

INSTRUCTIONS/CONDITIONS

Advertisement No. 2/2017

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

Special Instructions

- 1.A- 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.
- 1.B- The post of Librarian mentioned at Sr. No.1 in the advertisement will be filled on tenurial basis for a period of 4 years only. Those applicants who have less than 02 years service left on the date of advertisement will not be eligible for appointment to this post. The post can also be filled through 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.

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- **Reservation of posts** – Benefit of reservation will be admissible only to those SC/BCA/BCB/EBPG/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 grandchildren 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 at the time of interview self attested photo copy of identity card issued by concerned Zila Sainik Board.

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/EBPG/Persons with Disabilities and ESM and Outstanding Sports Person candidates who are domicile of Haryana State. The SC/BCA/BCB/EBPG/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, "3% 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

14- Qualification and age will be determined with regard to the last date fixed for receipt of applications.

15- 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.

16- 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.

17- **The candidates are advised that the self attested copy of all certificates of qualifications should be attached with the application form.**

18- **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.

19- **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.

Sd/-
Registrar

- i) Name of applicant_____
- ii) Name of the post applied for _____
- iii) Signature of applicant _____
- iv) Thumb impression of applicant_____