्टेंस/अन्य/ Regular/ Private/ Distance/ Other
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
10 th Class / equivalent							
10+2 / equivalent							
Bachelor's degree							
Master's degree							
M.Phil. / equivalent							
Ph.D.							
यदि कोई अन्य परीक्षा उत्तीर्ण की हो/ other exams passed		Any					

16. विशेष योग्यता/ Academic distinctions

अकादमिक पाठ्यक्रम का नाम/बॉडी/ Name of the Academic Course / Body	प्राप्त अकादमिक वैशिष्ट /Academic distinction obtained

17. अनुभव बढ़ते क्रम में (वर्तमान स्थिति /रोजगार सहित) Chronological list of experience (including current position/ employment) :-

पदनाम व वेतनमान/ Designation & scale of pay	नियोक्ता का नाम व पता Name & address of employers	अनुभव की अवधि/ Period of Experience			Nature of Appointment / work / Duties नियुक्ति की प्रकृति/ कार्य	वेतनमान/ Scale of Pay	
		कब से From date	कब तक/ To date	वर्ष एवं माह की संख्या(विज्ञापन की तिथि को) No. of years/ months (As on date of Advertisement)		पीबी/ PB	जीपी/ GP
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

18. वर्तमान स्थिति/Present position

पद/ Designation	विश्वविद्यालय /संस्थान का नाम/ Name of the University / institution	वेतनमान में वेतन(रु) Pay in Pay Band (Rs.)	जीपी/एजीपी (रु) GP/AGP (Rs.)	प्रतिमाह कुल वेतनमान (रु) Gross Pay / Total Salary p.m. (Rs.)	वेतन वृद्धि तिथि (तिथि/माहः Increment date (Date/Month)

19. संलग्न स्व अभिप्रमाणित प्रमाण पत्रों की सूची (मूल साक्षात्कार के समय प्रस्तुत करने होंगे) कृपया लागू को ञचिन्हित करें/ List of self attested testimonials attached (original to be produced at the time of interview). Please tick ञ the ones applicable.

- i. माध्यमिक कक्षा का अंक पत्र एवं प्रमाण पत्र/ Matriculation mark sheet and certificate
- ii. उच्च माध्यमिक का अंक पत्र एवं प्रमाण पत्र/ Intermediate marksheet and certificate
- iii. स्नातक (फाइनल) का अंक पत्र-एवं प्रमाण पत्र / Bachelor's Programme (Final) mark sheet and degree
- iv. स्नातकोत्तर (फाइनल) का अंक पत्र-एवं प्रमाण पत्र / Master's Programme (Final) mark sheet and degree
- v. एम.फिल उपाधि/ M.Phil. degree
- vi. पीएचडी/ डी.फिल/ Ph.D. /D.Phil degree
- vii. (योग्य अधिकारी द्वारा प्रदत्त जाति प्रमाण-पत्र(अनु.जाति/अनुजनजाति/अपिब आदि) Caste Certificate issued by the Competent Authority (OBC/SC/ST/etc)
- viii. अनुभव प्रमाण पत्र/ Experience certificates
- ix. अक्षमता प्रमाण पत्र/ Disability Certificate
- x.
- xi.
- xii.
- xiii.

संलग्न स्व-अभिप्रमाणित प्रमाण-पत्रों की कुल संख्या (शब्दों में)/Total Number of above self-attested testimonials attached (in words.....)

टिप्पणी: स्व अभिप्रमाणित प्रमाण पत्रों के बिना (उम्मीदवार हेतु लागू) आवेदन पत्र स्वीकृत नहीं किए जाएंगे।

N.B. Applications without the above self-attested testimonials (applicable to the candidate) will not be entertained

बताए कि (क) आप कभी नौकरी से बरखास्त/हटाए गए है या (ख) आपराधिक मामलों में दोषी पाए गए है या जेल गए हैं। State whether you have been at any time (a) dismissed, removed or debarred from Service or (b) convicted by a Criminal court.

कृपया टिक करें Please tick

हाँ/YES

नहीं/NO

में घोषणा करता/ती हूँ कि उपयुक्त दी गई सभी सूचनाएं मेरी जानकारी में सही और पूर्ण है। उपयुक्त कोई भी जानकारी किसी भी स्तर पर गलत या अपूर्ण सिद्ध हो तो मेरी नियुक्ति को खारिज किया जा सकता है। I hereby declare that all entries made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect at any stage, my candidature/appointment is liable to be cancelled/terminated.

स्थान/ Place

दिनांक/ Date

आवेदक के हस्ताक्षर / Signature of the Applicant

स्थाई/ अस्थाई सेवारत अभ्यर्थी नियोक्ता /विभागाध्यक्ष से अनुमोदन तथा अग्रसारित कराएं ऐसा ना कराने पर आवेदन अस्वीकृत किया जा सकता है।

(The endorsement below is to be signed and forwarded by the Head of the Department/Employer in the case of the in-service candidates whether in permanent or temporary capacity failing which the application is liable to be rejected).

नियोक्ता द्वारा अनुमोदन/ ENDORSEMENT OF THE EMPLOYER

संदर्भ सं. Ref. No

दिनांक/ Date

अग्रसारित/ FORWARDED

आवेदक.....नाम.....पद पर इस महाविद्यालय/विश्वविद्यालय/संस्थान/विभाग में अस्थाई/रूप मेंदिनों से कार्यरत है। इनका वर्तमान वेतन.....रु है तथा साथ ही एजीपी/जीपी.....रु है। यदि इनके आवेदन का स्वीकार किया जाता है तो हमें कोई आपत्ति नहीं होगी।

अधिकारी के हस्ताक्षर मुहर सहित।

The applicant (name) is holding the post of in this College/University/Institution/Department in a temporary/substantive basis since.....(date). His/Her present Pay is Rs.....in the Pay structure of Rs..... with AGP/GP of Rs.....and he/she is drawing salary of Rs.per month. His/Her next date of increment isWe have no objection to his/her application being considered.

Signature of the Officer
(with office seal)

घोषणा/शपथ

(केवल अन्य पिछडा वर्ग के आवेदक के लिए)

में..... पुत्र/त्री श्रीग्राम/शहर.....जिला.....राज्य.....घोषणा करता/ती हूँ
कि मैं.....समुदाय का/की हूँ। जिसे कार्मिक एवं प्रशिक्षण कार्यालय मेमोरेण्डम सं.36012/22/1993Estt.(Sct). दिनांक 8-9-
1993 के आलोक में भारत सरकार ने सेवा में आरक्षण हेतु पिछडा वर्ग की श्रेणी में रखा है। यह भी घोषणा कि जाता है कि मैं
क्रीमी लेयर श्रेणी से संबंध नहीं हूँ, जो उपयुक्त मेमोरेण्डम के कॉलम-3 में संदर्भित है। जिसे कार्मिक एवं प्रशिक्षण विभाग के मेमोरेण्डम
36033/2004 दिनांक 9/3/2004 से परिवर्तित किया गया है।

स्थान.....

दिनांक.....

आवेदक के हस्ताक्षर

बिना हस्ताक्षर घोषणा /शपथ को अस्वीकृत कर दिया जाएगा। घोषणा पत्र मिथ्या सिद्ध होने पर किसी भी समय आवेदन अस्वीकृत
किया जा सकता है।

DECLARATION/UNDERTAKING

(for OBC Candidates only)

I, _____ son/daughter of Shri _____ resident
of village/town/city _____ district _____ State hereby declare that I
belong to the _____ community which is recognized as a backward class by the
Government of India for the purpose of reservation in services as per orders contained in Department
of Personnel and Training Office Memorandum No.36012/22/93- Estt.(SCT), dated 8/9/1993. It is also
declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the
Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department
of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004.

Place:

Date:

Signature of the Candidate

Declaration/undertaking not signed by Candidate will be rejected. False declaration will render the
applicant liable for termination of registration at any time.