



चौधरी रणबीर सिंह विश्वविद्यालय, जीन्द
Chaudhary Ranbir Singh University, Jind
(Established by the State Legislature Act 28 of 2014)
Recognized u/s 12-B & 2(f) by UGC Act 1956



Advertisement No.: 04/2020

Date : 17.03.2020

Start of Online submission of Applications : 20.03.2020
Last Date for Online Submission of Applications : 10.04.2020
Last Date for Receipt of Print Copy of Application (BY HAND/REGISTERED/SPEED POST) : 17.04.2020

Online applications are invited for the following Non-Teaching Positions for Direct Recruitment on Regular Basis:

Sr. No.	Name of Post	No. of Post	Pay Level (As per 7 th Pay Commission)
1.	XEN (Civil)	01 (UR)	L-11
2.	PA	01 (UR)	L-6
3.	Laboratory Technician (Physics)	01 (UR)	L-6
4.	Laboratory Technician (Chemistry)	01 (EWS)	L-6
5.	Laboratory Technician (Mathematics)	01 (UR)	L-6
6.	Assistant	04 (UR-02, EWS-01, SC-01)	L-6
7.	Caretaker*	01 (UR)	L-4
8.	Clerk	06 (UR-02, EWS-01, BC-A-01, ESM(UR)-01, BC-B-01)	L-2
9.	Laboratory Attendant (Physics)	03 (UR-01, SC-01, BC-A-01)	L-2
10.	Laboratory Attendant (Chemistry)	03 (UR)	L-2
11.	Laboratory Attendant (Mathematics)	03 (UR-01, ESM(UR)-01, BC-B-01)	L-2
12.	Peon	09 (UR-04, EWS-01, SC-01, BCA-01, ESM(UR)-01, BCB-01)	DL

*Subject to approval of Nomenclature of post from the State Government.

Important Instructions:

1. Qualifications for the post mentioned above are placed at **Annexure 'A'**.
2. Selection Criteria for the post mentioned above are placed at **Annexure 'B'**.
3. The numbers of posts mentioned herein are tentative and may vary, depending on requirement and availability or University may not fill any of the posts advertised without assigning any reason. Any post here advertised may be withdrawn either partly or wholly from being filled up at any time without assigning any reason.
4. **Only those possessing prescribed qualifications may apply online latest by April 10, 2020 (Friday). Thereafter, website link will be disabled. The candidates are strictly advised to apply online well in advance without waiting for the last date of submission of online**

form. The applicants are required to submit the printed copy of online application form along with self-attested copies of relevant testimonials (from Matriculation onwards) by April 17, 2020 (Friday) up to 5:00 P.M.

5. Application Processing fee as under can be paid online (Net banking/ Credit Card/ Debit Card) through University website as per the above schedule:

a. For the post at Sr. No. 01 :

- i. Male (irrespective of State) and Female (Non-Haryana resident) : **Rs. 1000/-**
- ii. Female (Haryana Resident) : **Rs. 500/-**
- iii. SC/BC/EWS (Haryana Resident) : **Rs. 250/-**
- iv. Person with Disabilities (PwD) and Ex-Servicemen (Haryana Resident) : **Exempted from Fees**

b. For the posts at Sr. No. 02 to 12 :

- i. Male (irrespective of State) and Female (Non-Haryana resident) : **Rs. 500/-**
- ii. Female (Haryana Resident) : **Rs. 250/-**
- iii. SC/BC/EWS (Haryana Resident) : **Rs. 125/-**
- iv. Person with Disabilities (PwD) and Ex-Servicemen (Haryana Resident) : **Exempted from Fees**

6. Separate application form is required to be submitted for each post along with requisite fee.
7. The eligibility of candidates will be determined as on the last date fixed for online submission of applications forms.
8. Incomplete applications or the applications received without the prescribed fee or received after the last date of receipt of applications are liable to be rejected.
9. The University shall not be responsible for postal delay, if any. In case, last date for submission of Print/hard copy falls on holiday, then next working day shall be treated as last date.
10. Reservation will be as per the Haryana Government norms.
11. The benefit of reservation will be given only to those SC/BCA/BCB/Persons with Disabilities/ESM /EWS candidates, who are domicile of Haryana State. Such candidates are required to attach/ upload relevant Certificate duly issued by the competent authority at the time of filling online application.
12. ESM/DESM candidates of Haryana claiming benefit will have to produce the valid 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 attested photo copy of identity card issued by concerned Zila Sainik Board at the time of interview.
13. NONE OF THE PERSON BELOW SHALL FALL WITHIN DEFINITION OF WORD DEPENDENT OF EXSERVICEMEN IN TERMS OF HARYANA GOVT. LETTER NO.12/37/79-GSIII DATED 21-11-1980:-

a) A person working on ad-hoc basis against the post advertised or somewhere else.

- b) A person unemployed at the time of making the application but he may have other source of income viz. from agriculture, trade, property, Bank balance etc.
- c) 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.
- d) 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.

14. The above mentioned non-teaching posts earlier advertised vide Advt. No. 06/2016, Advt. No. 09/2016 and related Corrigendums stands withdrawn. The candidates, who had earlier applied for these posts against Advt. No. 06/2016, Advt. No. 09/2016 and related Corrigendum and interview for the same was not conducted, are required to apply afresh. Those candidates, who do not wish to apply as per this Advertisement, may claim for refund of fee to the Deputy Registrar (Establishment), Chaudhary Ranbir Singh University, Jind with a valid proof latest by 30-04-2020 for these advertised posts. Thereafter, no application for refund of fee shall be considered.

Note:

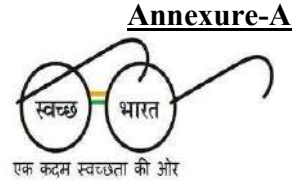
4% horizontal reservation of the total posts will be provided to the persons with benchmark disabilities (PwBD) belonging to Haryana State with 40% or more disability. Reservation for the persons with disabilities in Group 'A' or Group 'B' posts shall be computed on the basis of total number of vacancies 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.

REGISTRAR



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MINIMUM QUALIFICATIONS AND EXPERIENCE FOR THE NON-TEACHING POSTS:

Sr. No.	Name of the post	Minimum Qualification and Experience
1.	XEN (Civil)	<ol style="list-style-type: none">1. B.Tech (Civil) or equivalent with atleast 60% marks.2. Having atleast 8 years' experience as Assistant Engineer (Civil)/ SDO (Civil) in PSUs/ Government Institutions/ Public Limited Company.3. Hindi/Sanskrit as subject upto class Matric (10th) standard.
2.	Personal Assistant (PA)	<ol style="list-style-type: none">1. Bachelor's Degree with atleast 50% marks and having excellent written and oral communication skills in English/ Hindi.2. Atleast 3 years' experience as Senior Scale Stenographer <p style="text-align: center;">OR</p> <ol style="list-style-type: none">2. Atleast 6 years' as Junior Scale Stenographer <p style="text-align: center;">OR</p> <ol style="list-style-type: none">2. Atleast 9 years' as Steno typist in Government Institute/ Central/ State funded University/ PSUs.3. Shorthand speed of 100 WPM with typing speed of 40 WPM in English / 35 WPM in Hindi on computers.4. Knowledge of Computer/ Internet.5. Hindi/Sanskrit as subject upto class Matric (10th) standard.
3.	Laboratory Technician (Physics)	<ol style="list-style-type: none">1. B.Sc. (Non-Medical)/ B.Sc. pass course with Physics as a core paper having atleast 60% marks or B.Sc. (Honors) in Physics having atleast 60% marks. <p style="text-align: center;">OR</p> <ol style="list-style-type: none">1. M. Sc. (Physics) having atleast 50% marks. <p style="text-align: center;">OR</p> <ol style="list-style-type: none">1. B.Sc. (Non-Medical)/ B.Sc. pass course with Physics as a core paper having atleast 50% marks or B.Sc. (Honors) in Physics having atleast 50% marks and having atleast 5 years' Experience as Lab Attendant/ Lab Assistant. <p style="text-align: center;">OR</p> <ol style="list-style-type: none">1. M.Sc. and having atleast 5 years' Experience as Lab Attendant/ Lab Assistant.2. Hindi/Sanskrit as subject upto class Matric (10th) standard.
4.	Laboratory Technician (Chemistry)	<ol style="list-style-type: none">1. B.Sc. (Non-Medical/ Medical)/ B.Sc. pass course with Chemistry as a core paper having atleast 60% marks or B.Sc. (Honors) in Chemistry having atleast 60% marks. <p style="text-align: center;">OR</p> <ol style="list-style-type: none">1. M. Sc. (Chemistry) having atleast 50% marks. <p style="text-align: center;">OR</p> <ol style="list-style-type: none">1. B.Sc. (Non-Medical/ Medical)/ B.Sc. pass course with Chemistry as a core paper having atleast 50% marks or B.Sc. (Honors) in Chemistry having atleast 50% marks and having atleast 5 years' Experience as Lab Attendant/ Lab Assistant. <p style="text-align: center;">OR</p> <ol style="list-style-type: none">1. M.Sc. and having atleast 5 years' Experience as Lab Attendant/ Lab Assistant.2. Hindi/Sanskrit as subject upto class Matric (10th) standard.

5.	Laboratory Technician (Mathematics)	<p>1. B.Sc. (Non-Medical)/ B.A./B.Sc. pass course with Mathematics as a core paper having atleast 60% marks or B.Sc./ B.A. (Honors) in Mathematics having atleast 60% marks.</p> <p style="text-align: center;">OR</p> <p>1. M.A./ M. Sc. (Mathematics) having atleast 50% marks.</p> <p style="text-align: center;">OR</p> <p>1. B.Sc. (Non-Medical)/ B.A./ B.Sc. pass course with Mathematics as a core paper having atleast 50% marks or B.A./B.Sc. (Honors) in Mathematics having atleast 50% marks and having atleast 5 years' Experience as Lab Attendant/ Lab Assistant.</p> <p style="text-align: center;">OR</p> <p>M.Sc. and having atleast 5 years' Experience as Lab Attendant/ Lab Assistant.</p> <p>2. Hindi/Sanskrit as subject upto class Matric (10th) standard.</p>
6.	Assistant	<p>1. Master's Degree having atleast 55% marks</p> <p style="text-align: center;">OR</p> <p>1. Bachelor's Degree having atleast 60% marks.</p> <p style="text-align: center;">OR</p> <p>1. Master's Degree and having atleast 5 years' of experience as Clerk on regular service in Government/ PSU/ Central/ State funded University</p> <p style="text-align: center;">OR</p> <p>1. Bachelor's Degree having atleast 50% marks and having atleast 5 years' of experience as Clerk on regular service in Government/ PSU/ Central/ State funded University.</p> <p>2. Typing speed of 30 words per minute in English converted with equivalent key depressions as the typing speed would be tested on computers.</p> <p>3. Knowledge of Computer/ Internet.</p> <p>4. Hindi/Sanskrit as subject upto class Matric (10th) standard.</p>
7.	Caretaker	<p>1. Bachelor's Degree with atleast 60% marks</p> <p style="text-align: center;">OR</p> <p>1. 10+2 with one years' Diploma in Housekeeping/ Front Office Management from a recognized Institute/ Institute of Hotel Management and/OR Tourism.</p> <p>2. Hindi/Sanskrit upto Matric (10th) Standard.</p> <p>Desirable: Preference will be given to the candidates having basic knowledge of Plumbing / Electricity fittings.</p>
8.	Clerk	<p>1. Master's Degree</p> <p style="text-align: center;">OR</p> <p>1. Bachelor's Degree having atleast 50% marks.</p> <p>2. Typing speed of 30 words per minute in English converted with equivalent key depressions as the typing speed would be tested on computers.</p> <p>3. Knowledge of Computers/ Internet.</p> <p>4. Hindi/Sanskrit as subject upto class Matric (10th) standard.</p>

9.	Laboratory Attendant (Physics)	1. B.Sc. (Non-Medical)/ B.Sc. pass course with Physics as a core paper having atleast 50% marks or B.Sc. (Honors) in Physics having atleast 50% marks or M.Sc. (Physics). 2. Hindi/Sanskrit as subject upto class Matric (10 th) standard.
10.	Laboratory Attendant (Chemistry)	1. B.Sc. (Non-Medical/ Medical)/ B.Sc. pass course with Chemistry as a core paper having atleast 50% marks or B.Sc. (Honors) in Chemistry having atleast 50% marks or M.Sc. (Chemistry). 2. Hindi/Sanskrit as subject upto class Matric (10 th) standard.
11.	Laboratory Attendant (Mathematics)	1. B.Sc. (Non-Medical)/ B.A./ B.Sc. pass course with Mathematics as a core paper having atleast 50% marks or B.Sc./ B.A. (Honors) in Mathematics having atleast 50%marks or M.Sc. (Mathematics). 2. Hindi/Sanskrit as subject upto class Matric (10 th) standard.
12.	Peon	1. Matriculation/ 10 th with atleast 50% marks. 2. Hindi/Sanskrit upto Matric (10 th) standard.

Age limit: 18 to 50 years for all above posts as on the last date of receipt of applications. The condition of age limit may be relaxed on a cogent ground, in special cases, by the competent authority.



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Selection Criteria of Various Non-teaching Posts

Sr No.	Name of the Post	Selection Criteria (Weightage Points)	Syllabus for Skill Test
1.	XEN (Civil)	i. Matriculation: 5 (0.05x percent of marks obtained) ii. 10+2: 10 (0.10x percent of marks obtained) iii. Graduation: 15 (0.15x percent of marks obtained) iv. Post-Graduation: 20 (0.20x percent of marks obtained). v. Relevant Experience in Central/ State funded University/ Government/ PSUs/ Organization of repute: Max. 05 Marks (1 mark for one year experience) vi. Extra-Curricular Activities/ Achievements: 05 marks# vii. Domain Knowledge: 20 Marks viii. Interview Performance: 20 Marks Total Marks: 100	<i>Not applicable</i>
2.	Personal Assistant (PA)	i. Matriculation: 5 (0.05x percent of marks obtained) ii. 10+2: 5 (0.05x percent of marks obtained) iii. Graduation: 25 (0.25x percent of marks obtained) iv. Post-Graduation: 15 (0.15x percent of marks obtained) v. Relevant Experience as Personal Assistant/ Senior Scale Stenographer in a Central/ State funded University /Govt. Institution/Public Sector Undertaking/: Max. 05 Marks (1 mark for one year experience) vi. Extra-Curricular Activities/ Achievements: 05 marks# vii. Skill Test: (Shorthand and Computer Typing Test: 20 Marks), (Comprehension, Noting/ Drafting: 20 Marks) Total Marks: 100	1. Skill Test (Shorthand and Computer Typing Test) shall be of 25 Marks and One mark shall be deducted for each mistake and 25 Multiple choice questions on Microsoft Office/ Internet. (Total Marks: 50, Duration of Test: 25 Minutes) 2. Skill Test: (Comprehension: 25 marks and Noting and Drafting: 25 marks) Total 50 Marks, Duration of Test: 45 Minutes. Weight-age: 40%
3.	Laboratory Technician (Physics/ Chemistry/ Mathematics)	i. Matriculation: 10 (0.10x percent of marks obtained) ii. 10+2: 10 (0.10x percent of marks obtained) iii. Graduation: 20 (0.20x percent of marks obtained) iv. Post-Graduation: 10 (0.10x percent of marks obtained) v. Relevant Experience in a Central/ State funded University /Govt. Institution/Public Sector Undertaking/: Max. 05 Marks (1 mark for one year experience) vi. Extra-Curricular Activities/ Achievements: 05 marks# vii. Skill Test: 40 Marks Total Marks: 100	There shall be 100 multiple choice questions, including 10 questions each from English, Hindi, Arithmetic, General Awareness and General Science of 50 Marks and 50 questions for aptitude test of relevant field of 50 Marks . Total: 100 Marks Duration of Test: 90 Minutes Weight-age: 40%

5.	Assistant	i. Matriculation: 10 (0.10x percent of marks obtained) ii. 10+2: 15 (0.15x percent of marks obtained) iii. Graduation: 20 (0.20x percent of marks obtained) iv. Post-Graduation: 05 (0.05x percent of marks obtained) v. Relevant Experience in a Central/ State funded University /Govt. Institution/Public Sector Undertaking: Max. 05 Marks (1 mark for one year experience) vi. Extra-Curricular Activities/ Achievements: 05 marks# vii. Typing Test: 10 Marks (30 WPM= 06 marks and above 0.2 marks of each additional word typing speed subject to a maximum of 04 marks) i. Skill Test: 30 Marks Total Marks: 100	Skill Test: (Comprehension: 10 marks and Noting and Drafting: 10 marks): 20 Marks , 20 Multiple choice questions on Microsoft Office/ Internet of 10 Marks. Total: 30 Marks Duration of Test: 60 Minutes.
6.	Caretaker	i. Matriculation: 10 (0.10x percent of marks obtained) ii. 10+2: 10 (0.10x percent of marks obtained) iii. Graduation/ Diploma in Housekeeping/ Front Office Management: 25 (0.25x percent of marks obtained) iv. Post-Graduation: 5 (0.05x percent of marks obtained) v. Relevant Experience as Caretaker in University/Govt. Institution/Public Sector Undertaking/: Max. 05 Marks (1 mark for one year experience) vi. Extra-Curricular Activities/ Achievements: 05 marks# vii. Skill Test: 40 Marks Total Marks: 100	There shall be 100 multiple choice questions, including 10 questions each from English, Hindi, Arithmetic, General Awareness and General Science of 50 Marks and 50 questions for aptitude test of relevant field of 50 Marks . Total: 100 Marks Duration of Test: 90 Minutes Weight-age: 40%
7.	Clerk	i. Matriculation: 10 (0.10x percent of marks obtained) ii. 10+2: 15 (0.15x percent of marks obtained) iii. Graduation: 20 (0.20x percent of marks obtained) iv. Post-Graduation: 05 (0.05x percent of marks obtained) v. Relevant Experience in a Central/ State funded University /Govt. Institution/Public Sector Undertaking: Max. 05 Marks (1 mark for one year experience) vi. Extra-Curricular Activities/ Achievements: 05 marks# vii. Typing Test: 10 Marks (30 WPM= 06 marks and above 0.2 marks of each additional word typing speed subject to a maximum of 04 marks) viii. Skill Test: 30 Marks Total Marks: 100	There shall be 30 multiple choice questions, including 06 questions each from English, Hindi, Arithmetic, General Awareness and General Science of 15 Marks and 30 Multiple choice questions on Microsoft Office/ Internet of 15 Marks. Total: 30 Marks Duration of Test: 90 Minutes
8.	Laboratory Attendant (Physics/Chemistry/Mathematics)	i. Matriculation: 10 (0.10x percent of marks obtained) ii. 10+2: 10 (0.10x percent of marks obtained) iii. Graduation: 20 (0.20x percent of marks obtained) iv. Post-Graduation: 10 (0.10x percent of marks obtained) v. Relevant Experience in a Central/ State funded University /Govt. Institution/Public Sector Undertaking/: Max. 05 Marks (1 mark for one year experience) vi. Extra-Curricular Activities/ Achievements: 05 marks# vii. Skill Test: 40 Marks Total Marks: 100	There shall be 100 multiple choice questions, including 10 questions each from English, Hindi, Arithmetic, General Awareness and General Science of 50 Marks and 50 questions for aptitude test of relevant field of 50 Marks . Total: 100 Marks Duration of Test: 90 Minutes Weight-age: 40%

9.	Peon	i. Matriculation: 25 (0.25x percent of marks obtained) ii. 10+2: 20 (0.20x percent of marks obtained) iii. Graduation: 05 (0.05x percent of marks obtained) iv. Relevant Experience as Peon in University/Govt. Institution/Public Sector Undertaking/: Max. 05 Marks (1 mark for one year experience) v. Extra-Curricular Activities/ Achievements: 05 marks# vi. Skill Test: 40 Marks Total Marks: 100	There shall be 100 multiple choice questions, including 10 questions each from English, Hindi, Arithmetic, General Awareness and General Science of 50 Marks and 50 questions for aptitude test of relevant field of 50 Marks . Total: 100 Marks Duration of Test: 90 Minutes Weight-age: 40%
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1. In case, if the number of eligible candidates are upto 100 for non-teaching posts except group C & D (i.e. Sr. No. 2 to 9), then the screening shall be based on marks obtained out of sixty (60) marks allotted for Academics, Relevant Experience and Extra-curricular activities/Achievements in the Selection Criteria. Maximum Thirty (30) eligible candidates will be called for interview for One (01) post and Ten (10) additional candidates will be called for interview in order of merit for each additional post upto Five (05) posts. From 6th post onwards, the ratio of posts and candidates to be called for interview will be 1:5. On the last position, if more than one candidate are having same marks then all such candidates will be called for interview.
2. In case, if the number of eligible candidates are more than 100 for non-teaching posts except group C & D (i.e. Sr. No. 2 to 9), then suitable screening criteria may be adopted by the University. In case, a screening test is conducted for screening then the syllabus/scheme of such test will be displayed on University Website for information of candidates. However, number of maximum candidates to be called for interview shall remain same as mentioned in point no. 1.
3. Six percent (06%) mistakes in case of Personal Assistant (PA) will be exempted for qualifying the Shorthand Test.

Notes:

1. The marks of experience shall be considered over and above the requisite experience.
2. # Extra-Curricular Activities/ Achievements: (Maximum 05 marks)

i.	Gold Medal at any two Academic Levels	: 05 marks.
ii.	Gold Medal at any Academic Levels	: 03 marks
iii.	NCC 'C' Certificate	: 03 marks
iv.	NCC 'B' Certificate	: 02 marks
v.	NSS Camp Attended Certificate (01 mark for one week)	: 02 marks
vi.	Sports position holder at International Level	: 05 marks
vii.	Sports participation at International Level	: 03 marks each
viii.	Sports position holder at National level	: 03 marks each
ix.	Sports participation at National level	: 02 marks each
x.	Sports position at State Level / Inter-University (Zonal)	: 02 marks each
xi.	Sports participation at State Level/ Inter-University (Zonal)	: 01 mark each

General Instructions:

1. Please read the instructions carefully, before filling the online application.
2. Separate applications are to be filled for each post.
3. The candidate should fill-up all details in online application.
4. Candidates can take printout of application form after successful submission of application.
5. ***Eligibility shall be determined on the basis of the documents uploaded at the time of submission of online application form. No documents (s) shall be accepted/ considered thereafter.***
6. Only those possessing prescribed qualifications may apply online latest by **April 10, 2020 (Friday)** Thereafter, website link will be disabled. The candidates are strictly advised to apply online well in advance without waiting for the last date of submission of online form. The applicants are required to submit the printed copy of online application form along with self-attested copies of relevant testimonials (from Matriculation onwards) by **April 17, 2020 (Friday)** upto 5:00 P.M.
7. Applications not accompanied by necessary/required documents, self-attested copies of degree/certificates/marksheets/experience certificate/category certificate (if applicable) issued by the competent authority and incomplete applications shall be summarily rejected.
8. Reservation, where indicated, are applicable only to the residents of Haryana who are having certificate domicile duly issued by the Competent Authority. The University follows reservation policy of Govt. of Haryana.
9. In case of selection of candidates serving in government universities/organizations who have applied through proper channel, their pay and other entitlements shall be protected as per rules.
10. Selection/Shortlisting Criteria may be changed in tune with the amendments/guidelines issued by the University from time to time.
11. The eligibility of every candidate will be determined by the Scrutiny/Screening Committee on the basis of qualifications acquired and documents attached with the application form.
12. The University reserves the right to shortlist candidates on the basis of objective criteria for calling limited number of applicants for personal interview/ Test (s).
13. The candidates found eligible by the Screening Committee will only be called for interview/ Test (s) as per the Criteria. Those declared ineligible will not be informed of their status and, therefore, candidates are advised to make sure before applying that they are indeed eligible for a given post both in terms of minimum eligibility conditions and the required experience, if any.
14. No TA/DA shall be paid to the candidates for attending the written test/interview.
15. The process of selection may include a written test/Skill test/presentation/interview or a combination thereof.
16. If any advertisement for any post is withdrawn by the University, the application fee collected from the candidate shall be refunded.
17. The candidates, who are in employment in Govt./Semi./Public undertakings should send their applications through proper channel or submit "No Objection Certificate" from their employer at the time of interview.
18. Concealment of facts or supply of wrong information will result in cancellation of candidature in addition to legal action.
19. Name of the post applied for and advertisement no. must be super-scribed at the top of the envelope as under:
Application for the post of _____ Advt. No. _____.
20. Candidates applying for the posts under ESM category should submit a certificate duly issued by the Zila Sainik Board/competent authority to the effect that his/her father has not availed the

- benefit of re-employment in any Government service, Public Sector Undertakings including Para-Military Forces, in view of State Government instructions.
21. In case of amendments in requisite qualification, experience etc., necessary addendum/corrigendum shall be displayed on University website only. Therefore, applicants are advised to visit university website www.crsu.ac.in, regularly.
 22. The selection committee may decide its own method of evaluating the performance of the candidates in interview, wherever applicable.
 23. The filled-in applications along with required documents on or before the last date must reach the University on or before **April 17, 2020 (Friday) till 5:00 PM** in the office of **DEPUTY REGISTRAR (ADMINISTRATION), CHAUDHARY RANBIR SINGH UNIVERSITY, ROHTAK BYE PASS ROAD, JIND (HARYANA)-126102**. Applications received after due/last date shall not be entertained.
 24. In-service candidates shall either route their application through Proper Channel. OR submit the “No Objection Certificate” from their employer at the time of interview. However, candidates are advised to submit the advance copy of the application form on or before the last date.
 25. The selected candidates shall be initially appointed on probation period of one year, extendable up to one more year.
 26. The panel recommended by the duly constituted selection committee for the posts against this advertisement shall remain valid for maximum six months from the date on which Executive Council/Competent Authority approves the panel and the same panel can be extended for another six months if competent authority deems necessary.
 27. The selected candidates shall be governed by the rules of the University in the matters relating to leave, allowances, entitlements, and other service conditions.
 28. The age of superannuation for all the posts shall be as per University norms.
 29. Canvassing in any form may lead to cancellation of candidature.
 30. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issuance of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
 31. In case of any ambiguity that may occur in the process of selection, the decision of the University shall be final.
 32. In case of any disputes, any suit or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Courts in Haryana at District Court Jind and Punjab and Haryana High Court, Chandigarh.
 33. **A candidate found ineligible at any stage of selection/norms his/her candidature will summarily be cancelled.**
 34. Candidates found using unfair means in written test/computer test or any other test held for selection shall be liable to face strict legal action as per University norms.
 35. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same shall not entitle him for being called for interview. The Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement or on the basis of objective criteria which may include screening test or higher qualification, experience etc.
 36. Candidates shall have to produce original certificates relating to his age, qualifications, experience, caste, etc. at the time of appearing in Interview or before Selection where interview is not to be conducted for Class C & D. The candidates belonging to the reserved categories must produce the original category certificate and/or medical certificate (pertaining to determination of degree of disability in case of PwBD candidates) from the competent authority in the format prescribed by the Government of Haryana, failing which the candidate will not be allowed to appear for interview.

37. The following categories of persons shall not be eligible to apply for any position in the University:
- (a) Who has been convicted by any Court Law or any criminal proceedings are pending against him.
 - (b) Who has entered into or contracted a marriage with a person having a spouse living.
 - (c) Provided that the Competent Authority or the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules and
 - (d) Any other category of person disqualified for appointment by Govt. of Haryana/ Chaudhary Ranbir Singh University, Jind.
38. The selected candidate will also have to undergo a medical examination from a government hospital to ascertain his/her medical fitness for the post at the time of joining.
39. Appointment letter issued by the University shall be provisional and subject to verification of character/antecedent from police verification, original documents, veracity of caste certificate, experience certificate, and other relevant documents.

DOCUMENTS TO BE UPLOADED WITH APPLICATION FORM

- (i) The candidates must fill all information carefully as it will not be possible to change/ update at later stage.
- (ii) For each post, separate application form has to be filled from the beginning.
- (iii) The candidate must upload self certified copies of proof of all relevant information which has a bearing on eligibility and Selection Criteria. For example, all academic qualifications, experience details and any other information submitted for any claim etc.
- (iv) Scanned photograph duly signed by the candidate.
- (v) Scanned signature of the candidate.
- (vi) File size of photograph, signature and other documents must be less than 250 KB. All uploads must be in JPEG/PDF format and must be clearly visible and of good quality.

DOCUMENTS TO BE BROUGHT AT THE TIME OF INTERVIEW OR BEFORE SELECTION WHERE INTERVIEW ARE NOT TO BE CONDUCTED FOR CLASS-C& CLASS-D.

- (i) All original certificates/documents/testimonials of educational qualifications, experience and other documents mentioned in the online application form.
- (ii) Candidates who are in employment in Govt./Semi Govt./Public organization will have to submit “**No Objection Certificate**” from their employer at the time of interview OR before Selection.

Acronym Used: UR: Unreserved, SC: Scheduled Caste, BC: Backward Classes, ESM: Ex-Serviceman, EWS: Economic Weaker Section, PwBD: Person with Benchmark disabilities.

USE OF MOBILE PHONE AND OTHER ELECTRONIC DEVICE(S) IN THE TEST (S)/INTERVIEW IS/ARE STRICTLY PROHIBITED.

REGISTRAR