

CCS HARYANA AGRICULTURAL UNIVERSITY HISAR

NOTIFICATION

No. Admn.F.1/2018/

Dated:

Applications are invited from the eligible candidates for assignment/ appointment of Heads of following Departments:

College of Agriculture

1. Business Management
2. Extension Education
3. Seed Science & Technology

College of Basic Sciences & Humanities

4. Chemistry & Biochemistry
5. Languages & Haryanvi Culture
6. Math., Stat. & Physics
7. Sociology

College of Home Science

8. Textiles & Apparel Designing
9. Extn.Education and Communication Management
10. Family Resource & Management
11. Foods & Nutrition
12. Human Dev.& Family Studies

College of Agril.Engg. & Technology

13. Processing & Food Engineering
14. Farm Machinery & Power Engg.
15. Soil & Water Engg.
16. Basic Engineering
17. Renewable & Bio-energy Energy

2. The applicants must be from amongst Professors/equivalents irrespective of their mode of appointment i.e. whether by direct appointment or by personal promotion or by any other method of appointment as per statutory provisions, who satisfy the following eligibility criteria:-

(i) The teacher should belong to the discipline of the department, the Headship of which he intends to apply.

(ii) Where there is no Professor in a department who is so eligible, Associate Professors/ equivalent irrespective of the mode of appointment i.e. whether by direct appointment or by personal promotion or by any other method of appointment as per statutory provisions shall be eligible to apply provided they have 5 years service on the post of Associate Professor/equivalents.

(iii) Where there is no Assoc. Professor with required 5 years service, the Assoc. Professor /equivalent even with less than 5 years service as Associate Prof./equiv. will also be eligible to apply for Headship.

(iv) Integrity of the applicant is good for the last 10 years.

(v) They have not previously worked as Head of Department for 3 or 4 years as the case may be .

(vi) Where there are more than one Professor in a department and all have already worked as Head of Department, they will be eligible to apply again for headship.

3. Last date of receipt of applications in this office is 15.2.2018.

4. Seven copies of the application in the proforma already circulated vide Notification No. Admn. F.1/98/10369 dated 21.7.97 are required to be submitted through HOD and Controlling Officer. (copy enclosed)



5. Application received late shall not be entertained. However, advance copy of application, if received, before the last date in this office, will be considered. The teachers who have earlier applied vide notification No.Admn.F.1/2017/21923 dated 5.7.17, No.26340 dated 1.8.17, No.26534-653 dated 3.8.17 and No.39765-94 dated 5.12.2017 need not apply again. Their applications will be considered for headship.

6. They will be governed by the rules/provisions laid down under Chapter IV of the Statutes.

Encl. As above.

Registrar

Endst.No.Admn.F.1/2017/ 2153-87

Dated: 20-01-18

A copy of the above is forwarded to the following for information and necessary action:-

1. Officer on Special Duty to Vice-Chancellor, CCS HAU Hisar.
2. All Deans/Directors, CCS HAU, Hisar. They are requested to send gist of SARs (duly countersigned) for the last 10 years (on the enclosed proforma ) and SAR file alongwith application.
3. Prof. & Heads, Departments of Business Management, Extension Education, Seed Science & Technology, Chemistry & Biochemistry, Languages & Haryanvi Culture, Math., Stat. & Physics, Sociology, Textiles & Apparel Designing, Extn.Education and Communication Management, Family Resource & Management, Foods & Nutrition, Human Dev.& Family Studies, Processing & Food Engineering, Farm Machinery & Power Engg., Soil & Water Engg., Basic Engineering, Renewable & Bio-energy Energy. They are requested to circulate this advertisement also amongst the teaching faculty of their disciplines if working at outstations/ departments.
4. Librarian, CCS HAU, Hisar.
5. Incharge, Technical Cell, Vice-Chancellor Secretariat with the request to upload the notification and application form on the university website.
6. P.S. to Registrar, CCS HAU, Hisar for the kind information of the Registrar.

( S.C.Setia )  
Assistant Registrar(F)  
for Registrar

*Setia*  
20/1/2018  
Mr. Dashrath



**APPLICATION FORM**

(seven copies to be submitted)

1. Position applied for:  
(Give the full name of the position)
2. Name in full and designation :  
(in block letters)
3. Discipline:
4. Date of birth:
5. Details of academic qualifications:-

A. Give in tabular statement below particulars of the examinations passed from Graduation onwards:

Nomenclature of the degree	Marks/OGPA obtained	%age of marks	University from which obtained
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- 1.
- 2.
- 3.

B. Details of research work done in fulfillment or partial- fulfillment of the requirement of a Degree:

- i) Name of the degree or Diploma
- ii) Institution
- iii) Partly or wholly research
- iv) Name of Guide or Supervisor
- v) Field of Research
- vi) Title of Thesis
- vii) Period spent
- viii) 

No. of publications based on Research	From	To	From	To	From	To
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C. Details of other research work which is not in fulfilments of the requirement of a Degree:

- i) Field of Research
- ii) Institution
- iii) Period of Research                      From To      From To      From To
- iv) No. of publications based on research

6. Full list of publications (attach separate sheet, if needed)

Sr. No.	Title of Publication	Nature of publication (Original research paper, magazine-article, Text-book, monograph, review, report, bulletin, note etc.	Name of Journal, magazine of Publisher	Have you attached reprint
1.	2.	3.	4.	5.

7. Past employment record if directly appointed to the post of Professor

Designation of post held	Period From To	Pay being drawn	Full address of the office/ firm or Institution	Reasons for leaving the post
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8. Teaching/Research/Extension experience in the University

Name of Department	Period (month and year both should be given) From To Years	Designation	Class and subject taught or field of work in Extension Education

9. Any other details, not mentioned above, which you think, will strength your claim for this appointment, if training or experience in a specialized field is one of the essential or desirable qualifications for this post, you may explain here if you posses the qualification. (attach separate sheet if necessary ).

Place:

Date:

Signature of the Candidate

**Recommendations of the Head of Department**

Forwarded to the Controlling Officer (D.R./Dean etc./Registrar for favour of consideration.  
It is certified that:-

- i) the integrity of the teacher is good for the last 10 years;
- ii) no court case/departmental enquiry is pending against the applicant.
- iii) the applicant has worked as Dean/Director/HOD as under:

From To

- a) Dean/Director
- b) HOD

Signature of the Head of Department

Controlling Officer

Registrar



Gist of Self Assessment Reports of Dr. \_\_\_\_\_ for the last 10 years.

Year	Integrity	Overall Grading	Page No.

The Selection Committee may however, see the original SARs. \_\_\_\_\_

Signatures of the Controlling Officer

2. Whether fulfils the conditions of eligibility : Yes, but finally to be decided by the Selection Committee.
3. Period for which has worked/been working as HOD

**From                      To                      Total period**