

CHAUDHARY CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY, HISAR.

(Established by Parliament Act No. 16 of 1970)

Advertisement No. 7/2018

(BEFORE APPLYING FOR THE POST, THE CANDIDATES
SHOULD GO THROUGH THE INSTRUCTIONS/CONDITIONS CAREFULLY)

Opening date for submission of online applications	:10.09.2018 (10.00 a.m.)
Closing date for submission of online applications	:04.10.2018 (by 11:59 pm)
Closing date for deposit of fee	:06.10.2018 (by 11:59 pm)

Online applications are invited from eligible candidates for direct recruitment of various Group-C non-teaching posts using the website of **Chaudhary Charan Singh Haryana Agricultural University** i.e. <http://hau.ac.in/> or <http://hau.ernet.in/>. Candidates should fill up the application form only after going through the general instructions/ conditions carefully. The online application can be filled up from **10.09.2018 (10.00 a.m.) to 04.10.2018 till (11.59 pm)**, thereafter application link will be disabled. The candidates are strictly advised to apply online well in advance without waiting for last date of submission of online application form. The candidates are advised to check all the particulars filled up by them in application form and also ensure the correctness of uploaded certificates before finally submitting the application as no request for change of any particular shall be entertained by the University. No offline application form or copy of downloaded application form will be accepted by the University. Qualification/eligibility conditions and other documents will be determined with regard to last date fixed to apply online applications also called as closing date i.e. **04.10.2018** given in the advertisement. The candidate who does not fulfill the qualification/eligibility condition on cut off date need not to apply.

IMPORTANT NOTE:

The posts advertised earlier vide Advt. No. 1/2015 by the University, no recruitment process could be initiated/ finalized, against these posts and the same are hereby cancelled. The candidates should apply afresh, if they are eligible. However, the application processing fee deposited by the candidates in response to Advt. No. 1/2015 will be refunded through NEFT, on request of the candidates within four months i.e. up to 04.02.2019 to the Registrar, CCS HAU, Hisar mentioning therein name of bank, bank account number, IFSC code etc. along-with proof of I.D.

 Paul

Details of posts and pay scales

Sr. No.	Name of post	Number of posts to be advertised	Pay scale of the post
1.	School Teacher(English)	1 (Gen.)	9300-34800+4600 GP (Revised to Level-7)
2.	Primary Teacher	5 (Gen-4, SC-1)	9300-34800+4200 GP (Revised to Level-6)
3.	Instructor (Dress Designing)	1 (Gen.)	9300-34800+4000 GP (Revised to Level-6)
4.	Training Assistant (KVK Farm)	9 (Gen.-5, SC-1, BCA-1, BCB-1, ESM(Gen)-1)	9300-34800+4000 GP (Revised to Level-6)
5.	Training Assistant	9 (Gen.-5, SC-1, BCA-1, BCB-1, ESM(Gen)-1)	9300-34800+4000 GP (Revised to Level-6)
6.	Senior Technical Assistant (Agril. Engg.)	1 (Gen.)	9300-34800+4000 GP (Revised to Level-6)
7.	Senior Technical Assistant (Entomology)	1 (SC)	9300-34800+4000 GP (Revised to Level-6)
8.	Senior Technical Assistant (Soil Science)	1 (Gen.)	9300-34800+4000 GP (Revised to Level-6)
9.	Senior Technical Assistant (Plant Pathology)	1 (BCA)	9300-34800+4000 GP (Revised to Level-6)
10.	Senior Technical Assistant (Plant Breeding)	3 (Gen.-1, BCB-1, ESM(Gen)-1)	9300-34800+4000 GP (Revised to Level-6)
11.	Senior Technical Assistant (Agronomy)	3 (Gen.-2, SC-1)	9300-34800+4000 GP (Revised to Level-6)
12.	Computer Programmer	1 (Gen.)	9300-34800+4000 GP (Revised to Level-6)
13.	Section Officer/ Junior Engineer (Civil)	8 (Gen.-6, SC-1, BCA-1)	9300-34800+4000 GP (Revised to Level-6)
14.	Section Officer (Horticulture)	1 (BCB)	9300-34800+4000 GP (Revised to Level-6)
15.	Technical Assistant	6 (Gen.-4, SC-1, BCA-1)	9300-34800+4000 GP (Revised to Level-6)
16.	Senior Technician (Video Production)	1(Gen.)	9300-34800+3600 GP (Revised to Level-6)
17.	Assistant Hostel Warden (Only for female candidate)	1(Gen.)	9300-34800+3600 GP (Revised to Level-6)
18.	Chief Mechanic	1(Gen.)	9300-34800+3600 GP (Revised to Level-6)
19.	Pharmacist	2 (Gen.)	9300-34800+3600 GP (Revised to Level-6)
20.	Mess Supervisor	1 (Gen.)	9300-34800+3600 GP (Revised to Level-6)
21.	Game Organizer	1 (Gen.)	9300-34800+3600 GP (Revised to Level-6)
22.	Editorial Assistant	1 (Gen.)	9300-34800+3600 GP (Revised to Level-6)

 Paul

23.	Graphic Designer	1 (Gen.)	9300-34800+3600 GP (Revised to Level-6)
24.	Library Assistant	5 (Gen.-4, SC-1)	9300-34800+3600 GP (Revised to Level-6)
25.	Photographer	1 (Gen.)	9300-34800+3600 GP (Revised to Level-6)
26.	Jeep/Car Driver	3 (Gen.)	5200-20200+2400 GP+300 SP (Revised to Level-4)
27.	Heavy Vehicle Driver	2 (Gen.)	5200-20200+2400 GP+200 SP (Revised to Level-4)
28.	Road Roller Driver	1 (Gen.)	5200-20200+2400 GP (Revised to Level-4)
29.	Auto Electrician	1 (Gen.)	5200-20200+2400 GP (Revised to Level-4)
30.	Surveyor	1 (Gen.)	5200-20200+2400 GP (Revised to Level-4)
31.	Tubewell Electrician	1 (Gen.)	5200-20200+2400 GP (Revised to Level-4)
32.	Mechanic (Ref. & AC)	1 (ESM-Gen.)	5200-20200+2400 GP (Revised to Level-4)
33.	Mechanic (Instruments)	1 (SC)	5200-20200+2400 GP (Revised to Level-4)
34.	Mechanic (Turner)	1 (BCA)	5200-20200+2400 GP (Revised to Level-4)
35.	Mechanic (Fitter)	1 (BCB)	5200-20200+2400 GP (Revised to Level-4)
36.	Turner	1 (Gen.)	5200-20200+2400 GP (Revised to Level-4)
37.	Clerk	186 (Gen.-84, SC-31, BCA-25, BCB-13, ESM(Gen.)-14, ESM(SC)-4, ESM(BCA)-4, ESM(BCB)-6, ESP(Gen.)-1, ESP(SC)-2, ESP(BCA)-1, ESP(BCB)-1)	5200-20200+1900 GP+40 SP (Revised to Level-2)
38.	Steno-Typist	35 (Gen.-18, SC-5, BCA-3, BCB- 2, ESM(Gen.)-2, ESM(BCA)-1, ESM(BCB)-1, ESM(SC)-1, ESP(SC)-1, ESP (BCA)-1)	5200-20200+1900 GP+100 SP (Revised to Level-2)
39.	Lab. Assistant	28 (Gen-14, SC-3, BCA-3, BCB-2, ESM(Gen.)-2, ESM(SC)-1, ESM(BCA)-1, ESM(BCB)-1, ESP(SC)-1)	5200-20200+1900 GP (Revised to Level-2)
40.	Meteorological Observer	2 (Gen.)	5200-20200+1900 GP (Revised to Level-2)
41.	Library Attendant	2 (Gen.)	5200-20200+1900 GP (Revised to Level-2)
42.	Saw Operator	1 (Gen.)	5200-20200+1800 GP (Revised to Level-1)

ESP = Eligible Sports Person

ESM = Ex-Serviceman

 Samuel

Prescribed qualifications

Sr. No.	Name of post	Qualifications
1.	School Teacher (English)	<p>Essential:</p> <p>Bachelor Degree with English as an optional subject on a regular basis from a recognized University with at least 50% marks and B.Ed. from recognized University.</p> <p>(i) Certificate of having qualified Haryana Teacher Eligibility Test (HTET-II)/ School Teachers Eligibility Test (STET)/CTET-II of respective subject for the post applied.</p> <p>(ii) Knowledge of Hindi or Sanskrit up to Matric standard.</p>
2.	Primary Teacher	<p>Essential:</p> <p>(i) Senior Secondary (or its equivalent) with at least 50% marks; and 2-year Diploma in Elementary Education OR Senior Secondary (or its equivalent) with at least 45% marks; and 2-year Diploma in Elementary Education in accordance with the NCTE (Recognition Norms and Procedure), Regulations, 2002. OR Senior Secondary (or its equivalent) with at least 50% marks; and 4-year Bachelor of Elementary Education (B. El. Ed). OR Senior Secondary (or its equivalent) with at least 50% marks; and 2-year Diploma in Education (Special Education). OR B.A/ B.Sc./B.Com. and two year Diploma in Elementary Education (by whatever name known).</p> <p>(ii) Certificate of having qualified Haryana Teacher Eligibility Test (HTET)/ School Teachers Eligibility Test (STET) of Haryana for Primary Teacher.</p> <p>(iii) Matric with Hindi/ Sanskrit or 10+2/ B.A./ M.A. with Hindi as one of the subject.</p> <p>Note:- Professional Training Diploma or Certificate awarded by any State, Board or University other than Haryana Education Department will be recognized only if this Degree or Diploma or Certificate has been recognized by the Haryana Govt. AND A Diploma/ degree course in Teacher Education recognized by the National Council for Teacher Education (NCTE) only shall be considered. However, in case of Diploma in Education (Special Education) and B. Ed. (Special Education), a course recognized by the Rehabilitation Council of India (RCI) only shall be considered.</p>

 *Sam*

3.	Instructor (Dress Designing)	<p><u>Essential:</u></p> <p>(i) B.Sc. (Hons.) Home Science with at least 50% marks with specialization in Textile and Apparel Designing (T.A.D.)/ Clothing and Textile (C.T.) from Govt. recognized institute OR Bachelor of Fashion Technology/ Fashion Designing/ Apparel Designing or B.Sc. (Home Science) with at least 50% marks along-with diploma in related field from Govt. recognized institute.</p> <p>(ii) Knowledge of Hindi or Sanskrit upto Matric standard.</p>
4.	Training Assistant (KVK Farm)	<p>(i) B.Sc. (Hons.) in Agriculture with at least 50% marks from a recognized University and three years experience in related field from Govt./ Semi Govt./Autonomous body/PSU OR M.Sc. (Agri.). with at least 60% marks from a recognized University.</p> <p>(ii) Knowledge of Hindi/Sanskrit upto Matric standard.</p>
5.	Training Assistant	<p>(i) B.Sc. (Hons.) in Agriculture with at least 50% marks from a recognized University and three years experience in related field from Govt./ Semi Govt./Autonomous body/PSU OR M.Sc. (Agri.). with at least 60% marks from a recognized University.</p> <p>(ii) Knowledge of Hindi/Sanskrit upto Matric standard.</p>
6.	Senior Technical Assistant (Agril. Engg.)	<p>(i) B.Tech. in Agril. Engg. with at least 50% marks from a recognized University and three years experience in related field from Govt./ Semi Govt./Autonomous body/PSU. OR M.Tech. (Agril. Engg.) with at least 60% marks from a recognized University.</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric standard.</p>
7.	Senior Technical Assistant (Entomology)	<p>(i) B.Sc. (Hons.) in Agriculture with at least 50% marks from a recognized University and three years experience in related field from Govt./ Semi Govt./Autonomous body/PSU. OR M.Sc. (Entomology) with at least 60% marks from a recognized University.</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric standard.</p>
8.	Senior Technical Assistant (Soil Science)	<p>(i) B.Sc. (Hons.) in Agriculture with at least 50% marks from a recognized University and three years experience in related field from Govt./ Semi Govt./Autonomous body/PSU. OR M.Sc. (Soil Science) with at least 60% marks from a recognized University.</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric standard.</p>
9.	Senior Technical Assistant (Plant Pathology)	<p>(i) B.Sc. (Hons.) in Agriculture with at least 50% marks from a recognized University and three years experience in related field from Govt./ Semi Govt./Autonomous body/PSU. OR M.Sc. (Plant Pathology) with at least 60% marks from a recognized University.</p> <p>(ii) Knowledge of Hindi/ Sanskrit upto Matric standard.</p>

 Paul

10.	Senior Technical Assistant (Plant Breeding)	(i) B.Sc. (Hons.) in Agriculture with at least 50% marks from a recognized University and three years experience in related field from Govt./ Semi Govt./Autonomous body/PSU. OR M.Sc. (Plant Breeding) with at least 60% marks from a recognized University. (ii) Knowledge of Hindi/ Sanskrit upto Matric standard.
11.	Senior Technical Assistant (Agronomy)	(i) B.Sc. (Hons.) in Agriculture with at least 50% marks from a recognized University and three years experience in related field from Govt./ Semi Govt./Autonomous body/PSU. OR M.Sc. (Agronomy) with at least 60% marks from a recognized University. (ii) Knowledge of Hindi/ Sanskrit upto Matric standard.
12.	Computer Programmer	(i) B.E./B.Tech. (CSE) with at least 50% marks from a recognized University. OR MCA with at least 60% marks from a recognized University. (ii) Knowledge of Hindi or Sanskrit upto Matric level.
13.	Section Officer/ Junior Engineer (Civil)	(i) Diploma Course in Civil Engineering with atleast 50% marks from any recognized institution with at least two years experience in Civil side OR B.E./B.Tech in Civil Engineering with at least 50% marks from any recognized University. (ii) Knowledge of Hindi/ Sanskrit up to Matric standard.
14.	Section Officer (Horticulture)	(i) B.Sc. (Hons.) in Agriculture with atleast 50% marks from any recognized University with two years experience in Horticulture field in Institute / PSU/ Five stars hotels. OR M.Sc (Agril.) with atleast 60% marks with specialization in Horticulture / M.Sc (Hort.) with atleast 60% marks. (ii) Knowledge of Hindi/ Sanskrit up to Matric standard.
15.	Technical Assistant	(i) B.Sc. (Hons.) in Agriculture with atleast 50% marks from a recognized University and two years experience in related field from Govt./ Semi Govt./Autonomous body/PSU OR M.Sc. (Agri.) / M.Sc (Hort.) with at least 60% marks from a recognized University (ii) knowledge of Hindi/Sanskrit upto Matric standard.
16.	Senior Technician (Video Production)	(i) Diploma with atleast 50% marks/ PG Diploma in Video Production/Videography / Cinematography from College/Institute recognized by the Govt. with 2 years experience in Video Production. OR Bachelor degree with atleast 50% marks in Video Production/ Videography/Cinematography from College/Institute recognized by the Govt. (ii) Knowledge of Hindi or Sanskrit upto Matric standard.
17.	Assistant Hostel Warden (Only for female candidate)	(i) Bachelor Degree in Home Science/ Hotel Management/ Hospitality Management with at least 50% marks from a recognized University. (ii) Experience of supervising a hostel for at least three years (iii) Knowledge of Hindi or Sanskrit upto Matric standard.

 Paul

18.	Chief Mechanic	(i) Diploma in Automobile Engineering/ Mechanical Engineering with at least 50% marks from Govt. recognized institution with at least 5 years practical experience in maintaining, repairing, jeeps, cars, wagonettes, bus and minibus and other transport machinery. (ii) Knowledge of Hindi or Sanskrit upto Matric standard.
19.	Pharmacist	(i) B. Pharmacy with at least 50% marks from a Govt. recognised institute. (ii) Two years' experience in related field. (iii) Knowledge of Hindi or Sanskrit upto Matric standard.
20.	Mess Supervisor	(i) Diploma with at least 50% marks in catering/hotel management/ hospitality management from Govt. recognized institution and at least 2 years experience in running Guest Houses/ Hotel of reputed organizations in supervisory capacity. OR Bachelor's degree in catering/hotel management/ hospitality management with at least 50% marks from recognized University/ institute. (ii) Knowledge of Hindi or Sanskrit upto Matric standard.
21.	Game Organizer	(i) Bachelor's Degree in Physical Education with at least 50% marks from a recognized University (ii) Two years experience in related field from a recognized University/ School/institute. (iii) Knowledge of Hindi or Sanskrit upto Matric Standard.
22.	Editorial Assistant	(i) Bachelor degree in science / agriculture and allied subjects with at least 50% marks from Govt. recognized institute. (ii) Three years experience of editorial work in a University / Govt. / Semi Govt. or publication house of repute. (iii) Knowledge of Hindi or Sanskrit upto Matric standard.
23.	Graphic Designer	i) Degree in graphic designing/desktop publishing/animation with at least 50% marks from Govt. recognized institute and 2 years experience in related field. OR Diploma in graphic designing/ desktop publishing/animation with at least 50% marks from Govt. recognized institute and 5 years experience in related field. ii) Knowledge of Hindi/ Sanskrit upto Matric standard.
24.	Library Assistant	i) B Lib. or B Lib.I.Sc. with at least 50% marks. ii) Typing on Computer with a speed of 30 wpm. iii) Knowledge of Library Software. iv) Knowledge of Hindi/ Sanskrit upto Matric standard.
25.	Photographer	(i) 10+2 / equivalent from Govt. recognized Board/ Institute. (ii) Diploma in Photography/ TV Production /Videography from recognized College/Institute with three years experience in the relevant field. (iii) Knowledge of Hindi or Sanskrit upto Matric standard.
26.	Jeep/Car Driver	Essential: (i) Matric from Govt. recognized Board/ Institute. (ii) Having valid driving licence for the last 5 years of light motor

 Parul

		<p>vehicle/heavy motor vehicle.</p> <p>(iii) At least five years driving experience of light/heavy vehicles in Govt./Semi Govt./Co-operative Societies etc.</p> <p>(iv) Knowledge of Hindi/Sanskrit upto Matric standard.</p> <p>Desirable: Persons having knowledge of operating light/heavy motor vehicle along-with first aid certificate, will be given preference.</p>
27.	Heavy Vehicle Driver	<p>Essential:</p> <p>(i) Matric from Govt. recognized Board/ Institute.</p> <p>(ii) Having valid driving licence for the last 5 years of HTPV.</p> <p>(iii) At least five years driving experience of heavy vehicles in Govt./Semi Govt./Co-operative Societies etc.</p> <p>(iv) Knowledge of Hindi/ Sanskrit upto Matric standard.</p> <p>Desirable: Persons having knowledge of operating JCB, hydraulic pruning machines etc. along-with first aid certificate, will be given preference.</p>
28.	Road Roller Driver	<p>Essential:</p> <p>(i) Matric from Govt. recognized Board/ Institute.</p> <p>(ii) Valid Driving Licence for the last five years in concerned category of vehicle/machine.</p> <p>(iii) At least five years driving experience of heavy vehicles in Govt./Semi Govt./Co-operative Societies etc.</p> <p>(iv) Knowledge of Hindi/ Sanskrit up to Matric standard.</p> <p>Desirable: Persons having knowledge of operating JCB, hydraulic pruning machines etc. along-with first aid certificate, will be given preference.</p>
29.	Auto Electrician	<p>(i) Matric with Science from Govt. recognized Board/ Institute.</p> <p>(ii) ITI Certificate in Auto Electrician from Govt. recognized institute.</p> <p>(iii) Minimum 2 years experience in related field.</p> <p>(iv) Knowledge of Hindi or Sanskrit upto Matric standard.</p>
30.	Surveyor	<p>(i) Matric from Govt. recognized Board/ Institute.</p> <p>(ii) ITI Trade Certificate of surveyor from an institution recognized by Govt.</p> <p>(iii) Minimum 2 years experience in related field.</p> <p>(iv) Knowledge of Hindi/ Sanskrit up to Matric standard.</p>
31.	Tubewell Electrician	<p>(i) Matriculate from Govt. recognized Board/ Institute.</p> <p>(ii) ITI Certificate of Electrician from Govt. recognized institute.</p> <p>(iii) 2 years' experience as Electrician in repairs and maintenance of tubewells and diesel engines.</p> <p>(iv) Knowledge of Hindi/ Sanskrit up to Matric standard.</p>
32.	Mechanic (Ref. & AC)	<p>(i) Matric with Science from Govt. recognized Board/ Institute.</p> <p>(ii) ITI Certificate in the Mechanic (Ref. & AC) trade from Govt. recognized institute.</p> <p>(iii) At least 2 years experience in related field.</p> <p>(iv) Knowledge of Hindi/ Sanskrit up to Matric standard.</p>
33.	Mechanic (Instruments)	<p>(i) Matric from Govt. recognized Board/ Institute.</p> <p>(ii) ITI Certificate in the Instrument Mechanic trade from Govt. recognized institute.</p> <p>(iii) At least 2 years experience in related field.</p> <p>(iv) Knowledge of Hindi/ Sanskrit up to Matric standard.</p>
34.	Mechanic (Turner)	<p>(i) Matric from Govt. recognized Board/ Institute.</p> <p>(ii) ITI Certificate in the Turner trade from Govt. recognized institute.</p> <p>(iii) At least 2 years experience in related field.</p> <p>(iv) Knowledge of Hindi/ Sanskrit up to Matric standard.</p>

 Paul

35.	Mechanic (Fitter)	(i) Matric from Govt. recognized Board/ Institute. (ii) ITI Certificate in the Fitter trade from Govt. recognized institute. (iii) At least 2 years experience in related field. (iv) Knowledge of Hindi/ Sanskrit up to Matric standard.
36.	Turner	(i) Matric from Govt. recognized Board/ Institute. (ii) ITI Certificate in the trade of Turner from Govt. recognized institute. (iii) Minimum 2 years experience in related field. (iv) Knowledge of Hindi/ Sanskrit up to Matric standard.
37.	Clerk	(i) Graduation with at least 50% marks from any recognized University/ College. (ii) Valid certificate of passing the State Eligibility Test in Computer Appreciation and Applications (SETC). However, the persons who have acquired degree in Computers i.e. BCA/ MCA/ B.Tech/ M.Tech. in computers from recognized University/ College or diploma in computers from Govt. Polytechnic, HKCL, HARTRON, DOEACC/ NIELIT etc. or have done a course in computers from any other reputed institution/agency authorized by Govt., are exempted from SETC. (iii) Knowledge of Hindi/Sanskrit upto Matric standard. Note:- Ex-servicemen who are matriculate (including Ex-Servicemen who have obtained Indian Army Special Certificate of Education or the corresponding certificate in the Navy or the Air Force) and have put in not less than 15 years service in the Armed Forces of the Union are also eligible to apply and will be considered for posts reserved for Ex-servicemen.
38.	Steno-Typist	(i) Graduation with at least 50% marks from any recognized University/ College. (ii) English shorthand at the speed of 80 WPM and transcription thereof at 15 WPM on computer with commonly used word processing software. (iii) Knowledge of Hindi/Sanskrit upto Matric standard. Note:- Ex-servicemen who are matriculate (including Ex-Servicemen who have obtained Indian Army Special Certificate of Education or the corresponding certificate in the Navy or the Air Force) and have put in not less than 15 years service in the Armed Forces of the Union are also eligible to apply and will be considered for posts reserved for Ex-servicemen.
39.	Lab. Assistant	(i) Bachelor degree in Science with at least 50% marks from recognized University/ College. (ii) Knowledge of Hindi/ Sanskrit up to Matric standard.
40.	Meteorological Observer	(i) Bachelor degree in Science with atleast 50% marks from Govt. recognized Board/ Institute. (ii) Knowledge of Hindi/ Sanskrit up to Matric standard.
41.	Library Attendant	(i) 10+2 with 50% marks from any recognized University/ State or National Board. (ii) Hindi /Sanskrit & English upto Matriculation. (iii) Atleast one year diploma in library Science.
42.	Saw Operator	(i) Matric from Govt. recognized Board/ Institute. (ii) ITI Certificate in carpentry from Govt. recognized institute. (iii) Knowledge of Hindi/ Sanskrit upto Matric standard.

Note: There will be relaxation of 5% from the minimum marks prescribed to SC/BCA/BCB/PwD categories candidates of Haryana domicile.

 *Parul*

Fee Details

Sr. No.	Category of post	General		SC/BCA/BCB Candidates of Haryana State only	
		Male(irrespective of State /Female(Non-Haryana resident)	Female of Haryana resident only	Male	Female
1.	Sr. No. 1 to 42	600	300	150	75
2.	Person with Disabilities (PwD) /Ex-Serviceman of Haryana	No charges			

The dependent of ESM and DFF are required to pay the fee as for General, SC or BCA & BCB candidates as case may be. Fee once submitted with the application form is neither transferable nor refundable/adjustable. The fee should be deposited through Net banking/Debit card/Credit card. No other mode for depositing the fee will be accepted.

Note 1. Reservation in scheduled Caste (SC), Backward Class(A)&Backward Class (B),Persons with Disabilities, Ex-serviceman (ESM) &Eligible Sports Persons (ESP) are only for domicile of Haryana state

Note 2. In case of any guidance /information /clarification regarding the online filling of the application form and advertisement the candidate can call at **helping No.9667892278** on all working days from 10:00 A.M. to 6:00 P.M. OR through **e-mail helpdeskccshauhisar@gmail.com**

Mode/ Method of payment

- The candidates are required to pay the Application fee through Internet banking/ Debit Card (Visa or Masters) / Credit Card (Visa or Masters) during the online filling of the application form. After making the payment a Payment Slip will be generated on screen, the candidates should take the print of that payment slip or save for further reference.
- The additional bank charges (if any) for all such transactions is to be borne by the candidates in addition to the Application Fee. The last date for making the Payment of Application Fee through this mode is 06.10.2018 (11.59 pm).
- Candidates who wish to make the payment later on or if earlier attempt was not successful should click on the link: "Acknowledgement – For Registered candidates" to make the Payment of Application Fee.
- In case the candidate deposits the fee in a wrong account, HAU will not be responsible. Application Fee deposited after 06.10.2018 will not be valid.
- Fees once paid will not be refunded under any circumstances. Candidates are, therefore, requested to verify their eligibility before applying and payment of Application Fee.
- Candidate should note that in case status of payment shown by bank is not "success" for their transaction, i.e. status of payment shown is "pending", "failure", "rejected" or any other technical issue, then it is the responsibility of candidate to ensure that payment made to University is successful within due date. In case transaction is reverse by bank to candidate or cancelled and payment is not received by University within due date, the candidature shall be summarily cancelled.
- Candidate should also note that in case the payment details filled up by candidates in online system is not matching with the transaction details provided by bank, their candidature shall be summarily cancelled.

Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, Postal Stamps, Demand Drafts etc., will not be accepted, towards application fee.



General instructions/ conditions

Criteria for Selection, Examination & Syllabus

The prescribed essential qualification does not entitle a candidate for selection. As per notification No. G.S.R-25/Const./Art. 309/2017 dated 13.12.2017 issued by General Administration Department, Haryana Government, (these instructions have also been followed in the University with the approval of the competent authority):

(i) In case of selection and recommendation of the names of candidates to a department or an office for Group C posts, there shall be written exam only. **The practice of interview shall be discontinued.**

The scheme of marks in respect of selection to Group C posts shall comprise of total 100 marks, which is detailed below:-

1.	Written exam :	90 marks
2.	Socio-Economic criteria and experience:	10 marks

The marks for experience and some objective socio-economic criteria are to be allocated as follows:-

- (a) If no person from among the applicant's father, mother, spouse, brothers, sisters, sons and daughters is, was or has been a regular employee in any Department/ Board/Corporation/ Company/ Statutory Body/ Commission /Authority of Government of Haryana or any other State Government or Government of India.
(5 marks)
- (b) Orphan/Widow:-
a. If the applicant is a Widow ; or
b. If the applicant is the first or the second child and his father had died before attaining the age of 42 years ; or
c. If the applicant is the first or the second child and his father had died before the applicant had attained the age of 15 years.
(5 marks)
- (c) If the applicant belongs to such a denotified tribe (vimukt Jatis and Tapriwas Jatis) or Nomadic tribe of Haryana which is neither a Scheduled Caste nor a Backward Class.
(5 marks)
- (d) Experience: One-half (=0.5) mark for each year or part thereof exceeding six months of experience, out of a maximum of 10 years, on the same or a higher post in any Department/Board/ Corporation/ Company/Statutory Body/ Commission/Authority of Government of Haryana. No marks will be awarded for any period less than six months.
(a maximum of 5 marks)

 Paul

No applicant shall be given more than 10 marks under any circumstances and for the post of Clerk, the State Eligibility Test in computer Appreciation and Applications shall be mandatory.

(ii) **For the posts of School Teacher and Primary Teacher**, the University shall make selection and recommendation of the names of candidates belonging to Group-C posts **on the basis of written exam only**.

The written exam shall be divided into two portions comprising:-

- (a) 75% weightage for General Awareness, Reasoning, Math, Science, English, Hindi and concerned or relevant subjects, as applicable;
- (b) 25% weightage for History, Current affairs, Literature, Geography, Civics, Environment, Culture etc. of Haryana.

To qualify point (b) above, the candidates would have to score minimum 50% marks and the proportion of question shall be decided by the University at its own level.

(For details, see Govt. notification No. G.S.R-25/Const./Art. 309/2017 dated 13.12.2017)

The written examination will be online Computer Based. The candidates shall be bound by all the instructions issued from time to time.

Note:1 After online examination, the qualified/shortlisted candidates are required to undergo for skill test (wherever applicable) separately. The skill tests are only qualifying in nature.

Note:2 The University reserves the right to cancel this advertisement and/or the selection process for any of the above posts without assigning any reason.

Note:3 The University reserves the right to introduce additional phase of written examination/ screening test in compelling circumstances for screened candidates on the basis of performance in written test and decision regarding calling such number of candidates shall be decided by University only.

General instructions:

1. Please read the instructions and procedures carefully before you start filling the online Application Form.
2. Candidates can apply for more than one post as per their qualifications. Candidates applying for more than one post should apply separately for each post. Application Fee is also to be paid separately for each post.
3. Before registering/ submitting their applications on the website candidates should possess the following:
 - a. Valid Email ID and Mobile No.: The E-Mail ID and Mobile No. entered in the Online Application Form should remain valid/ active until the recruitment process is completed. No change in the E-Mail ID and Mobile No. will be allowed once submitted. The candidate himself/herself will be responsible for wrong or expired E-Mail ID & Mobile No.
 - b. PHOTOGRAPH: One recent coloured passport size photograph preferably with white background, not more than three months old is to be SCANNED AND UPLOADED in the space earmarked in the Online Application Form. File size of the photograph should be between 20kb-40kb.
 - c. SIGNATURE: Signature (in Black ink) against white background is to be SCANNED and UPLOADED in the space earmarked in the Online Application Form and as per the guidelines given on website. Candidates must ensure that the signatures are identical

 Paul

throughout the Recruitment process at all stages and/or places. If any variation is found between the signatures, the candidature is liable to be cancelled. Candidates are advised to confirm that uploaded signature is clearly visible/ identifiable at the appropriate place. File size of signature should be between 10kb-20kb.

- d. CERTIFICATES: Documents/ certificates related to matric, eligibility qualification, Domicile (as applicable), category and PWD (if applicable) etc. should be in pdf format. File size should be between 20 KB-100 KB.
4. The candidate should fill all details while filling the online Application Form.
 5. After applying online, Registration No. and Password will be generated.
 6. Take print out of the registration no. and password screen for future reference of your application status and for reprinting of your online filled application form.
 7. After successful submission of application candidates can take print out of application form.
 8. The hard copy of application form along with all uploaded documents must be brought at the time of verification /scrutiny.
 9. **Candidates are advised to fill their application form carefully such as Name, Fathers /Mothers name, Date of Birth and Category, qualification, obtained marks, passing years, photo & signature, fee, etc. After final submission of application form, no change will be allowed , Candidate will be responsible for any mistake in the date of application form and fees paid by him/her. No correspondence will be entertained in this regard.**
 10. Besides pay as mentioned in the advertisement, ADA, HRA, Medical Allowance etc. are admissible as per University rules adopted from time to time.
 11. Candidates selected for outstations will not be transferred at the Headquarters for at least five years.
 12. No TA/DA shall be paid by the University for any test/scrutiny.
 13. All information regarding examination shall be available on the website of the University. Candidates can download examination admit cards/ call letter for skill test etc. from the site. University will not be responsible for any loss of email/SMS sent due to invalid or wrong email ID/ mobile phone no. or delivery of emails to spam/bulk mail folder.
 14. 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.
 15. No inquiry or correspondence will be entertained in this regard. University reserves the right to increase the number of vacancies on administrative grounds.
 16. If on verification at any stage starting from submitting application till appointment, it is found that any candidate does not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable to be criminally prosecuted. This is irrespective of whether the candidate was benefitted in his/her application from that particular eligibility condition or not.
 17. The University reserves the right to call upon any candidate personally along with printed copy of the application form with original certificates and photocopy of self-attested certificates along with Photo. Identity Proof i.e. Identity Card/ Driving Licence/ Passport/Voter Card/ Pan Card/ Aadhaar Card etc.
 18. Wherever CGPA/OGPA or grading system in a degree/ diploma is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/ Institute. The candidate will have to produce a copy of these norms with respect to his/ her university/ institute at the time of verification of documents.
 19. The examination will be held at the centers within Haryana State.

Note:-

- No change in centre of examination will be allowed under any circumstances.
- The University reserves the right to cancel any Centre and ask the candidates of that Centre to appear from another Centre. University also reserves the right to add any new centre and also to divert candidates of any

 Paul

Centre to some other Centre to take the examination. In this scenario also, No TA will be paid to the candidate.

20. RESOLUTION OF TIE CASES: In case of a tie in a particular post, the tie will be resolved as under:
The candidates with same marks may be decided on the basis of marks obtained in the qualifying examinations. If in the qualifying examinations the marks are the same, the merit will be on the basis of next lower examination. If still the marks are the same in the lower examination then the senior in age will be senior in merit.
21. No correspondence will be entertained about the outcome of the application, at any stage.
22. In case of any clarification on recruitment process, please email at helpdeskccshauhisar@gmail.com. No other form of communication shall be entertained. However, pendency of any such query will not effect in extension of scheduled dates of the recruitment process.

Age:

Minimum age limit for all posts is 18 years. Upper age limit is 42 years, relaxable upto five years in respect of Scheduled Castes and Backward Classes/ Widow/Woman divorcee/ legally separated woman/un-married woman/ deserted woman candidates. Upper age limit for persons with disabilities is relaxable by ten years (15 years for persons with disabilities of SCs/BCs). Ex-serviceman can be recruited upto the age of 42 years plus continuous military service added by three years. In the case of Scheduled Caste (SC) ,Backward Class (A) &Backward (B) the upper age limit is relaxable as per Haryana Govt. instructions.

Reservation of posts

Reservation will be as per Haryana Govt. instructions adopted by the University. Reservation for Persons with Disabilities (PWD) will also be as per Haryana Govt. instructions.

Reservation for persons will be as per Haryana Government instructions contained in letter No. 22/10/2013-1GSIII dated 15.7.2014 as amended from time to time.

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 grand-children 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 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.

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.

 *Parul*

Note-1: The benefit of reservation will be given only to those SC/BCA/BCB/Persons with Disabilities and ESM and Eligible Sports Person candidates who are domicile of Haryana State. The SC/BCA/BCB/ Persons with Disabilities candidates are required to upload SC/BCA/BCB/Persons with Disabilities Certificate duly issued by the competent authority at the time of filling application. Likewise the Eligible Sports Person shall be required to upload the sport gradation certificate as per Government instructions duly issued by the competent authority at the time of filling of application. DESM shall be required to upload the valid Eligibility Certificate duly issued by the respective Zila Sainik Board at the time of filling up application form.

Note-2. As per State Govt. instructions, 3% horizontal reservation to persons with disabilities (belonging to Haryana State with 40% or more disability) in case of direct recruitment to group-C in total cadre posts. Candidates are required to upload the certificate issued by the competent authority at the time of filling of application form.

A candidate whether he belongs to General or reserved category viz, SC,BCA, BCB, ESM/DESM, DFF or ESP can submit only one online application form for a particular category of post advertised.

Action against candidates found guilty of misconduct :-

Candidates are warned that they should not furnish any particulars that are false, tampered /fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/scrutiny, if a candidate is (or has been) found guilty of : (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or (iv) resorting to any irregular of improper means in connection with his /her candidature for selection or (v) obtaining support for his /her candidature by any unfair means. (vi) Not complying with instructions issued from time to time, such a candidate may , in addition to rendering himself /herself liable to criminal prosecution, be liable :-

- (a) to be disqualified from the examination/scrutiny for which he /she is a candidate.
- (b) To be debarred either permanently or for a specified period, from any examination or recruitment conducted by the University.
- (c) For termination of service, if he/she already in Govt. Service.

Note:- The University reserves the rights to supervise the complete recruitment process from online application to selection by way of using Biometric process and CCTV cameras/ videography etc.

Fake Institutions :-

Candidates, who have obtained degrees or diplomas or certificates for various courses from any institution declared fake by the University Grants Commission or not recognized by Haryana Government shall not be eligible for being considered for recruitment to the posts advertised and no representation in this regard shall be entertained.

Serving Government Employees:-

Serving Government Employees have to produce no objection certificate as obtained by him before cutoff date from their Head of department at the time of verification/scrutiny.

 Paul

DOCUMENTS TO BE UPLOADED WITH APPLICATION FORM

- i) Scanned Copy of Matric showing Date of Birth.
- ii) Scanned Copy of essential qualifications.
- iii) Scanned copy of Sport Gradation Certificate in case of Eligible Sports persons. Duly issued by the Competent Authority.
- iv) Scanned copy of Haryana Domicile Certificate in case of BCA/BCB/SC/ESM/DESM/DFP/PwD and women issued by competent authority.
- v) Scanned photographs duly signed by the Candidate.
- vi) Scanned signatures of the Candidate.
- vii) Orphan Certificate issued by Tehsildar.
- viii) Widow Certificate issued by Tehsildar.
- ix) Vimuktjati and Tapriwasjti Certificate issued by Tehsildar
- x) Experience Certificate issued by the concerned Appointing Authority.
- xi) Self-declaration/ Undertaking in prescribed format (**Annexure-1**) for getting marks under socio-economic criteria mentioned in (i) under heading **Criteria for Selection, Examination & Syllabus**.
- xii) Any other document, if required, to be uploaded at the time of filling of application form.

DOCUMENTS TO BE BROUGHT AT THE TIME OF SCRUTINY /SELECTION

- i) All original certificates /documents/testimonials of educational qualifications and other documents mentioned in the online applications and one set of self attested copies of all these certificates.
- ii) Printed copy of online application form alongwith latest photo, Identity Proof i.e. Identity Card/Driving License/Passport/Voter Card/Pan Card/Aadhar Card etc.

LIKELY CAUSES OF REJECTION OF APPLICATION

The following are likely causes of rejection:-

- More than one application form for a particular category.
- Application is incomplete and not online.
- Full fee, if not deposited in the manner prescribed.
- No qualification of Hindi/Sanskrit as prescribed in advertisement.
- Applicant does not possess the requisite academic qualification on closing date.
- Application does not indicate visible identification mark in appropriate column of application form.
- Candidate is underage /overage on the cutoff date /closing date.
- Variation in data of online application form and in original documents when brought for verification /scrutiny.
- Lack of essential qualification as prescribed in advertisement.

NOTE: USE OF MOBILE PHONE AND OTHER ELECTRONICS DEVICE DURING EXAMINATION/ SCRUTINY OF DOCUMENTS IS STRICTLY PROHIBITED.

Dated: 04.09.2018

Sd/-
REGISTRAR
CCS HARYANA AGRICULTURAL UNIVERSITY,
HISAR

 *Darsh*

UNDERTAKING

I _____ Son/Daughter of _____ aged _____ years, R/o _____ District _____, do hereby submit the following information for claiming marks under the socio-economic criteria namely:-

- (1) That I am to apply for the post of _____ in CCS HAU against Category No. _____, Advt. No. _____.
- (2) That my Aadhar No./PAN Card No./ Voter ID No. (if any) is _____
- (3) That my father, mother, spouse, brother and son are /were not regular employee in any Department/ Board/ Corporation/Company/ Statutory Body/ Commission/ Authority of Government of Haryana or any State Government or Government of India.
- (4) That as no person as mentioned above had been in employment, I may be allotted marks under the socio-economic criteria.
- (5) That I fully understand that the marks are given on the basis of information supplied by me and if at any stage it is found that the information has been provided wrongly then not only my service can be terminated on the ground of supply of wrong information even if without these marks also my name would have figured within the select list/ recommendation list. I also understand that criminal action can be taken against me for providing wrong/ false information.
- (6) That the deponent shall not take advantage of the certificate (s) issued by the Competent Authority if in the meantime any other eligible person in any family obtains the benefits thereof in the recruitment.

Place:
Date:

DEPONENT

VERIFICATION:

Verified that the contents of all the above paras are true to my knowledge and belief and nothing has been concealed therein.

Place:
Date:

DEPONENT

 Paul