



CHAUDHARY CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY, HISAR.

(Established by Parliament Act No. 16 of 1970)

Advertisement No. 1/2019

Applications are invited from eligible candidates in the prescribed format for the following posts in the University in the pay-scale of Rs.37400-67000+Rs.10000 GP in PB-4 revised to academic level 14 with rationalized entry pay of Rs. 1,44,200 with unfurnished rent free accommodation. The prescribed application form alongwith details of essential qualifications, general instructions and conditions etc. may be downloaded from the University Website <http://hau.ac.in> The duly filled in application form alongwith self attested photo copies of required certificates and documents should reach at the address of The Registrar, CCS HAU, Hisar-125004 on or before 25.07.2019 **upto 2.00 PM**. Application processing fee in the shape of Bank Draft of Rs.1200/- (Rs.300/- for SC/BCA/BCB of **Haryana domicile**) drawn in favour of **“The Registrar, CCS HAU, Hisar”** and payable at **Hisar** should be attached with each application form. No amount will be accepted through cheque, cash, money order, postal order or any other mode. Person with disabilities/ ESM of Haryana shall be exempted from payment of application processing fees. The female of **Haryana Domicile** shall also be granted 50% concession {(i.e. Rs. 600/- (Rs. 150/- for SC/BCA/BCB payable as application processing fees)}.

1. Dean, College of Agriculture
2. Estate Officer-cum-Superintending Engineer
3. Comptroller

Note: The posts mentioned at Sr. No. 2 & 3 could also be filled up by transfer or on deputation from the State Govt./Govt. of India/ICAR/any other autonomous institutions established under the Act of State Assembly or Parliament.

Sd/-

REGISTRAR



Prescribed Qualification in respect of Advertisement No. 1/2019

Note: Irrespective of the below qualifications, Hindi/Sanskrit in Matric Standard will be an essential subject for all the posts.

1. Dean, College of Agriculture

- i) Doctoral degree in any branch of Agriculture.
- ii) Atleast 8 years experience as a Professor or in an equivalent position.

Desirable: Administrative experience as Head of a University Deptt./Division of ICAR institute.

2. Estate Officer-cum-Superintending Engineer

- a) A candidate should possess one of the University degree.
- b) He should have 7 years experience as Executive Engineer.
- c) Out of 7 years experience he should have served for a total minimum of 2 years on a post of Executive Engineer relating to design or planning or research or survey and investigation of teaching or training or purely office posting whether in Head Office of Research Laboratory under the Haryana Govt.
- d) The Govt. (the University in this case) may for reasons to be recorded in writing, either generally for a specific period or in any individual case, reduce the period to such an extent as it may deem proper.

3. Comptroller

- a) Chartered Accountant/ICWA.
OR
M.Com. or MBA (Finance) with 55% marks from recognized University/ reputed Institute.
- b) Must have 5 yearsø experience as Deputy Comptroller/Chief Accounts Officer/ Equivalent in Grade Pay of Rs. 7600/- in Government/Semi Govt./Public Sector Undertaking/ Autonomous bodies/University/Institutes.

Desirable:

Preference will be given to the persons working in Universities and having passed SAS Examination conducted by the State Govt. or Higher Standard/ Accounts Examination conducted by the University.

**Sd/-
REGISTRAR**

**CHAUDHARY CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY,
HISAR**

(Established by Parliament Act No. 16 of 1970)

Corrigendum (Advt. No. 1/2019)

The post of “**College of Agriculture**” mentioned at Sr. No.1 in the advertisement No. 1/2019 published on 10.07.2019 may be read as “**Dean, College of Agriculture**”. The last date for receipt of applications may also be treated as “**09.08.2019 upto 5.00 PM**” instead of “**25.07.2019 upto 2.00 PM**”.

Sd/-
REGISTRAR

INSTRUCTIONS/CONDITIONS

Advertisement No. 1/2019

(To be signed and attached by the candidate with the application form)

Special Instructions

- 1- The applicant must possess prescribed qualifications and experience on the last date of receipt of applications. The prescribed essential qualification does not entitle a candidate to be called for interview. The University may short list the candidates for interview by holding a written examination or on the basis of a rationale criterion to be adopted by the University. 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.

General instructions

- 2- 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 attach photocopy only of essential qualification certificates/ diploma/degree with the application form alongwith Eligibility Certificate in case of DESM and Sports, Gradation Certificate in case of Outstanding 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.
- 3- Experience for teaching posts will be counted after a candidate has obtained his/her Masters degree.
- 4- No concession of fee is admissible to SC/BCA/BCB/EBPG/ESM/Persons with Disabilities/ female of other States.
- 5- Candidates already in **regular/temporary/ad-hoc/contract service** must apply through proper channel or produce "No Objection Certificate" otherwise they will not be allowed to appear in interview. They may, however, send an advance copy on prescribed application form direct to the University **alongwith prescribed application processing fee.**
- 6- Applications which are incomplete/not on prescribed application form of CCS HAU/without prescribed application processing fee/received late will not be considered. The University shall not be responsible for any postal delay or loss in transit.
- 7- The number of posts indicated in the advertisement can vary. The University also reserves the right to withdraw one or more of the post(s) advertised.
- 8- The envelope containing application form complete in all respects must be superscripted as "Application for the post of _____".

- 9- Pay, ADA, HRA etc. are admissible as per University rules adopted from time to time.
- 10- No TA/DA shall be paid by the CCS HAU for any test/interview.
- 11- Candidates selected for outstations will not be transferred at the Headquarters for atleast five years.
- 12- **Minimum age limit for all the posts is 18 years.**
- 13- Qualification and age will be determined with regard to the last date fixed for receipt of applications.
- 14- Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date fixed for receipt of application. 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.
- 15- **Documents to be attached with the Application Form**
- i) One copy of latest coloured passport size photograph duly self attested should be pasted on the application form.
 - ii) Self attested photocopy of essential qualifications and above/diploma/ degree should be attached with the application form.
 - iii) Self attested photocopy of fresh Eligibility Certificate in case of DESM candidates duly issued by the respective Zila Sainik Board.
 - iv) Self attested copy of Sport Gradation Certificate in case of Outstanding Sports Persons duly issued by the competent authority.
 - v) Self attested photo copy of SC/BCA/BCB/ESM/EBPG/Persons with Disabilities Certificates.
 - vi) Self attested photo copy of court order in the case of woman divorcee/ legally separated woman.
 - vii) Self attested photo copy of death certificate of husband in the case of widow.
- 16- **The candidates are advised that the self attested copy of all certificates of qualifications should be attached with the application form.**
- 17- **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 application is not on the prescribed application form.
 - iii) If the application is unsigned/incomplete.
 - iv) If the experience certificate is without detail of salary per month received (wherever the condition of experience apply)
 - v) If the application form is received in the University after the last date. University will not be responsible for any postal delay.
 - vi) If a candidate does not possess the qualification of Hindi/Sanskrit upto Matric standard/ Higher Standard.
 - vii) If a candidate does not possess the requisite academic qualification on the cut off date.
 - viii) If a candidate is under age/overage on the cut off date.
 - ix) If the application form is without prescribed application processing fee.

18- **USE OF MOBILE PHONE, PAGER AND OTHER ELECTRONICS DEVICE IN UNIVERSITY EXAMINATION/INTERVIEW IS STRICTLY PROHIBITED.**

The candidates desirous to apply for more than one post should apply on separate application form for each post.

Important Note:

- I** The posts mentioned in the advertisement will be filled on tenurial basis for a period of 4 years only. Those faculty members of CCS HAU who have already served one term as Dean/ Director in this University or any other University will not be considered for the second term. Further those applicants who have less than two years service left on the date of advertisement will also not be eligible for appointment to these posts. Provided further that where a person has already worked as Dean/ Director in the past, that period will be reduced from his/her term of 4 years, if it exceeds 90 days.
- II** The posts of Estate Officer-cum-Superintending Engineer and of Comptroller will also be filled up on the analogy of Deans/Directors. Mode of appointment and other conditions of service will also be the same, but they could also be appointed by transfer or on deputation from the State Govt./Govt. of India/ICAR/any other autonomous institutions established under the Act of State Assembly or Parliament.

Sd/-
REGISTRAR

i) Name of applicant_____

ii) Name of the post applied for _____

iii) Signature of applicant _____

iv) Thumb impression of applicant_____