

**AGRICULTURE INCUBATION CENTRE (R-ABI)  
CCS HARYANA AGRICULTURAL UNIVERSITY HISAR  
NOTIFICATION**

Applications on prescribed format are hereby invited for one post of Office Assistant. The applications, complete in all respects, must reach the office of the undersigned on or before **21.02.2026** up to 4:30 P.M., either by post in the name of PI, R-ABI, ABIC, CCSHAU, Hisar, or by hand in the office.

1. <b>Name of the Post</b>	:	One Office Assistant
2. <b>Emoluments</b>	:	Rs.30,000/- PM
3. <b>Duration of project</b>	:	Upto 31.03.2026 or co-termination of the project
4. <b>Essential Qualifications</b>	:	Graduation in any stream. Work experience is desirable.
5. <b>Age</b>	:	Upto 50 years
6. <b>Title of the Project</b>	:	Innovation and Agri-entrepreneurship programme under RKVY
7. <b>Place of Posting</b>	:	Office of R-ABI ABIC, CCSHAU Hisar

**Terms & Conditions:**

1. The appointment is co-terminus with the project up to 31st March, 2026, or till the termination of the project, whichever is earlier. However, if the work and conduct of the appointee are not found satisfactory, his/her services may be terminated after giving due opportunity. If the appointee wishes to leave the post, he/she may do so by giving 30 days' notice to the University. The duration of the appointment may be extended or reduced as per the decision of the funding agency
2. He/she will not be entitled to TA/DA as per rules.
3. On expiry of the term of the project, he/she will be relieved and the University/Department will not be responsible for her adjustment in the University.
4. He/she will not be a regular employee of the University and would not be entitled to any CPF/GPF or any other benefit admissible to regular employees.
5. He/she will be required to produce a medical certificate of fitness from the SMO,CCSHAU, Hisar at the time of joining.
6. He/she would report for duty within 10 days from the date of issue of this order failing which his/her appointment will be treated as withdrawn.
7. His/her place of work will be at office of R-ABI ABIC CCS HAU, Hisar.
8. He/she will be required to execute an agreement on a non-judicial stamped paper of Rs.15/- before he/she is allowed to join the post.

Interview will be held on **23<sup>rd</sup> February, 2026 at 10:00 AM**. Original certificates are required to be produced at the time of interview. No TA/DA will be paid for attending the interview.

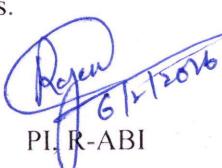
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PI, R-ABI

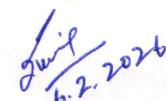
Endst.No.ABIC/26/620-669

Dated: 06.02.2026

A copy of the above is forwarded to the following for information and necessary action:

1. All Deans/Directors/HODs, CCS HAU, Hisar.
2. Asstt.Director Students Counseling & Placement, CCS HAU, Hisar. He is requested to inform all the unemployed registered candidates who fulfil the prescribed qualifications.
3. Notice Board.

  
PI, R-ABI

  
06.02.2026

**RKVY AGRI-BUSINESS INCUBATION (R-ABI) CENTRE,**

**GANDHI BHAWAN, CCS HAU, HISAR**

**Application Format for Office Assistant**

1.	Name of the candidate			:		
2.	Father's Name			:		
3.	Mother's Name			:		
4.	Address for communication with telephone number and e-mail id					
5.	Date of birth			:		
6.	Gender			:		
7.	Qualifications	Secondary	Sr. Secondary	Graduation	Post Graduation	Other relevant educational qualifications
(i)	Name of Degree					
(ii)	Marks obtained					
(iii)	Total Marks/ OGPA/ CGPA					
(iv)	Percentage					
8.	Experience in Concerned field			:		
9.	Knowledge of Computer/ Accounts			:		
10.	Training in concerned field			:		
11.	Any other additional information			:		
12.	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			:		

**Note: Self-attested, clear copies of all relevant documents must be attached with the application**

**DECLARATION**

I..... hereby declare that the details furnished above are true and correct to the best of my knowledge and nothing has been concealed therein.

Place:

Signature

Date: