

General Instructions:

1. Applicants must attach the proof of publications along with index (with page nos.) of research publications/ books etc. claimed for API.
2. Applications not accompanied with 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.
3. The quality of photocopy of the requisite documents must be clear and visible failing which the application shall be summarily rejected.
4. Any amendments in qualifications by the UGC/ Haryana Government from time to time shall be applicable.
5. ***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.***
6. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
7. A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.
8. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.
9. Rounding off of marks to make it to 55% or 50% or otherwise as the case may be through grace mark procedure etc., is not permissible by university for claiming relaxation/ benefit.
10. The candidate(s), who are in employment in Universities/ Govt./Semi./Public undertakings should send their applications through proper channel. However, candidates are advised to submit the advance copy of the application form on or before the last date or submit "No Objection Certificate" from their employer at the time of interview.
11. 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.
12. The candidates must enter the relevant Academic Research Score in the prescribed proforma given in the Application Form.
13. Applicants are required to ensure that they fulfill the condition of required API score as prescribed by UGC. The candidates should calculate and justify the API claim at their own, and also attach necessary documentary evidence in support.

14. Selection/Shortlisting Criteria may be changed in tune with the amendments/guidelines issued by the University/Haryana Government/ 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 University/ Haryana Government/ University Grants Commission from time to time.
15. The eligibility of every candidate will be determined by the Scrutiny/Screening Committee on the basis of qualifications acquired and documents attached with the online application form.
16. The candidates found eligible by the Screening Committee will only be called for interview as per the criteria laid down. Hence, the candidates are advised to make sure that they are indeed eligible for a given post both in terms of minimum eligibility conditions or specialization attached therewith, if any before last date to apply.
17. 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.
18. No TA/DA shall be paid to the candidates for attending the written test/interview.
19. The process of selection may include a presentation/interview or a combination thereof as decided by the competent authority at that time.
20. The selection committee may decide its own method of evaluating the domain knowledge/ performance of the candidates in interview.
21. If any advertisement for any post is withdrawn by the University, the application fee collected from the candidate(s) shall be refunded.
22. **Concealment of facts or supply of wrong information will result in cancellation of candidature at any stage in addition to legal action.**
23. In case of amendments in category of post, 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.
24. Only relevant Teaching/Research Experience of UG/PG teaching in recognized Universities/Colleges/Research Organizations after acquiring the eligibility qualifications shall be considered.
25. Experience gained as Project Assistant, Research Scholar, Research Fellow, JRF, URF or SRF shall not be counted towards experience.
26. 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.*
27. Experience as Assistant Professor (temporary, adhoc, contract or guest faculty with full workload) after becoming eligible for the post is countable towards teaching experience.
28. The selected candidates shall be appointed under written contract/agreement.

29. 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, failing which the application will be treated as incomplete.** The hard copy of the online application form along with self-attested copies of required relevant documents uploaded on website including documents in support of API claimed along with atleast seven duly-bound sets of reprints of their best publications.
30. The Application form and supporting documents should be soft binded and indexed with page number at 1st page must reach the University by **October 21, 2019 (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.
31. Applications received after due/last date or incomplete applications shall not be entertained. In case, last date for submission of print/ hard copy falls on holiday, then next working day shall be treated as last date.
32. 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.
33. 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.
34. The selected candidates shall be initially appointed on probation period of one year, extendable up to one more year.
35. 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.
36. The selected candidates shall be governed by the rules of the University in the matters relating to leave, allowances, entitlements, and other service conditions.
37. The age of superannuation for all the posts shall be as per University norms.
38. Canvassing in any form may lead to cancellation of candidature.
39. 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).
40. In case of any ambiguity that may occur in the process of selection, the decision of the University shall be final.
41. 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 OR Punjab & Haryana High Court, Chandigarh.
42. **A candidate found ineligible at any stage of selection/norms his/her candidature will summarily be cancelled.**
43. Candidates shall have to produce original certificates relating to his age, qualifications, experience, caste, Haryana Domicile 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.

44. 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 of Law or any criminal proceedings are pending against him.
- (b) Who has entered into or contracted a marriage with a person having a living spouse.
- (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.
- (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, Haryana Domicile 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, EWS: Economic Weaker Section,
PwD: Person with Disabilities.

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

REGISTRAR