

### **Important Instructions for the candidates:**

1. Qualifications for the posts mentioned above are placed at Annexure 'A'.
2. Selection Criteria for the posts mentioned above is placed at Annexure 'B'. 40 marks (35 marks for SC Category) are mandatory as qualifying marks out of 90 marks of Written Test for all candidates.
3. The abbreviation UR stands Un-reserved for General Category, SC for Scheduled Caste, BC for Backward Class, EBP for Economically Backward Person, ESM for Ex-Servicemen, PWD for Person with Differently abled and OSP for Outstanding Sports Person, RoM for Resident of Murthal.
4. The reserved post will be filled up as per latest Haryana Government instructions.
5. Benefit of reservation will be given only to Haryana Domicile Candidates.
6. No TA/DA for attending the test/ interview etc. will be paid.
6. No concession of fee is admissible to applicants/ candidates of other States.
7. The numbers of posts mentioned herein are tentative and may vary, depending on requirement and availability or University may not fill any of the posts advertised without assigning any reason. Any post here advertised may be withdrawn either partly or wholly from being filled up at any time without assigning any reason.
8. Only those possessing prescribed qualifications may apply online w.e.f. 28.01.2019. The candidates are strictly advised to apply online well in advance without waiting for the last date of submission of online form 20.02.2019 upto 11.59 p.m. Thereafter, website link will be disabled.
9. Application processing fee: Rs. 400/- (Rs. 100/- for SC Candidates and Female Candidates of Haryana State Resident only) through the prescribed payment gateways available in the Online Application Forms.
10. In case any candidate(s) wants to apply for more than one post, separate Online Application Form is to be submitted for each post alongwith separate requisite fee.

11. The eligibility of candidates will be determined as on the last date fixed for online submission of applications forms.
12. Incomplete applications or the applications received without the prescribed fee or received after the last date of receipt of applications are liable to be rejected.
13. Candidates are advised to retain a hard copy of printed application form, fee receipt with them for further verification during the recruitment process.
14. The number of posts is liable to increase or decrease either way, including complete withdrawal, without assigning any reason.
15. The experience certificate from Government/ Semi Government/ Board/ Corporation/ Statutory Body/ University/ Authority of Government of Haryana shall only be considered and the experience acquired after obtaining the prescribed qualification will only be considered.

## **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT**

Candidates are warned that they should not furnish any particular that are false, tempered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/ at the time of document verification prior to selection, if a candidate is (or has been) found guilty of:

- (i) Using unfair means during the examinations or
- (ii) Impersonation or procuring impersonation or
- (iii) Misbehaving in the examination hall or taking away the question booklet or any part thereof/ answer-sheet from the examination hall or
- (iv) Resorting to any irregular or improper means in connection with his/her candidature for selection or
- (v) Obtaining support for his/ her candidature by any unfair means, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
  - a. To be disqualified from the examination/ document verification prior to selection for which he/she is a candidate
  - b. To be debarred either permanently or for a specific period from any examination or recruitment conducted by the University.

### **NOTE:**

1. The non-teaching posts earlier advertised vide Advt. No. 31/2014 stands withdrawn. The candidates, who had earlier applied for non-teaching posts against this advertisement, are required to apply afresh. Those candidates, who do not wish to apply as per this Advertisement, may claim for refund of fee to the Deputy Registrar (Establishment), Deenbandhu Chhotu Ram University of Science and Technology, Murthal with a valid proof latest by 20.02.2019 (Wednesday) for these advertised posts. Thereafter, no application for refund of fee shall be considered.
2. The University reserved the rights to supervise the complete recruitment process from online applications to selection by way of using biometric process and CCTV cameras/ Videography etc.
3. Candidates who have obtained Degrees or Certificates for various courses from any institution declared false by the University Grant Commission or not recognized by Haryana Govt. shall not be eligible for being considered for recruitment to the posts advertised.

**DOCUMENTS TO BE BROUGHT AT THE TIME OF DOCUMENT VERIFICATION PRIOR TO  
SELECTION**

- (i) All original certificates/ documents/ testimonials of educational qualifications and other documents mentioned in the application form and two sets of all these certificates.
- (ii) Candidates who are in employment in Govt./Semi Govt./Public will have to submit “No Objection Certificate” from their employer at the time of interview.

**USE OF MOBILE PHONE AND OTHER ELECTRONICS DEVICE IN THE EXAMINATION IS  
STRICTLY PROHIBITED.**

**REGISTRAR**