



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) . 123031

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

Advertisement No. 2/NT/D/2022

Date: 06/05/2022

EMPLOYMENT NOTICE FOR DEPUTATION

Applications are invited on the prescribed format, from the eligible candidates for appointment to the following posts on deputation basis as mentioned each post. The last date for submission of the applications is **20-05-2022, 05:00 PM**.

Post Code	Name of the Post	Level & Group	No. of Posts & Category	Eligibility
01	Executive Engineer	Level – 11, Group - A	01 UR	Officers of the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous organization/ University System holding analogous post; OR with five years regular service as Assistant Engineer possessing a degree in Engineering in the relevant area; OR with seven years of regular service as Assistant Engineer possessing Diploma in Engineering in the relevant area.
02	Assistant Registrar *(Vacancy against Lien)	Level – 10, Group - A	01 UR	Officer holding analogous posts on regular basis or with 5 years regular service in Level 7/ Level 8 in a government department/ University/ Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities.

03	Assistant Engineer	Level – 7, Group - B	01 UR	<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) At least 2 years' experience as Junior Engineer.</p> <p>Desirable: Good knowledge of computer applications.</p>
04	Section Officer *(Vacancy against Lien)	Level – 7, Group - B	01 UR	<p>(i) Bachelor's degree from a recognized University.</p> <p>(ii) Officer holding analogous posts on regular basis or with two years regular service in Level 6 or equivalent in the Central/ State Governments, Universities or autonomous organizations.</p> <p>(iii) Proficiency in Computer Operation, noting and drafting.</p>
05	Private Secretary	Level – 7, Group - B	01 UR	<p>Persons holding analogous posts on regular basis or with 3 years regular service as PA/Senior Stenographer in Level 6 of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies. and fulfilling the educational qualifications and other professional requirements as prescribed given below:</p> <p>Essential:</p> <p>(i) Bachelor's degree from a recognized University/Institute.</p> <p>(ii) At least 02(two) years experience as Personal Assistant or 5 years experience as Stenographer and above in a university/research establishment/ Central/ State Govt./ PSU and other autonomous bodies.</p> <p>(iii) English/Hindi Stenography speed: 120wpm-English/100 wpm-Hindi. Type-writing speed: 40 wpm in English or 35 wpm in Hindi on Computer.</p> <p>(iv) Knowledge of computer applications.</p> <p>Desirable: Proficiency in English & good communication skills.</p>

06	Senior Technical Assistant (Compute Science & Engineering)	Level – 6, Group - B	01 UR	<p>Among the persons working as a senior technical assistant in an analogous post or technical assistant (Level 5) with 5 years' regular service in a recognised university / institution or R&D organisation of Central/State Govt. and possessing the essential qualification as given below:</p> <p>Essential: 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;">OR</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 University/College/Institution or R&D organisation of central/state government</p>
07	Upper Division Clerk (UDC)	Level – 4, Group - C	01 UR	<p>Persons holding analogous posts on regular basis or with 3 years regular service as LDC in Level 2 of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as given below:</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>

08	Lower Division Clerk (LDC)	Level – 2, Group - C	01 UR	Essential: (i) 10+2 or equivalent qualification from a recognized Board. (ii) Working knowledge of Computer Skill Test Norms on Computer:- English Typing @ 35 w.p.m. Hindi Typing @ 30 w.p.m. (Time allowed – 10 minutes) (35w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)
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* The vacancy mentioned at Post Code No. 2 & 4 (Assistant Registrar & Section Officer) will be appointed initially for period of one year or till the employee (on lien) rejoin the University, whichever is earlier.

General Terms & conditions:

1. The qualifications (essential and desirable) and experience required shall be as indicated against each post. The qualifications prescribed for each of the post shall be the minimum qualification as on the closing date of applications.
2. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of application.
3. The applications shall be forwarded by the employer alongwith copies of APARs for the preceding five years, Vigilance Clearance Certificate and NOC.
4. Application without NOC will be summarily rejected.
5. All other terms and conditions as prescribed under “the Central University of Haryana Cadre Recruitment (Non-Teaching and other Academic Posts) Rules” available on the website of the University, shall apply.
6. The application Format, along with self-attested photocopies of all required documents must reach the University office latest by **20-05-2022, 05:30 PM** at the following address. Application received after the due date shall not be considered and will be summarily rejected. The University shall not be responsible for postal delay, if any.

Address:

Deputy Registrar
Establishment Branch
(Recruitment) Room No. 103,
1st Floor Administrative Block
Central University of Haryana
Mahendergarh – 123 031.

NOTE: The name of the post along with post code must be mentioned on the top of the envelope.

7. The eligibility of the candidate will be decided by the information mentioned by him/her in the application form. No addition/modification requests will be entertained. Incomplete application form shall be rejected.

8. All correspondence from the University including Interview/Written test call letter, if any, shall be sent only to the email address provided by the applicant in the application form. The candidates are advised to check the website of the University regularly for updates.
9. The prescribed application Format is attached with this Notice.
10. Any addendum/dedendum/corrigendum/notices in this regard shall be posted on the website of the University only.
11. The Period of deputation will be initially for one year which may be extended further on discretion of the competent authority on satisfactory performance.



Deputy Registrar (Establishment)