

CH. CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY, HISAR

ADVERTISEMENT NO. 6/2018

NOTIFICATION

Applications are invited from eligible candidates on the prescribed application form downloadable from the University Website <http://www.hau.ernet.in> for the post of Chief Executive Officer in NABARD ABIC, CCS HAU, Hisar for full time on contractual basis for a period initially for 5 years which can be extended based upon the performance and / or extension for project. The duly filled in application form alongwith self attested photocopies of required certificates & documents should reach at the address The Registrar, CCS HAU, Hisar_ on or before **01.09.2018 up to 4:30 P.M.** Application processing fee in the shape of Bank Draft of Rs. 1180/- (Rs. 295/- for SC/BCA/BCB) of Haryana drawn in favour of **“The Registrar, CCS HAU, Hisar”** and payable at **Hisar** should be attached with each application form. No amount will be accepted through Cheque, Cash, Money Order or Postal-Order. Persons with disabilities/ ESM of Haryana shall be exempted from payment of application processing fee. The female candidates of Haryana domicile shall also be granted 50% concession in the application processing fee.

1	Name of the Post	:	Chief Executive Officer
2	No. of Post	:	One
3	Category	:	General
4	Emoluments	:	Rs. 1,20,000/- per month (fixed) with an increment of 8% per annum.
5	Essential Qualifications	:	Master of Business Administration.
6	Desirable Qualification	:	10 Years experience related to entrepreneurship / incubation in India or abroad.
7	Duration	:	Initially for 5 years which can be extended based upon the performance and / or extension for project
8	Age	:	Upto 45 years
9	Name of Project	:	NABARD Agri Business Incubation Centre (NABIC)
10	Place of Posting	:	CCSHAU, Hisar

Terms and Conditions:

1. The appointment will be co-terminus with project. However, in case the work and conduct is not found satisfactory, the services can be terminated any time after giving due opportunity of being heard to the concerned employee. If the selected candidate wants to leave, he/she can do so after giving 30 days notice in writing to the University/ department.
2. On account of paucity of funds, their services can be terminated.
3. He/she will be entitled to TA/DA as per rules.
4. On expiry of the terms of project, he/she will be relieved and the University/ department will not be responsible for his/her adjustment in the University
5. He/ She will not be regular employee of the University and would not be entitled for any CPF/GPF or any other benefit admissible to the regular employee.
6. He / She will be required to produce a medical certificate to fitness from the CMO of the University at the time of joining.
7. He/ She would report for duty within 10 days from the date to issue of the order failing which his/her appointment will be treated as withdrawn.
8. His / her place of work will be NABARD ABIC at CCSHAU, Hisar.
9. He / She will be required to execute an agreement on non-Judicial stamp papers of Rs. 15/- before he / she is allowed to join the post.

Sd/-
REGISTRAR

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
(Established by Parliament Act No. 16 of 1970)

Application Form

*Note: (i) Do not detach any sheet
Fill up all columns of all sheets.
(ii) The application should either be filled
neatly in the candidates' own hand or type written.*

A self attested coloured passport size photograph of the candidate must be pasted here. This is essential.

1. Post applied for
(Give the full name of the post)

Chief Executive Officer

2. (i) Name in full
(in block letters)

(ii) Gender (Male/Female)

3. Present postal address

(in block letters)

4. (i) Aadhaar No. (desirable, but not mandatory)

(ii) Mobile No.

5. (a) E-mail ID

(b) Details of application processing
fee in the Shape of bank demand draft

DD No. _____ Date _____

Amount _____ Name of issuing bank _____

6. Permanent Home Address

7. (a) Father's Name

(b) Mother's Name

8. (a) Nationality of candidate

(b) Name of country, if foreign national

(c) Religion

9. (a) Date of birth

(b) Place of birth

(c) Place of permanent domicile

(d) Marital status

(e) Do you belong to SC/BC(A)/BC(B)EBPG

(f) Are you fall under ESM category

(g) Are you fall under Freedom Fighter category

(h) Are you fall under Outstanding Sports Person
Category

(i) Are you 'person with disability'

If so, attach certificate in support thereof.

10 (a) Name, Designation and address of
the present employer, if any.

(b) Have you obtained the permission of your present employer for submitting this application/attending an interview, if any, and for accepting this appointment, if selected? _____

(c) In case you are not applying through proper channel, are you prepared to resign from your present post, if selected _____

(d) If selected, please state when you can join _____

(e) Present Pay
(i) Scale of pay _____

(ii) Basic pay _____

(iii) Allowances excluding house rent and city compensatory allowance. (give name and amount of each allowance) _____

(iv) Date of next increment _____

(f) Minimum pay acceptable _____

11. Names and addresses of two referees not related to you, to whom you are known personally (if you are employed, your present employer must be one of the referees) (i) _____

(ii) _____

12. Whether any of your relative is employed in this University, If so, give details. _____

13. (a) What is your mother-tongue? _____

(b) Name the languages (both Indian and Foreign) which you can read, write or speak. Give particulars and state the examinations, if any, passed in each:

Read only	Speak only	Read and speak	Read, write and speak	Examination(s) passed

14. Have you ever been prosecuted/kept under detention or bound down/fined, convicted by a Court of Law of any offence or debarred/disqualified by any University, Public Service Commission from appearing at its examinations/selection? Is any case pending against you in any court of law at the time of filling up of this application form?

If the answer is 'Yes' full particulars of the case, detention, fine, conviction, sentence etc. should be given.

15. Employment Record:

Designation of post held and description of work	Period		Pay scale	Pay drawn (Basic pay+ allowances except HRA/ CCA)	Full address of the office/firm or institution	Reason for leaving the post
	From (Give month & year both)	To				

16. Details of academic qualifications:

Examination					
Name of School or College					
Name of Board or University					
Year of passing					
University. Regd. No.					
Maximum marks					
Marks obtained					
Percentage marks					
Division					
Subjects					
Medium of instruction					
Position, distinction, prizes, scholarships etc.					

(Attach certified copies of the Detailed Marks Cards (or Transcripts) of all the examinations passed)

18. From which newspaper or other source did you come to know of this vacancy. _____

19. Any other details not mentioned above, which you think, will strengthen your claim for this appointment, (Attach separate sheet, if necessary):

20. List of certificates and testimonials (attested copies) attached:-

- | | |
|-------------|------------|
| (i) _____ | (ii) _____ |
| (iii) _____ | (iv) _____ |
| (v) _____ | (vi) _____ |

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstance which may impair my fitness for employment.



Place: _____

Date _____

(Thumb impression of the candidate if test is involved. In case of male candidate left hand thumb impression and in case of female right hand thumb impression)

(Signature of the candidate)

IDENTITY CERTIFICATE

Certificate to be signed by any of the following:

- (i) Gazetted Officer of Central or State Government;
- (ii) Member of Parliament or State Legislature;
- (iii) Sub-Divisional Magistrate/Officer;
- (iv) Tehsildar or Naib/Deputy Tehsildars authorized to exercise Magisterial powers;
- (v) Principals and Headmasters of all recognized institutions;
- (vi) Heads of University Departments; and
- (vii) Block Development Officer.

Certified that I have known Shri/Smt./Kumari _____
son/daughter of Shri _____ for the
last _____ years _____ months, and that to the best of my
knowledge and belief the particulars furnished by him/her are correct.

(Name in block letters)

Place _____

Date _____

Signature _____

Designation or Status & Address _____

CHECK LIST

(The information in this Check List is to be furnished by the Employer in respect of the in-service candidate for the last 10 years and in case the service period is less than 10 years then from the date of joining.)

Year	Overall performance	Report about integrity	Report about work and conduct	Punishment awarded, if any	Whether any disciplinary/legal/Vigilance proceedings are pending against the official.

2. Does he fulfil the prescribed qualifications/experience requirement for the post?

Prescribed qualifications: Yes/No

Prescribed experience: Yes/No

It is also certified that the information furnished by the official in his application form is correct as per his service record.

Head of the Institution
(S E A L)

(Name in block letters)

Place: _____

Date: _____