

INSTRUCTIONS/CONDITIONS

Advertisement No. 2/2019

CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO APPLY AND SUBMIT APPLICATION PROMPTLY AND NOT TO WAIT TILL THE LAST DATE/TIME FOR APPLYING ONLINE. THE UNIVERSITY SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS ON ACCOUNT OF THE LAST MINUTE RUSH

Special Instructions

- 1- The applicant must possess prescribed qualifications, age and experience on the last date of **on-line submission** of applications. If on verification, at any time before or after the written examination or interview or appointment, it is found that they do not fulfil any of the eligibility condition or it is found that the information furnished is false or incorrect, their candidature will be cancelled. **However, the consideration of Ph.D degree will be upto the date of interview subject to submission of thesis as on the last date of receipt of application and production of provisional degree certificate at the time of interview. The publication will also be considered upto the last date of on-line submission and no further addition/correction will be entered through any other mode.** The prescribed essential qualification does not entitle a candidate to be called for interview. The University will shortlist 15 eligible candidates against one post and further an addition of five more eligible candidates (i.e. 15+5=20) against each post and so on, as per merit list on the basis of structural marking. Only shortlisted candidates will be called for interview. The condition of shortlisting will also be applicable to the reserved posts. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/ suitability of the candidates, mode of and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
- 1-(a) **A copy of the online submitted application form alongwith all other uploaded documents is mandatory to be submitted in the office of Registrar (Rect. Cell), CCS HAU, Hisar upto 20.10.2019 by hand or through speed post/registered post etc. failing which their online application will not be considered for further processing.**

General instructions

- 2- Candidates are advised to go through the detailed advertisement available on the University Website before filling the application:

Category {General (UR)/SC/ST/BCA/BCB etc.} once filled by candidate in the on-line application form will not be changed and no benefit of other category will be admissible.

The candidate should fill up all the desired information i.e. **Personal Details, Academic qualifications etc. correctly.** Request for change or correction of any information, once given in the application form, shall not be entertained under any circumstances. The University will not be responsible for any consequences arising out of non-acceptance of any correction/addition/deletion in any particular once filled in the application form, whatsoever the reasons may be.

The candidate should have a valid personal **email ID** and **mobile number**. It should be kept active during the entire recruitment process. Registration number, password and all other important communication will be sent on the same registered email ID. (please ensure that email sent to this mailbox is not redirected to your junk/spam folder.

- 3- The candidate should give details of all the examinations passed from Matriculation or its equivalents onwards and mention total and percentage of marks obtained and maximum marks in each examination. The candidates are advised to upload the essential qualification certificates/ diploma/degree **showing percentage of marks obtained** with the application form alongwith fresh Eligibility Certificate in case of DESM and Sports, Gradation Certificate in case of eligible Sports Person category and Persons with Disabilities Certificate from the competent authority. The candidates, who have obtained degrees or Diploma or Certificates for the various courses from any institution declared fake by the University Grants Commission and other institutions/agencies, shall not be eligible for being considered for recruitment to the posts advertised.

- 4- Experience for teaching posts will be counted after a candidate has obtained his/her Masters degree. Experience obtained during Ph.D period will not be counted.
- 5- No concession of fee is admissible to SC/BCA/BCB/ESM/Persons with Disabilities/female of other States.
- 6- Candidates already in **regular/temporary/ad-hoc/contract service** have to send a copy of their duly submitted application form through proper channel or produce "No Objection Certificate" otherwise they will not be allowed to appear in the interview.
- 7- The number of posts indicated in the advertisement can increase or decrease. The University also reserves the right to withdraw one or more of the post(s) advertised.
- 8- Pay, ADA, HRA etc. are admissible as per University rules adopted from time to time.
- 9- No TA/DA shall be paid by the CCS HAU for any test/interview.
- 10- Candidates selected for outstations will not be transferred at the Headquarters for atleast five years.
- 11- Minimum age limit for all the posts is 18 years.
- 12- **Reservation of posts** – Benefit of reservation will be admissible only to those SC/BCA/BCB/Persons with Disabilities/ESM/Sports candidates who are domicile of Haryana State. Reservation will be as per Haryana Govt. instructions adopted by the University.

The dependent sons/daughters of ESM who fulfill all conditions of qualifications, age etc. prescribed for posts will be considered on merit for the posts reserved for ESM, if suitable ESM candidates are not available. The children and the grand-children of Freedom Fighters (DFF) would be considered to the extent mentioned in Haryana Govt. letter No.22/20/83-3GSIII dated 26-7-1984 as amended from time to time, if the quota reserved for Ex-servicemen, remains unfilled due to non-availability of suitable Ex-servicemen or their dependents.

ESM/DESM candidates of Haryana claiming benefit will have to produce the fresh Eligibility Certificate from the concerned Zila Sainik Board at the time of interview. Mere dependent certificate will not be entertained. ESM candidates should also produce self attested photo copy of identity card issued by concerned Zila Sainik Board at the time of interview.

NONE OF THE PERSON BELOW SHALL FALL WITHIN DEFINITION OF WORD DEPENDENT OF EX-SERVICEMEN IN TERMS OF HARYANA GOVT. LETTER NO.12/37/79-GSIII DATED 21-11-1980:-

- i) A person may be working on an ad hoc basis against the post advertised or somewhere else.
- ii) A person may be unemployed at the time of making the application but he may have other source of income viz. from agriculture, trade, property, Bank balance etc.
- iii) A person who is a member of the joint Hindu family and remains dependent upon the Karta till there is partition in the family or he ceases to be a member of the joint Hindu family and is obliged to pass on all his income to the Karta and he draws money for his subsistence from the pool of the joint Hindu family with the consent of the Karta.
- iv) A candidate who is a member of the joint Hindu family is employed on ad hoc basis but he is otherwise dependent on his father.

Note-1 **The benefit of reservation will be given only to those SC/BCA/BCB/Persons with Disabilities and ESM and Outstanding Sports Person candidates who are domicile of Haryana State. The SC/ BCA/ BCB/Persons with Disabilities candidates are required to attach SC/BCA/BCB/Persons with Disabilities Certificate duly issued by the competent authority alongwith application form. Likewise the Outstanding Sports Person shall be required to attach the sport gradation certificate with the application form as per Government**

instructions duly issued by the competent authority. DESM shall be required to attach the fresh Eligibility Certificate duly issued by the respective Zila Sainik Board with the application form.

Note-2

As per State Govt. instructions adopted by the University vide orders Endst. No. Admn. R1/013/15545-15669 dated 16.10.2014, "4% horizontal reservation of the total posts will be provided to the persons with disabilities belonging to Haryana State with 40% or more disability. Reservation for the persons with disabilities in Group 'A' or Group 'B' posts shall be computed on the basis of total number of vacancies occurring in direct recruitment quota in all the Group 'A' posts or Group 'B' posts respectively in the cadre." However, if eligible persons are not found available in response to this advertisement, the posts will be filled out of general category and the points meant for persons with disabilities shall be carried forward for being filled from future vacancies

13- The candidates should apply only through online portal for each post. No other mode of submission of application form will be accepted.

14- An application form will be summarily rejected in the following events:-

- i) If a candidate makes more than one application form for a particular post..
- ii) If the experience certificate is without detail of salary per month received (wherever the condition of experience apply)
- iii) If a candidate does not possess the qualification of Hindi/Sanskrit upto Matric standard/ Higher Standard.
- iv) If a candidate does not possess the requisite academic qualification on the cut off date.
- v) If a candidate is under age/overage on the cut off date.
- vi) If the application is submitted/received without processing fee.

15- USE OF MOBILE PHONE, PAGER AND OTHER ELECTRONICS DEVICE AT THE TIME OF INTERVIEW IS STRICTLY PROHIBITED.

**Sd/-
Registrar**