

General Instructions:

1. Applications not accompanied by necessary/required documents, self-attested copies of degree / certificates / marksheets / experience certificate / category certificate / reprints (if applicable) issued by the competent authority and incomplete applications shall be summarily rejected. Applicants must attach the proof of publications alongwith index (with page nos.) of research publications/ books etc. claimed for API. The quality of photocopy of the requisite document must be clear and visible.
 2. Any amendments in qualifications by the UGC/ Haryana Government from time to time shall be applicable.
 3. Eligibility shall be determined on the basis of the documents uploaded at the time of submission of online application form. No documents (s) shall be accepted/ considered thereafter.
 4. A relaxation of 5% may be provided at the master's level for the SC/ST/Differently-abled (Physically and visually handicapped) categories candidates for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. Rounding off of marks to make it to 55% or 50% as the case may be through grace mark procedure etc., is not permissible by university for claiming relaxation.
 5. In case of selection of Candidates serving in government Universities/ Govt./Semi./Public undertakings applying through proper channel, their pay and other entitlements shall be protected as per rules.
 6. In case of inter-disciplinary subjects, clear preference at the level of Assistant Professor will be given to those having Post-Graduate Degree in the concerned subject i.e. the subject proper for which the post is meant, unless otherwise indicated in any particular case.
 7. The candidates for the post of Associate Professor and Professor must enter the relevant score in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) as given in the Annexure/Part-B of the Application Form.
 8. Candidates applying for the post of Professor and Associate Professor as per UGC qualifications are required to send three copies of filled in Academic Performance Indicator (API)/Performance Based Appraisal System (PBAS) Performa (**Annexure/Part- B**) as well as five duly-bound sets of reprints of their best (minimum ten for Professor and five for Associate Professor) publications, along with their applications. The Application form and supporting documents should be spiral binded and indexed with page number at 1st page.
 9. Applicants for the post of Associate Professor and Professor are required to ensure that they fulfill the condition of required API score of 300 points for Associate Professor and 400 points for Professor in Category III of API score as per UGC/Govt. of Haryana guidelines amended from time to time. The candidates should calculate and justify on their own, enclosing necessary documentary evidence in support of their claim.
 10. Criteria for the Shortlisting and Selection of candidates for the posts of Professor, Associate Professor and Assistant Professor duly approved by the competent authority, is enclosed at **Annexure-C**.
 11. In case of large number of applications for the post of Assistant Professor, the University may adopt additional criteria for initial screening of the candidates.
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12. Selection/Shortlisting Criteria may be changed in tune with the amendments/guidelines issued by the Haryana Government/University/ University Grants Commission from time to time. The weightage assigned for academic performance, experience, test or interview may be changed as per the guidelines issued by the Haryana Government/University/ University Grants Commission from time to time.
 13. Candidates for the post of Professor can be considered *in absentia* on the basis of their bio-data, provided a written request is received to the effect. Candidates with outstanding academic credentials, may be invited to join as Professor (or equivalent) positions with the approval of the competent authority.
 14. 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.
 15. The candidates found eligible by the Screening Committee will only be called for interview as per the criteria laid down. Those declared ineligible will not be informed about 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 API score or specialization attached therewith, if any.
 16. The prescribed essential qualifications do not entitle a candidate to be called for interview. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/ suitability of the candidates, or the criteria for selection, etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
 17. No TA/DA shall be paid to the candidates for attending the written test/interview.
 18. The process of selection may include a written test/presentation/interview or a combination thereof.
 19. The University shall reserve the right to change the number of posts, not to fill any post and withdraw the advertised posts at any time without assigning any reason thereof.
 20. If any advertisement for any post is withdrawn by the University, the application fee collected from the candidate(s) shall be refunded.
 21. The candidate(s), who are in employment in Universities/ Govt./Semi./Public undertakings should send their applications through proper channel or submit "No Objection Certificate" from their employer at the time of interview.
 22. Concealment of facts or supply of wrong information will result in cancellation of candidature at any stage in addition to legal action.
 23. 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. _____.
 24. In case of amendments in requisite qualification, experience or requirements of publication etc., necessary addendum/corrigendum shall be displayed on University website only. Therefore, **applicants are advised to visit university website www.crsu.ac.in** regularly.
 25. Only relevant Teaching/Research Experience of UG/PG teaching in recognized Universities/Colleges/Research Organizations after acquiring the eligibility qualifications shall be considered.
 26. Experience gained as Project Assistant, Research Scholar, Research Fellow, JRF, URF or SRF shall not be counted towards experience.
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27. The period of time taken by candidates to acquire M. Phil., and/or Ph.D. degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions. *However, the period of active service spent on pursuing Research Degree i.e. for acquiring Ph.D. degree simultaneously without taking any kind of leave may be counted as teaching experience for the purpose of direct recruitment or promotion to the post of Associate Professor and above. (For more details, refer UGC D.O. No. F. 17-8/201 3(PS) dated March 1, 2016 on UGC website)*
 28. Experience as Assistant Professor (temporary, adhoc, contract or guest faculty with full workload) after becoming eligible for the post is countable towards teaching experience.
 29. University reserves the right to shortlist the number of candidates to be called for interview on the basis of their academic and research performance.
 30. The selection committee may decide its own method of evaluating the domain knowledge/ performance of the candidates in interview.
 31. The selected candidates shall be appointed under written contract/agreement.
 32. Only those possessing prescribed qualifications may apply online latest by **August 01, 2018. Thereafter, website link will be disabled. Fee may be deposited by the applicant upto August 04, 2018. The candidates are strictly advised to apply online well in advance without waiting for the last date of submission of online form.**
 33. After applying for the posts and payment of application fee, the applicant has to take a printout of the application form and sign the declaration and append his/her signature on all the pages of the application form. The hard copy of the online application form along with self-attested copies of required relevant testimonials (from Matriculation onwards) and publications and documents uploaded on website for applying must reach the University by **August 11, 2018 upto 5:00 PM** in the office of **REGISTRAR, CHAUDHARY RANBIR SINGH UNIVERSITY, ROHTAK BYE PASS ROAD, JIND (HARYANA)-126102**. The name of the post must be mentioned on the top of envelop. Applications received after due/last date shall not be entertained. In case, last date falls on holiday, then next working day shall be treated as last date.
 34. 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.
 35. Appointment orders 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.
 36. Applicants not found suitable for the post applied for may be considered for lower positions in the same area of specialization.
 37. 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.
 38. The selected candidates shall be initially appointed on probation period of one year, extendable up to one more year.
 39. The panel recommended by the duly constituted selection committee for the posts against this advertisement shall remain valid for a maximum period of one year from the date on which Executive Council approves the panel.
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40. The selected candidates shall be governed by the rules of the University in the matters relating to leave, allowances, entitlements, and other service conditions.
41. The age of superannuation for all the posts shall be as per University norms.
42. Canvassing in any form may lead to cancellation of candidature.
43. 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 candidate(s).
44. In case of any ambiguity that may occur in the process of selection, the decision of the University shall be final.
45. In case of any dispute(s), any suit, or legal proceeding 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.
46. **A candidate found ineligible at any stage of selection/norms his/her candidature will summarily be cancelled.**
47. 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.
48. 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.

ADDITIONAL INSTRUCTIONS FOR FILLING ONLINE 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, Ph.D/JRF etc. details, experience details and information submitted for claim of API Score etc.
 - (iv) For publications, the candidates may attach up to three relevant pages of paper/ books/ policy papers etc. clearly showing the Name of the Candidate, ISBN/ISSN number etc.
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- (v) Scanned photograph duly signed by the candidate.
- (vi) Scanned signature of the candidate.
- (vii) 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 submitted in the online application forms including complete research publications/ books etc.
- (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.

Abbreviations: 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.

REGISTRAR
