

**CH. CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY, HISAR  
(Established by Parliament Act No. 16 of 1970)**

**Corrigendum/Addendum No. 2 (Advt. No. 09/2018)**

Vide Advt. No. 9/2018, the applications were invited for the contractual posts of Chief Executive Officer, Technical Business Incubator (TBI) Manager, Administrative Business Incubator (ABI) Manager, Finance Manager and Customer Care Manager (one No. each) on contractual basis. Now, the applicants can also apply via e-mail at [drcshau@gmail.com](mailto:drcshau@gmail.com) as advance copy upto 15.12.2018 and hard copy of the same alongwith all documents and DD should be reached upto 25.12.2018. The DD enclosed with the hard copy should be of date on or before 15.12.2018 otherwise the application will not be considered.

The candidates are advised to visit University website regularly for latest updates.

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Director of Research

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**Corrigendum (Advt. No. 09/2018)**

Vide Advt. No. 9/2018, the applications were invited for the contractual posts of Chief Executive Officer, Technical Business Incubator (TBI) Manager, Administrative Business Incubator (ABI) Manager, Finance Manager and Customer Care Manager (one No. each) on contractual basis . The last date for submission of the application was upto 5.12.2018 at 3.00PM. Now, the last date for receipt of application forms in respect of Advt. No. 9/2018 is hereby extended upto 15.12.2018 at 3.00 PM.

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Director of Research

**CH. CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY, HISAR**

**ADVERTISEMENT NO. 9/2018**

**NOTIFICATION**

Applications are invited from eligible candidates on the prescribed application form downloadable from the University Website <http://www.hau.ernet.in> for the following posts in the project NABARD ABIC in 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 Director of Research, CCS HAU, Hisar\_ on or before **5.12.2018 up to 3:00 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 Director of Research, 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.

Sr. No.	Name of contractual Post	Qualifications	Emoluments (Rs. Per month)
1.	Chief Executive Officer * (General-1)	<u>Essential :</u> Master of Business Administration. Age upto 45 years.  <u>Desirable :</u> 10 Years experience related to entrepreneurship / incubation in India or abroad  <u>Duration:</u> Initially for 5 years which can be extended based upon the performance and / or extension for project	Rs. 1,20,000/- per month (fixed) with an increment of 8% per annum. The salary may be increased or decreased as per the guidelines of the funding agency.
<b>Note: The applicants who had applied earlier against Advt. No. 06/2018 need not to apply again.</b>			
2.	Technical Business Incubator (TBI) Manager * (General-1)	<u>Essential :</u> Master Degree in Management/ Microbiology/ Food Technology  <u>Desirable :</u> 2 years experience in innovative entrepreneurial skills.	50,000/-
3.	Administrative Business Incubator (ABI) Manager * (General-1)	<u>Essential :</u> Master Degree in Management / Physical/ Chemical/Life/ Agricultural /Computer Science.  <u>Desirable:</u> 2 years experience in innovative entrepreneurial skill.	50,000/-
4.	Finance Manager *	<u>Essential :</u> Master in Business Administration (Finance) with 60% marks.  <u>Field of Specialization:</u> Accounting/ Financial Management/ Audit	50,000/-
5.	Customer Care Manager *	<u>Essential :</u> Master Degree in Management / PG degree/ Diploma in Corporate relation/ Industrial relation/ allied fields/ Computer Science with good communication skill.  <u>Desirable:</u> 2 years experience in innovative entrepreneurial skill.	50,000/-

\* The given qualification is the minimum qualification but experienced, potential and having vast exposure in related activities by entrepreneurship, startup & incubator development will be given preference.

**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/-  
Director of Research

**CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR**  
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**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)
  
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: \_\_\_\_\_