

# INSTRUCTIONS/CONDITIONS

## Advertisement No. 1/2022

CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO APPLY AND SUBMIT APPLICATION PROMPTLY AND NOT TO WAIT TILL THE LAST DATE/TIME FOR APPLYING ONLINE. THE UNIVERSITY SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS ON ACCOUNT OF THE LAST MINUTE RUSH

### Special Instructions

- 1- The applicant must possess prescribed qualifications, age and experience on the last date of on-line submission of applications. If on verification, at any time before or after the written examination or interview or appointment, it is found that they do not fulfil any of the eligibility condition or it is found that the information furnished is false or incorrect, their candidature will be cancelled. 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. No inquiry or correspondence will be entertained in this regard.
- 1-(a) A copy of the online submitted application form alongwith all other uploaded documents is mandatory to be submitted in the office of Registrar (Rect. Cell), CCS HAU, Hisar upto 11.04.2022 at 5.00 p.m. by hand or through speed post/ registered post etc.

### General instructions

- 2- Candidates are advised to go through the detailed advertisement available on the University Website before filling the application:  
  
Category {General (UR)/SC/ST/BCA/BCB/EWS etc.} once filled by candidate in the on-line application form will not be changed and no benefit of other category will be admissible.  
  
The candidate should fill up all the desired information i.e. **Personal Details, Academic qualifications etc. correctly**. Request for change or correction of any information, once given in the application form, shall not be entertained under any circumstances. The University will not be responsible for any consequences arising out of non-acceptance of any correction/addition/deletion in any particular once filled in the application form, whatsoever the reasons may be.  
  
The candidate should have a valid personal **email ID** and **mobile number**. It should be kept active during the entire recruitment process. Registration number, password and all other important communication will be sent on the same registered email ID. (please ensure that email sent to this mail box is not redirected to your junk/spam folder.
- 3- The candidate should give details of all the examinations passed from Matriculation or its equivalents onwards and mention total and percentage of marks obtained and maximum marks in each examination. The candidates are advised to upload the essential qualification certificates/ diploma/degree **showing percentage of marks obtained** with the application form. The candidates, who have obtained degrees or Diploma or Certificates for the various courses from any institution declared fake by the University Grants Commission and other institutions/agencies, shall not be eligible for being considered for recruitment to the posts advertised.
- 4- Experience for teaching posts will be counted after a candidate has obtained his/her Masters degree. Experience obtained during Ph.D period will not be counted.
- 5- No concession of fee is admissible to SC/BCA/BCB/ESM/Persons with Disabilities/ female of other States.
- 6- Candidates already in **regular/temporary/ad-hoc/contract service** have to send a copy of their duly submitted application form through proper channel or produce "No Objection Certificate" otherwise they will not be allowed to appear in the interview.
- 7- Pay, ADA, HRA etc. are admissible as per University rules adopted from time to time.

- 8- No TA/DA shall be paid by the CCS HAU for any test/interview.
- 9- Minimum age limit for the post is 18 years
- 10- **The candidates should apply only through online portal. No other mode of submission of application form will be accepted.**
- 11- **An application form will be summarily rejected in the following events:-**
- i) If a candidate makes more than one application form for a particular post.
  - ii) If the experience certificate is without detail of salary per month received (wherever the condition of experience apply)
  - iii) If a candidate does not possess the qualification of Hindi/Sanskrit upto Matric standard/ Higher Standard.
  - iv) If a candidate does not possess the prescribed qualification on the cut off date.
  - v) If a candidate is under age/overage on the cut off date.
  - vi) If the application is submitted/received without processing fee.
- 12- **USE OF MOBILE PHONE, PAGER AND OTHER ELECTRONICS DEVICE AT THE TIME OF INTERVIEW IS STRICTLY PROHIBITED.**

**Important Notes:**

**Note-I:** The above post will be filled on tenurial basis for a period of 4 years only. Those faculty members of CCS HAU who have already served one term as Dean/Director in this University or any other University will not be considered for the second term. Further those applicants who have less than two years of service left on the date of advertisement will also not be eligible for appointment to this post. Provided further that where a person has already worked as Dean/Director in the past, that period will be reduced from his/her term of 4 years, if it exceeds 90 days.

**Note-II** The candidates are also directed to send a copy of online submitted application form alongwith uploaded documents duly self-attested to the office of Registrar (Recruitment. Cell), CCS HAU, Hisar – 125 004 upto 11.04.2022 at 5.00 p.m. by hand or through speed post/ registered post etc.

Sd/-  
REGISTRAR