

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 and e-challan after successful submission of application.
5. Only those possessing prescribed qualifications may apply online latest by **30.11.2018. Thereafter, website link will be disabled. Fee can be deposited by the applicant upto 03.12.2018. 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 **10.12.2018 upto 5:00 P.M.**
6. 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.
7. 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.
8. 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.
9. Selection/Shortlisting Criteria may be changed in tune with the amendments/guidelines issued by the University from time to time.
10. 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.
11. The candidates found eligible by the Screening Committee will only be called for interview. 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.
12. The University reserves the right to shortlist candidates on the basis of objective criteria for calling limited number of applicants for personal interview. The criteria shall be displayed on the University Website before the interviews. Therefore, the applicants are advised to visit the University Website www.crsu.ac.in, frequently.
13. No TA/DA shall be paid to the candidates for attending the written test/interview.
14. The process of selection may include a written test/Skill test/presentation/interview or a combination thereof.
15. If any advertisement for any post is withdrawn by the University, the application fee collected from the candidate shall be refunded.
16. 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.
17. Concealment of facts or supply of wrong information will result in cancellation of candidature in addition to legal action.

18. 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. _____.

19. 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.
20. 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.
21. The selection committee may decide its own method of evaluating the performance of the candidates in interview.
22. The filled-in applications along with required documents and proof of depositing prescribed fee on or before the last date must reach the University on or before **10.12.2018** in the office of **REGISTRAR, CHAUDHARY RANBIR SINGH UNIVERSITY, ROHTAK BYE PASS ROAD, JIND (HARYANA)-126102**. Applications received after due/last date shall not be entertained.
23. In-service candidates shall route their application through Proper Channel. However, candidates are advised to submit the advance copy of the application form on or before the last date.
24. The selected candidates shall be initially appointed on probation period of one year, extendable up to one more year.
25. 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.
26. The selected candidates shall be governed by the rules of the University in the matters relating to leave, allowances, entitlements, and other service conditions.
27. The age of superannuation for all the posts shall be as per University norms.
28. Canvassing in any form may lead to cancellation of candidature.
29. 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.
30. In case of any ambiguity that may occur in the process of selection, the decision of the University shall be final.
31. 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.
- 32. A candidate found ineligible at any stage of selection/norms his/her candidature will summarily be cancelled.**
33. 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.
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. Relaxation in age, experience, qualifying marks, etc., may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/BC/PWD/ESM or any other reserved category

for reserved posts as per University/Govt. of Haryana guidelines. Certificate to this effect issued from the competent authority should be attached with the prescribed application form.

36. 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.
37. Candidates shall have to produce original certificates relating to his age, qualifications, experience, caste, etc. at the time of appearing in 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 Haryana, failing which the candidate will not be allowed to appear for interview.
38. 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.
39. 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.
40. 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.

Note: 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 without any application fee. Those candidates, who do not wish to apply as per this Advertisement, may claim for refund of fee to the Assistant Registrar (Establishment), Chaudhary Ranbir Singh University, Jind with a valid proof latest by 17.12.2018 for these advertised posts. Thereafter, no application for refund of fee shall be considered.

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

- (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.

Acronym Used: **UR:** Unreserved, **SC:** Scheduled Caste, **BC:** Backward Classes, **ESM:** Ex-Serviceman, **ST:** Scheduled Tribes, **PWD:** Person with disabilities.

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