

**AGRI BUSINESS INCUBATION CENTRE,
GANDHI BHAWAN, CCS HAU, HISAR-125004 (HARYANA), INDIA
Haryana Registration & Regulation of Societies Act 2012
Regd. No. HR 12 2019 02861**

Advertisement No: 1/20

NOTIFICATION

Applications are invited from the eligible candidates for One post of CHIEF EXECUTIVE OFFICER at fixed emoluments of Rs. 1,20,000/- per month with an increment of 8% per annum under the NABARD project in operation in ABIC, CCS HAU, Hisar on contractual basis for a period 2 years which can be extended based upon the performance and / or extension of project as per guidelines of the funding agency. Application form along with other complete details such as essential/desirable qualifications, terms and conditions, etc. can be downloaded from the CCS Haryana Agricultural University Website <http://www.hau.ernet.in>. Application form, duly filled in along with self-attested photocopies of required certificates and documents should reach at the address “**Nodal Officer, Agri Business Incubation Centre, Gandhi Bhawan, CCS Haryana Agricultural University, Hisar-125 004 (Haryana)**” on or before **8.1.2021 up to 5.00 p.m.** Application processing fee in the shape of Bank Draft of Rs. 1,200/- (Rs. 300/- for SC/BCA/BCB) of Haryana drawn in favour of “**ABIC, CCS HAU, HISAR**” and payable at **Hisar** should be attached with application form. No amount will be accepted through Cheque, Cash, Money Order or Postal – Order. Persons with disabilities / ESM of Haryana shall be exempted from payment of application processing fee. The female candidates of Haryana Domicile shall also be granted 50 % concession in the application processing fee. The candidates are also requested to visit University website regularly for updates/corrigendum/amendment, if any, with respect to above advertisement.


NODAL OFFICER

AGRI BUSINESS INCUBATION CENTRE, GANDHI BHAWAN
CCS HAU, HISAR-125004 (HARYANA), INDIA

Haryana Registration & Regulation of Societies Act 2012

Regd. No. HR 12 2019 02861

Memo No. ABIC/2020/1509-1510 Advt. No.: 1/2020

Date: 7.12.2020

Notification

Applications are invited from the eligible candidates for One post of CHIEF EXECUTIVE OFFICER at fixed emoluments of Rs. 1,20,000/- per month with an increment of 8% per annum under the NABARD project in operation in ABIC, CCS HAU, Hisar on contractual basis for a period 2 years which can be extended based upon the performance and / or extension of project as per guidelines of the funding agency. Application form along with other complete details such as essential/desirable qualifications, terms and conditions, etc. can be downloaded from the CCS Haryana Agricultural University Website <http://www.hau.ernet.in>. Application form, duly filled in along with self-attested photocopies of required certificates and documents should reach at the address “**Nodal Officer, Agri Business Incubation Centre, Gandhi Bhawan, CCS Haryana Agricultural University, Hisar-125 004 (Haryana)**” on or before **8.1.2021 up to 5.00 p.m.** Application processing fee in the shape of Bank Draft of Rs. 1,200/- (Rs. 300/- for SC/BCA/BCB) of Haryana drawn in favour of “**ABIC, CCS HAU, HISAR**” and payable at **Hisar** should be attached with application form. No amount will be accepted through Cheque, Cash, Money Order or Postal – Order. Persons with disabilities / ESM of Haryana shall be exempted from payment of application processing fee. The female candidates of Haryana Domicile shall also be granted 50 % concession in the application processing fee. The candidates are also requested to visit University website regularly for updates/corrigendum/amendment, if any, with respect to above advertisement.

1.	Name of the post	:	Chief Executive Officer
2.	Number of Post	:	One
3.	Category	:	General
4.	Emoluments	:	Rs. 1,20,000/- per month (fixed-) with an increment of 8 % per annum
5.	Qualifications	:	
	Essential	:	MBA – Full Time/Regular, 8 years of work experience with a minimum of 5 years' experience in Entrepreneurship/ Agribusiness Incubation. Age upto 45 years.
	Desirable	:	o Analytical Skills, Leadership and Team Player qualities o Technical and Commercial Understanding of Agriculture and Allied Sectors o Strong Industry connect
6.	Age	:	Upto 45 years

TERMS AND CONDITIONS:

1. His/her appointment will be **for a period of two years which can be extended based upon the performance and/or extension of project as per guidelines of the funding agency from the date, he/she reports for duty** or co-terminus with the project whichever is earlier. However, the work assigned to him/her will be assessed after **three months initially followed by assessment after every six months** by the Expert Committee consisting of President, Nodal Officer and one Expert nominated by worthy Vice-Chancellor-cum-President. In case it is found that performance of work is not upto the mark and conduct is not satisfactory to the competent authority, services can be terminated at any time with one months' notice. Where he/she wants to quit the job, he/she can do so after giving one months' notice or to deposit the salary in lieu of short notice period, if any.
2. His/her services are liable to be terminated due to constraint of funds by dint of non-sanction and non-released of grant by the funding agency. In case, the funding agency expresses its difficulty to provide the funds on account of closer of the project, the service can suo-moto are liable to be terminated forthwith without assigning any reason or the notice.
3. He/She will be entitled to TA/DA as per rules.
4. On expiry of term of project, he/she will be relieved from the services and ABIC will not be responsible for his/her adjustment in any form.
5. He/she will not be a regular employee and would not be entitled for any CPF/GPF or any other benefits admissible to the regular employee.
6. He/she will be required to produce a medical certificate of fitness from the Senior Medical Officer, Campus Hospital, CCS HAU, Hisar at the time of joining.
7. He/she would report for duty within 10 days from the date of issue of the order failing which his/her appointment will be treated as withdrawn.
8. His/her place of work will be Agri-Business Incubation Centre located at Gandhi Bhawan, CCS HAU, Hisar.
9. He/she will be required to execute an agreement on non-judicial stamp paper of Rs. 15/- before he/she is allowed to join the post.
10. His/her services will be abided by the rules and regulations of ABIC and funding agency as amended from time to time.

Application forms will be summarily rejected in the following cases:

1. If the application is received without requisite fee or through any other mode as prescribed in the advertisement.
2. If the application is received after the last date, i.e. 08.1.2021 up to 5.00 p.m.
3. If the application is received without enclosures/ documents.
4. Unfilled/ blank applications will also be liable to be rejected.


NODAL OFFICER

- 1 -

AGRI BUSINESS INCUBATION CENTRE, GANDHI BHAWAN
CCSHAU, HISAR-125004 (HARYANA), INDIA
Haryana Registration & Regulation of Societies Act 2012
Regd. No. HR 12 2019 02861

Application Form

Note: (i) Do not detach any sheet

Fill up all columns of all sheets.

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

A self attested
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. (i) Name in full _____
(in block letters)

(ii) Gender (Male/Female) _____
3. Present postal address _____
(in block letters) _____

4. (i) Aadhaar No. (desirable, but not mandatory) _____
(ii) Mobile No. _____
5. (a) E-mail ID _____
(b) Details of application processing DD No. _____ Date _____
fee in the Shape of bank demand draft Amount _____ Name of issuing bank _____
6. Permanent Home Address _____

7. (a) Father's Name _____
(b) Mother's Name _____
8. (a) Nationality of candidate _____
(b) Name of country, if foreign national _____
(c) Religion _____
9. (a) Date of birth _____
(b) Place of birth _____
(c) Place of permanent domicile _____

MB

- (d) Marital status _____
- (e) Do you belong to SC/BC(A)/BC(B)EBPG _____
- (f) Are you fall under ESM category _____
- (g) Are you fall under Freedom Fighter category _____
- (h) Are you fall under Outstanding Sports Person
Category _____
- (i) Are you 'person with disability' _____

If so, attach certificate in support thereof.

10 (a) Name, Designation and address of
the present employer, if any. _____

(b) Have you obtained the permission of your
present employer for submitting this
application/attending an interview, if any,
and for accepting this appointment, if selected? _____

(c) In case you are not applying through proper channel,
are you prepared to resign from your present post,
if selected _____

(d) If selected, please state when you can join _____

(e) Present Pay
(i) Scale of pay _____

(ii) Basic pay _____

(iii) Allowances excluding house rent
and city compensatory allowance.
(give name and amount of each allowance) _____

(iv) Date of next increment _____

22

(f) Minimum pay acceptable

11. Names and addresses of two referees (i)

not related to you, to whom you are known

personally (if you are employed, your present

employer must be one of the referees)

(ii)

12. Whether any of your relative is employed in

this University, If so, give details.

13. (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

14. 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.

216

15. Employment Record:

Division					
Subjects					
Medium of instruction					
Position, distinction, prizes, scholarships etc.					

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

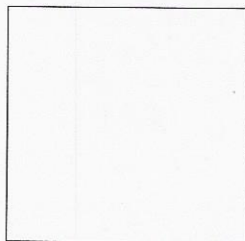
17. From which newspaper or other source _____
did you come to know of this vacancy.

18. Any other details not mentioned above, which you think, will strengthen your claim for this appointment, (Attach separate sheet, if necessary):

19. 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: _____

(Thumb impression of the candidate

(Signature of the candidate)

if test is involved. In case of male

Date _____

candidate left hand thumb impression

and in case of female right hand thumb

impression)

Handwritten mark

- 6 -

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) Place _____ Date _____	Signature _____ Designation or Status & Address _____ _____ _____ _____
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SP

- 7 -

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.)

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: _____

SB

SELECTION CRITERIA FOR CHIEF EXECUTIVE OFFICER:

Sr. No.	Criteria	Maximum marks	Details
1.	Academic Qualifications	30	10 marks for graduation and 20 marks for Post-graduation on prorata basis
2.	Analytical skills, Leadership and Team Player qualities	10	Analytical skills, Leadership and Team Player qualities
2.	Experience	15	1 mark for each year for experience in related field after obtaining qualifying degree
3.	Training in concerned field	10	Less than 3 months – 1 mark
			Upto 3 months – 2 marks
			3 to 6 months – 3 marks
			Upto 1 year - 4 marks
4.	Publication	08	1 mark for each publication in related field
5.	Presentation	12	Presentation and communication skills
6.	Interview	15	Average of marks given by the members of selection committee
	Total	100	