



हरियाणा केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)

(Established vide Act No. 25 (2009) of Parliament)

गांव: जांट-पाली, जिला-महेन्द्रगढ़ (हरियाणा) . 123029

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123029

Advertisement No. 2/NT/R/2018

Date: 05-07-2018

EMPLOYMENT NOTICE

Applications are invited from the eligible candidates on the prescribed application form, for appointment to the following posts, latest by 06-08-2018.

Post Code	Post	Category	Level as per Pay Matrix
1.	Medical Officer (Male)	01 UR	Level-10 Rs. 56100-177500
2.	Medical Officer (Female)	01 UR	Level-10 Rs. 56100-177500

Detailed information along with the application form, is available on the University website www.cuh.ac.in.

Registrar



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Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123029

Advertisement No. 2/NT/R/2018

Date: 05-07-2018

LAST DATE FOR SUBMISSION OF APPLICATIONS: 06-08-2018 BY 05:30 PM

Applications are invited for appointment to the following non-teaching posts on Regular basis:-

Name of the post	No. of posts	Classification	Level as per Pay Matrix	Eligibility & Age limit
Medical Officer	{01 Male (UR) and 01 Female (UR)}	Group 'A'	Level-10 Rs. 56100-177500	Essential: A Post Graduate Degree in Medicine from an Institution recognised by the Medical Council of India OR MBBS recognized by Medical Council of India with relevant working experience of two years in Government Hospital or Hospital recognized by the Government Note: For the post of Female Medical Officer at least one year hospital experience in Obstetrics and Gynaecology ward. Age Limit: 40 years.

GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION:

1. The University may conduct written tests as decided by the Vice Chancellor.
2. The reservation and relaxation in age and qualification for SC/ST/OBC candidates, as applicable, will be as per rules of Government of India as amended from time to time.
3. Relaxation in age shall be given in respect of the following categories as mentioned against each:

S.No.	Category of Persons	Extent of age relaxation
1.	Contract / Daily Wage Workers of Central University of Haryana	Condonation of age in these cases shall be strictly limited to the period proportionate to the period of service rendered at the University. However, this provision shall not be applicable to a person engaged in the University through any contract agency or labour contractor, or the person engaged in different schemes/ projects sponsored by the Government agencies.
2.	Regular Employees of the Central Govt/ State Govt./ Central Universities / UGC maintained deemed to be Universities / other Central/ State autonomous bodies / organisations / Institutions.	Age Limit shall not apply. However, the Screening Committee may decide the age limit in such cases depending on the level of post.
3.	Ex-Servicemen	Age Limit as per Government of India rules.

4. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same shall not entitle him/her 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. The ratio of the number of candidates to be called for interview shall not exceed 1:10 and the minimum ratio shall not be less than 1:3. If three candidates are not available to meet the minimum ratio, the post shall be re-advertised. In case of posts in which there is a provision for holding a common written test, the candidates may be called for the written test notwithstanding the maximum prescribed ratio.
5.
 - (i) The University reserves the right to fill or not to fill any or all the posts advertised for any reasons whatsoever. If any vacancy arises after a particular post is filled, the vacancy shall be re-advertised.
 - (ii) The University reserves the right to withdraw the advertisement, either partly or wholly, at any time without assigning any reason.
 - (iii) The University reserves the right to increase or decrease the number of vacancies.
 - (iv) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded.
6. Candidate who is already in service shall submit his application through proper channel. However, he/she may send an advance copy of his/her application and should submit a “No Objection Certificate” from the employer failing which he/she shall not be allowed to appear in the interview.
7. It shall be the responsibility of the candidate to assess his own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his/her application duly filled in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his/her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to termination forthwith as per this clause. In case of any ambiguity in the recruitment rules in general and eligibility in respect of any post, the decision of the Executive Council shall be final.
8. **The application alongwith self-attested photocopies of all educational certificates must reach this University latest by 06-08-2018 by 05:30 PM through speed post only to “Establishment Section (Recruitment), Central University of Haryana, Jant-Pali, Mahendergarh, Haryana – 123031”.**
9. Original copy of the No-objection certificate from the employer must be attached with the application.
10. The University will not be responsible for any postal delay.

Application Fee to be paid through Demand Draft in favour of Central University of Haryana payable at Mohindergarh (Haryana)

Categories	Group A
General/OBC	Rs. 1000/-
SC/ST/PWD	Nil

11. In case of any dispute, any suite or legal proceeding against the University, the territorial jurisdiction shall be restricted to Punjab & Haryana High Court, Chandigarh.
12. Candidates shall have to produce original certificates relating to his/her age, qualifications, experience, caste etc., at the time of appearing in Test/Interview. 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 PwD candidates) from the competent authority in the format prescribed by the Government of India, failing which the candidate will not be allowed to appear for written/skill test/interview.
13. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority. If any document is found to be false/fake/incorrect/malafide either before or after appointment, the document shall be summarily rejected and action may be initiated against the candidate which may lead to cancellation of his appointment.
14. Canvassing in any form may lead to cancellation of candidature of the candidate.
15. Incomplete application will be out-rightly rejected. Experience, age and qualifications will be reckoned as on the closing date of submission of application form.
16. The above Level as per Pay Matrix carry other allowances admissible under the University rules.
17. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the University reserves the right to modify / withdraw/ cancel any communication made to the candidates.
18. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
19. The selection committee may decide its own method of evaluating the performance of the candidates in interview.
20. The following categories of persons shall not be eligible to apply for any position in the University :
 - (i) Who has been convicted by any Court of Law or any criminal proceedings are pending against him/her;
 - (ii) Who has entered into or contracted a marriage with a person having a spouse living;
 - (iii) Who, having a spouse living, has entered into or contracted a marriage with any person. Provided that the Competent Authority of 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;
 - (iv) Who is not a citizen of India; and
 - (v) Any other category of person disqualified for appointment by the Govt. of India/UGC.

Note: Any addendum/dedendum/corrigendum/notices in this regard shall be posted on the website of the University only.

REGISTRAR



हरियाणा केंद्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF HARYANA

Demand Draft Number _____ Amount _____

Issuing Bank & Address _____ Date _____

FOR OFFICE USE ONLY

कार्यालय प्रयोग हेतु

SERIAL NO. (क्रम संख्या)

APPLICATION FORM FOR NON-TEACHING POSTS

गैर-शैक्षणिक पदों के लिए आवेदन-पत्र

आवेदित पद का नाम /Name of the post applied for.....

पोस्ट कोड /Post Code.....

विज्ञापन संख्या /Advertisement No.

PASTE HERE A
SIGNED COPY OF
YOUR RECENT
PASS-PORT SIZE
PHOTOGRAPH

1. पूरा नाम /Name in Full.....
(IN BLOCK LETTERS)
2. पिता का नाम/Father's Name
3. माता का नाम/Mother's Name
4. पति का नाम (विवाहित स्त्रियों के लिए)/Husband's Name (in case of married Women)
5. जन्म तिथि/Date of Birth: दिन/Dayमाह/Monthवर्ष /Year
- (मैट्रिक या समकक्ष प्रमाण- पत्र)(As recorded in the Matriculation or equivalent certificate)
6. उम्र/Age (आवेदन पत्र प्राप्ति के लिए निर्धारित अंतिम तिथि परवर्ष/years.....माह/months (as on the last date fixed for the receipt of application)
7. राष्ट्रियता/Nationality.....
8. धर्म/ Religion
9. वैवाहिक स्थिति /Marital Status:विवाहित/Married अविवाहित/ Unmarried
10. a. लिंग/ Sex: पुरुष / Male महिला/ Female
- b. क्या आप अल्पसंख्यक वर्ग से आते हैं? Do you belong to Minority category? हाँ/Yes नहीं/No
11. क्या आप किसी आरक्षित वर्ग से आते हैं?/Do you belong to any reserved category? हाँ/Yes नहीं/No
- यदि हाँ तो श्रेणी निर्दिष्ट करें/(अनु.जाति/अनु. जनजाति/अपिच/शारीरिक अक्षम) If yes, specify the category (SC/ST/OBC/PWD)
12. यदि हाँ तो ब्यौरा दें/ If physically disabled, indicate the relevant particulars

अक्षमता की प्रकृति/ Nature of Disability	यदि लागू हो तो हाँ लिखें/ If applicable, Write 'yes'	अक्षमता का प्रतिशत/ Percentage of disability
a. अंधता/ कम दृष्टि/ Blindness or low vision :		
b. श्रवण बाधित/ Hearing impairment		
c. मस्तिष्क का रक्त पक्षाघात/ (अस्थि विकलांगता के सभी मामले शामिल / Locomotor disability or cerebral palsy (includes all cases of Orthopaedically handicapped))		
d. आत्मकेंद्रित, बौद्धिक विकलांगता, विशिष्ट सीखने की विकलांगता और मानसिक बीमारी Autism, intellectual disability, specific learning disability and mental illness		

13. स्थाई पता/ Permanent Address

.....

पिन कोड /PIN CODEफोन न./Phone Noमोबाईल/ Cell

14. पत्राचार का पता/ Address for correspondence

.....

आधार कार्ड न. /Aadhar Card No.....

पिन कोड/PIN CODEई-मेल /Email ID

15. शैक्षणिक योग्यता (आवश्यकता अनुसार अतिरिक्त पृष्ठ लगाए)/Educational qualifications (Attach additional pages, if required)

पाठ्यक्रम का नाम/ Name of the course	बोर्ड /विश्वविद्यालय का नाम/ Name of the Board / University	उत्तीर्णता का माह/ वर्ष /Month & Year passed	श्रेणी/ Division	अंको का प्रतिशत % of Marks	सीजीपीए(यदि ग्रेडिंग प्रणाली/ CGPA (if grading is applicable)	विषय/ Subjects studied
(a)	(b)	(c)	(d)	(e)	(f)	(g)
10 th Class / equivalent						
10+2 /equivalent						
Bachelor's degree						
Master's degree						
Any Other						

16. विशेष योग्यता /Academic distinctions

अकादमिक पाठ्यक्रम का नाम/ बोर्ड/ Name of the Academic Course / Body	प्राप्त अकादमिक वैशिष्ट्य /Academic distinction obtained

17. अनुभव बढ़ते क्रम में (वर्तमान स्थिति /रोजगार सहित) Chronological list of experience (including current position/ employment)

पदनाम व वेतनमान/ Designation & scale of pay	नियोक्ता का नाम व पता Name & address of employer	अनुभव की अवधि/ Period of Experience			Nature of Appointment / work / Duties नियुक्ति की प्रकृति/ कार्य	वेतनमान/ Scale of Pay	
		कब से From date	कब तक/ To date	वर्ष एवं माह की संख्या(विज्ञापन की तिथि को) No. of years/ months (As on date of Advertisement)		पीबी/ PB	जीपी/ GP
(a)	(b)	(c)	(d)	(e)	(f)		

18. वर्तमान स्थिति /Present position

पद/ Designation	विश्वविद्यालय /संस्थान का नाम/ Name of the University / institution	वेतनमान में वेतन(रु) Pay in Pay Band (Rs.)	जीपी/एजीपी (रु) GP/AGP (Rs.)	प्रतिमाह कुल वेतनमान (रु) Gross Pay / Total Salary p.m. (Rs.)	वेतन वृद्धि तिथि (तिथि/माह: Increment date (Date/Month)

19. संलग्न स्व अभिप्रमाणित प्रमाण पत्रों की सूची (मूल साक्षात्कार के समय प्रस्तुत करने होंगे) कृपया लागू को चिन्हित करें/ List of self attested testimonials attached (original to be produced at the time of interview). Please tick the ones applicable.

- i. माध्यमिक कक्षा का अंक पत्र एवं प्रमाण पत्र/ Matriculation mark sheet and certificate
- ii. उच्च माध्यमिक का अंक पत्र एवं प्रमाण पत्र/ Intermediate marksheet and certificate
- iii. स्नातक (फाइनल) का अंक पत्र-एवं प्रमाण पत्र / Bachelor's Programme (Final) mark sheet and degree
- iv. स्नातकोत्तर (फाइनल) का अंक पत्र-एवं प्रमाण पत्र / Master's Programme (Final) mark sheet and degree
- v. एम.फिल उपाधि/ M.Phil. degree
- vi. पीएचडी/ डी.फिल/ Ph.D. /D.Phil degree
- vii. (योग्य अधिकारी द्वारा प्रदत्त जाति प्रमाण-पत्र(अनु.जाति/अनुजनजाति/अपिव आदि) Caste Certificate issued by the Competent Authority (OBC/SC/ST/etc)
- viii. अनुभव प्रमाण पत्र/ Experience certificates
- ix. अक्षमता प्रमाण पत्र/ Disability Certificate
- x.
- xi.
- xii.
- xiii.

संलग्न स्व-अभिप्रमाणित प्रमाण-पत्रों की कुल संख्या (शब्दों में)/Total Number of above self-attested testimonials attached (in words.....)

टिप्पणी: स्व अभिप्रमाणित प्रमाण पत्रों के बिना (उम्मीदवार हेतु लागू) आवेदन पत्र स्वीकृत नहीं किए जाएंगे।

N.B. Applications without the above self-attested testimonials (applicable to the candidate) will not be entertained

बताए कि (क) आप कभी नौकरी से बर्खास्त्य हटाए गए हैं या (ख) अपराधिक मामलों में दोषी पाए गए हैं या जेल गए हैं। State whether you have been at any time (a) dismissed, removed or debarred from Service or (b) convicted by a Criminal court.

कृपया टिक करें Please tick हाँ/YES नहीं/NO

मैं घोषणा करता/ती हूँ कि उपयुक्त दी गई सभी सूचनाएं मेरी जानकारी में सही और पूर्ण है। उपयुक्त कोई भी जानकारी गलत या अपूर्ण सिद्ध हो तो मेरी नियुक्ति को खारिज किया जा सकता है। I hereby declare that all entries made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to be cancelled/terminated.

स्थान/ Place

दिनांक/ Date

आवेदक के हस्ताक्षर / Signature of the Applicant

स्थायी/ अस्थायी सेवारत अभ्यर्थी नियोक्त /विभागाध्यक्ष से अनुमोदन तथा अग्रसारित कराएं ऐसा ना कराने पर आवेदन अस्वीकृत किया जा सकता है।

(The endorsement below is to be signed and forwarded by the Head of the Department/Employer in the case of the in-service candidates whether in permanent or temporary capacity failing which the application is liable to be rejected).

नियोक्ता द्वारा अनुमोदन/ ENDORSEMENT OF THE EMPLOYER

संदर्भ सं. Ref. No

दिनांक/ Date

अग्रसारित/ FORWARDED

आवेदक.....नाम.....पद पर इस महाविद्यालय/विश्वविद्यालय/संस्थान/विभाग में अस्थायी/रूप मेंदिनों से कार्यरत है। इनका वर्तमान वेतन.....रु है तथा साथ ही एजीपी/जीपी.....रु है। यदि इनके आवेदन का स्वीकार किया जाता है तो हमें कोई आपत्ति नहीं होगी।

अधिकारी के हस्ताक्षर मुहर सहित।

The applicant (name) is holding the post of in this College/University/Institution/Department in a temporary/substantive basis since.....(date). His/Her present Pay is Rs.....in the Pay structure of Rs..... with AGP/GP of Rs.....and he/she is drawing salary of Rs.per month. His/Her next date of increment isWe have no objection to his/her application being considered.

Signature of the Officer
(with office seal)

घोषणा/शपथ
(केवल अन्य पिछडा वर्ग के आवेदक के लिए)

मैं..... पुत्र/त्री श्री
.....ग्राम/शहर.....जिला.....राज्य.....घोषणा करता/ती हूँ कि
मैं.....समुदाय का/की हूँ। जिसे परसनेल एवं ट्रेनिंग कार्यालय मेमोरेण्डम सं.36012/22/1993Estt.(Sct). दिनांक 8-9-1993 के आलोक में भारत सरकार ने सेवा में आरक्षण हेतु पिछडा वर्ग की श्रेणी में रखा है। यह भी घोषणा कि जाता है कि मैं क्रीमी लेयर श्रेणी से संबंध नहीं हूँ, जो उपयुक्त मेमोरेण्डम के कॉलम-3 में संदर्भित है। जिसे परसनेल एवं ट्रेनिंग विभाग के मेमोरेण्डम 36033/2004 दिनांक 9/3/2004 से परिवर्तित किया गया है।

स्थान.....

दिनांक.....

आवेदक के हस्ताक्षर

बिना हस्ताक्षर घोषणा /शपथ को अस्वीकृत कर दिया जाएगा। घोषणा पत्र मिथ्या सिद्ध होने पर किसी भी समय आवेदन अस्वीकृत किया जा सकता है।

DECLARATION/UNDERTAKING
(for OBC Candidates only)

I, _____ son/daughter of Shri _____ resident of village/town/city _____ district State hereby declare that I belong to the _____ community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93- Estt.(SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004.

Place:

Date:

Signature of the Candidate

Declaration/undertaking not signed by Candidate will be rejected. False declaration will render the applicant liable for termination of registration at any time.