



चौधरी रणबीर सिंह विश्वविद्यालय, जिन्द
Chaudhary Ranbir Singh University, Jind
(Established by the State Legislature Act 28 of 2014)



Advertisement No.: 09/2016

Date: 20.12.2016

Last Date for Online Submission of Applications

: 20th January, 2017

Last Date for Online Submission of fee

: 23rd January, 2017

Last Date for Receipt of Print Copy of Application (BY REGISTERED/SPEED POST) : 30th January, 2017 upto 5:00 PM.

Applications are invited for the following Non-Teaching Positions for Direct Recruitment for the post of Personal Assistant (PA) & Private Secretary to Vice Chancellor on Regular basis:

Sr. No.	Name of the post	No. of Post	Pay-Scale
1.	Private Secretary to Vice Chancellor	01 (UR)	Rs. 9300-34800+4200 GP+200 SP
2.	PA	01 (UR)	Rs. 9300-34800+4000 GP
	Total	02	

Note: The pay scale of various Non-Teaching Posts are subject to final approval of the Pay Revision branch of the Finance Department, Haryana.

Important Instructions:

1. Qualifications for the post mentioned above are placed at **Annexure 'A'**.
2. The number of posts mentioned herein are tentative and may vary, depending on requirement and availability or University may not fill any of the posts advertised without assigning any reason. Any post here advertised may be withdrawn either partly or wholly from being filled up at any time without assigning any reason.
3. Only those possessing prescribed qualifications may apply online latest by **23rd January 2017. Thereafter, website link will be disabled. 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 **30th January 2017 up to 5:00 P.M.**
4. **Application processing fee (to be paid up to January 23, 2017):**
 - (i) For the posts with Grade Pay of Rs. 4200/- (i.e. Sr. No. 01):
Rs. 600/- (Rs.150/- for SC/ST /BC).
 - (ii) For the posts with Grade Pay less than Rs. 4200/- (i.e. Sr. No. 2):
Rs. 400/- (Rs. 100/- for SC/ST/BC).
 - (iii) Mode of Payment: Through online (Net banking/Credit Card/Debit Card).
5. The Ex-serviceman and PWD are exempted from payment of Application Processing Fee.

6. Separate application form is required to be submitted for each post along with requisite fee.
7. The eligibility of candidates will be determined as on the last date fixed for submission of application forms.
8. Incomplete applications or the applications received without the prescribed fee or received after the last date of receipt of applications are liable to be rejected.
9. The University shall not be responsible for postal delay, if any.

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DETAILS OF QUALIFICATIONS AND EXPERIENCE FOR THE POSTS :

Sr. No.	Name of the post	Qualification and Experience
1.	Private Secretary to Vice Chancellor	1. Graduate with 5 years experience as Personal Assistant with good interpersonal skills, fluency in English, effective communication skills. 2. The candidate should be computer literate with Microsoft proficiency, excellent shorthand speed of 120 WPM and accurate computer typing speed of 45 WPM. 3. Hindi/Sanskrit upto Matric Standard.
2.	PA	1. A Bachelor's Degree. 2. 3 years experience as Stenographer and subject to passing such test as may be prescribed by the competent authority. 3. Hindi/Sanskrit upto Matric standard.

Note: Knowledge of computer is desirable / preferable besides the above basic qualification.

Age limit: 18 to 50 years for all above posts as on last date of advertisement. The condition of age limit may be relaxed on cogent ground in special cases by the competent authority.

Important 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 after successful submission of application.
5. Only those possessing prescribed qualifications may apply online latest by **20th January 2017. Thereafter, website link will be disabled. Fee can be submitted online by the applicants upto 23rd January 2017. 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 **30th January 2017 upto 5:00 P.M.**
6. Applications not accompanied by necessary/required documents, self-attested copies of degree/certificates/mark sheets/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/Short listing 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 and submit "No Objection Certificate" from their employer at the time of interview.
17. The experience of higher grade pay/same grade pay/Higher post/same post for applied post of candidate as per qualification of the concerned post for all non-teaching posts will be considered.
18. Concealment of facts or supply of wrong information will result in cancellation of candidature in addition to legal action.
19. 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. _____.
20. 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.
21. 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.
22. The selection committee may decide its own method of evaluating the performance of the candidates in interview.
23. 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 **30th January 2017 upto 5:00 P.M** 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.
24. 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.
25. The selected candidates shall be initially appointed on probation period of one year, extendable up to one more year.
26. 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.

27. The selected candidates shall be governed by the rules of the University in the matters relating to leave, allowances, entitlements, and other service conditions.
28. The age of superannuation for all the posts shall be as per University norms.
29. Canvassing in any form may lead to cancellation of candidature.
30. 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.
31. In case of any ambiguity that may occur in the process of selection, the decision of the University shall be final.
32. 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.
33. **A candidate found ineligible at any stage of selection/norms his/her candidature will summarily be cancelled.**
34. 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.
35. **Selection criteria for each post will be displayed on the University website well before the starting of selection process.**
36. 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.
37. 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.
38. 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.
39. 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.
40. 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.

41. 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.
42. 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.

DOCUMENTS TO BE UPLOADED WITH APPLICATION FORM

- (i) Scanned photograph duly signed by the candidate.
- (ii) Scanned signature of the candidate.

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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