

CENTRAL UNIVERSITY OF HARYANA

(Established vide Act 25 (2009) of Parliament)

Permanent Campus: VILLAGES (JANT-PALI), MAHENDERGARH-123 029, HARYANA

Temporary Camp/Transit Office: 3113, DLF Phase III, Opp. H. No. T-25/8, Sector – 24, Gurgaon – 122 010.

Website: www.cuharyana.org

QUALIFICATIONS, EXPERIENCE, GENERAL TERMS AND CONDITIONS FOR FIRST REGISTRAR

First Registrar:

Pay Band-4: Rs. 37400-67000 (Grade pay Rs. 10,000) + Allowances

Essential Qualifications

- a. A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale
- b. At least 15 years of experience as Lecturer (Sr. Scale)/Assistant Professor or 8 years as Associate Professor (Reader's grade) along with experience in educational administration
OR

Comparable experience in research establishment and / or other Institutions of higher education

OR

15 years of administrative experience, of which 8 years should be as Deputy Registrar or equivalent*.

Mode of Appointment:

The appointment shall be made either on deputation/lien/direct recruitment basis.

Age:

The applicant should not be more than 58 years of age as on the 'closing date for receiving the applications' i.e., 30th September 2013.

- * In pay scale of Deputy Registrar with GP of 7600

GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION

1. The appointment of First Registrar will be for the residual period of up to two years only.
2. Mere eligibility will not entitle any candidate for being called for interview. The university reserves its right to place reasonable limit on the total number of candidates to be called for interview.
3. Stringent criteria may be applied for short-listing the candidates to be called for interview.
4. The university reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the university either to fill or not to fill the post and its decision in this regard shall be final.
5. Reservation Policy will be followed as per Govt. Of India Rules. The SC/ST/OBC/PH candidates are required to attach the caste certificate as per format prescribed by the Government of India.
6. The process of selection may be by a written test/ presentation/ Interview or a combination thereof.
7. **Application should be accompanied with a non-refundable demand draft Rs. 500/- for general category Rs. 300/- for OBC, Rs. 100/- for SC/ST/PH drawn in favour of the Central University of Haryana payable at Gurgaon, Haryana.**

8. The application duly filled in the prescribed form must reach the permanent campus of the University on or before 30th September 2013 at the below given address. Application received after this date shall not be included in the selection process.

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9. The persons serving in Central/State Government /Autonomous Bodies (Central /State) may be taken on deputation/lien/contract for the residual period of up to two years only or the age of superannuation of 62 years, whichever is earlier. The service conditions including pay scales are as per UGC norms.
10. The applicants in Government//Semi-Government organization/Public Sector undertaking/Autonomous Organizations must send their application **“Through Proper Channel.”** The application received without the recommendations of the employers will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.
11. The age of the superannuation for all the post shall be per UGC norms.
12. Candidates shall have to produce original documents at the time of appearing in Test/Interview.
13. Canvassing in any form may lead to cancellation of candidature.
14. Incomplete application or without relevant supporting enclosures (attested copies of degree/certificates/marks sheets/experience certificate, etc) will be out-rightly rejected.
15. For further details the candidates are advised to visit UGC’s website (www.ugc.ac.in).
16. Experience in regular scale will only be counted towards total experience of the candidate.
17. The last date for submitting application, in prescribed forms, duly completed is **30th September 2013**. The University shall not be responsible for postal delay, if any.

Deputy Registrar