

## RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY Jhansi-Gwalior Road, Jhansi-284003

(Established under the Rani Lakshmi Bai Central Agricultural University Act, 2014)

Website: www.rlbcau.ac.in Email- vcrlbcau@gmail.com

Phone no.:- 0510- 2730555

Advertisement No: RLBCAU/05/2018 Dated: 06th November, 2018

Applications from eligible candidates are invited for recruitment on Direct/Deputation/Contract basis for the following Non-teaching position\*:-

S.No.	Position	No. of vacancies	
1.	Registrar Level 14 with Rationalized Entry Pay of Rs. 1,44,200/- as per 7 <sup>th</sup> CPC pay matrix.	01 (UR)	

### **Essential:**

- i. Master's Degree with at least 55% of the marks or its equivalent grade.
- ii. At least 15 years' of experience as Assistant Professor in the AGP of Rs.7000 and above or with 08 years' of service in the AGP of Rs. 8000 and above including as Associate Professor, alongwith experience in educational administration.

#### OR

Comparable experience in a research establishment and/ or other institutions of higher education,

## OR

15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.

**Note:** The same qualification will be applicable in case of deputation/ contract.

Age: Preferably below 57 years as on 01.07.2018.

**Note:** The appointment to the post shall be on tenure basis for a period of 05 years or till attaining the age of 62 years, whichever is earlier. The pay scales are likely to be revised.

<sup>\*</sup>Emoluments, Terms and Conditions of Service and Powers and Functions of Officers of the University shall be regulated by Rules for Emoluments, Terms and Conditions of Service, Powers and Functions of Officers of the Rani Lakshmi Bai Central Agricultural University – 2016 published in the Gazette of India (Extraordinary, Part III, Section 4, No.395 dated 02.11.2016), which are available on the University website <a href="https://www.rlbcau.ac.in">www.rlbcau.ac.in</a>



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## APPLICATION FORM FOR THE POSITION OF REGISTRAR

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	Payment (Demand Drainayable at Jhansi. Wome						of ST/S	SC/PwD) dra	awn in
Draft Number	Date of Issue	Amount		e of th	ne Bank and ng Branch			he Bank o ch Drawn	-
	details: Use CAP	ITAL LETTER	RS and wri	te clea	arly				
Name									
Date of Birth	Day	Month	Year	Age of a	e as on dat	e Yea	r	Montl	h
Place of Birth	City / Village				State		Cou	untry	
Father's Name									
Mother's name									
Nationality	Gender				Categ	ory	Ma	arital Stat	lus
	☐ Male				SC _	] ST		Single	
	☐ Female					10-mar-1		Marrie	
	☐ Transgend	er			OBC _	General			
If differently a	bled, indicate the re	elevant partic	ulars		Yes/ No	Percenta of disabil		SI. No. proof o	of
a. Blindness or									
b. Hearing imp									
	disability or cerebra	al palsy (inclu	ides all cas	es of					
									_

2. Educational Qualifications: Attach self-attested photocopy of marks sheet & degree of each examination

	Name of the Board /University	Year	Marks Obtained	Maximum marks	%age of marks or CGPA	Division	Subjects studied
Matriculation (10 <sup>th</sup> )							
Higher Secondary / (10+2)							
Bachelor's degree							
( Name of degree)							
Master's degree							
( Name of degree)							
M.Phil. in							
Ph. D. in							
Topic:							
Any other exam passed							

3. Past Work Experience: (Please start from first appointment to the present position). Add additional rows, if needed.

Post held	Pay	Basic Pay	Gross	Employer		Experie	nce	Nature of
	Scale/ Band	p.m. + GP/AGP	Salary p.m.	(Name & address of the Organization)	From	То	Total Experience in Years/ Months	Assignment

Your important / unique contribution(s) in the previous assignment?

4. De	etails o	f the	Training	<b>Programmes</b>	attended:
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Name of the Programme	Year	Duration (in days)	Organising Institution

## 5. Details of the Management Development Programmes attended:

Name of the Programme	Year	Duration (in days)	Organising Institution

6. Details of the Orientation Programmes / Training Programmes / Workshops

Name of the Programme	Year	Duration (in days)	Organising Institution

## 7. Details of the Refresher Programmes attended:

Name of the Programme	Year	Duration (in days)	Organising Institution

8. Involvement in Research & Publications, if any:

Publications	Numbers	Publishers / Journals	Communicated	
Books				
Research Papers				
Articles				
Others				
Research Projects undertaken				
Major Research Projects Completed				
Major Research Projects ongoing				
Research Supervisions				

No. of Ph.Ds produced					
No. of Candidates enro	lled for Ph.D				
Participations in Seminars / Conference No. of Papers present Seminars/conference No. of Papers present	ted in a national s ted in a international				
Seminars/conference	S				
9. Any other Exper	rience of Administrati	ve work, if any (pl	ease furnis	h details)	:
Capacity		Nature of work			ition in years
post applied for 11. References: Ple	nts/ any other Inforn : ease provide names ur work / professional	of three persons experience / acco	who are i	not related	d to you and are
Name and	1		2		3
Address					
Contact Address					
Email:					
Phone (landline) With STD Code:					
Mobile Phone no.					

12. Have you ever been punished during your studies at College/University? (Yes/No):

Fax with STD

code

13. Have you ever been punished during your service or convicted by a court of law? (Yes/No):

14. Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? (Yes/No) :

## 15. Do you have any case pending against you in any court of law? (Yes/No) :

16. Contact Details of the Applicant:

Address for Correspondence	Permanent Address
Name:	Name:
House No:	House No:
Street:	Street:
City:	City:
State:	State:
Pin Code:	Pin Code:
Email:	Email:
Phone No. (With STD Code)	Phone No. (With STD Code)

17.	Declaration	
particul false o	son/daughter ofson/daughter ofars given in this application form are true and correct to the best of my r incorrect at any stage, my candidature / appointment may be cannot gany reason thereof.	knowledge. If anything is found
		Signature of the applicant
		N
Date:		Name in Capital letters
Note: 1. 2.	Unsigned application is liable to be rejected and no correspondence w The University shall not be responsible, if any column is not filled up pr	

40 E I (I ENDLOYED
18. Endorsement by the EMPLOYER
(In case of in-service candidates, whether in permanent/contract/temporary capacity, the application must be endorsed/forwarded by the Head of the Department/Employer, failing which application is liable to be rejected.)  Forwarded to the Rani Lakshmi Bai Central Agricultural University, Jhansi- Gwalior Road, Jhansi- 284003
The applicant Dr./Mr./Mrs/Ms
(Signature of the forwarding officer)  Name:
Designation:

## 19. Checklist of Documents Enclosed

Date:

SI. No	Documents	Tick (√)
1.	Matric / Secondary / High School (10th Class) Marks Sheet	
2.	Matric / Secondary / High School (10th Class) Certificate	
3.	Sr. Secondary / Intermediate (12th Class) Marks Sheet	
4.	Sr. Secondary / Intermediate (12th Class) Certificate	
5.	Bachelor's Degree Marks Sheet	
6.	Bachelors' Degree	
7.	Master's Degree Marks Sheet	
8.	Master's Degree	
9.	M. Phil. Marks Sheet	
10.	M. Phil Degree	
11.	Ph. D. Degree	
12.	Experience Certificate(s) from previous employers:	
13.	Endorsement from the present employer	
14.	DD for the application fees (in original)	
15.	SC / ST / OBC / Handicapped Certificate	
16.	Others, if any:	

(Seal)

#### A. GENERAL INSTRUCTION TO CANDIDATES

- 1. The candidate must be a citizen of India.
- 2. Applicants must apply on the prescribed application form available on University Website (<a href="www.rlbcau.ac.in">www.rlbcau.ac.in</a>). Applications received in any other form will be rejected.
- 3. Before filling-up the Application Form, the candidates are advised to read General/Speial Instructions, Essential Information and other important conditions carefully.
- 4. Application Form, downloaded from the University website <u>www.rlbcau.ac.in</u>, complete in all respects and duly supported with attested copies of all certificates/testimonials obtained by the candidate should reach the Vice-Chancellor, Rani Lakshmi Bai Central Agricultural University, Gwalior Road, Jhansi--284003 before last date of receipt. Applicant should necessarily indicate his/her telephone/cell phone number/e-mail address and also invariably intimate to the University about any change in the correspondence or permanent/residential address.
- 5. Application form must accompany with a **(NON REFUNDABLE) Bank Draft of Rs. 1000/= (Rs.500/= in case of ST/SC/PwD) and drawn in favour of RLBCAU payable at Jhansi.** Women candidates are exempted from payment of prescribed fee. No other means of payment i.e. IPO/money orders will be accepted. The date of bank draft should not be prior to the date of issue of the advertisement and the same should be valid for a period of three months. Candidate must write his/her name on the back side of the Bank Draft. The candidate should also indicate Advt. No. & date, his/her name and the name of the post for which applied on the back of the Bank Draft. The application fee once paid is not refundable in any case.
- 6. Applicant from abroad may indicate the approximate date of his/her return to India.
- 7. The candidate on deputation/ foreign service should get his/her application forwarded from his/her parent office under intimation to office in which he/she is on deputation/foreign service.
- 8. In case of selection of in-service candidates, their services shall be regulated in accordance with the statutory provisions of the University as are in vogue or as may come into force from time to time.
- 9. Applications, which are incomplete/not on the prescribed form/received after the due date/received without the prescribed application fee shall not be considered. The University shall not be responsible for any postal delay or loss in transit.
- 10. The University reserves the right to fill or not to fill up all or any of the posts without assigning reason thereon.
- 11. The crucial date for determining the age limit of candidates for each post will be as on **01-07-2018**.
- 12. Applications should be submitted in the prescribed proforma strictly typed/hand written. Candidates before applying for the post(s) must satisfy that they are eligible to apply and fulfill the criteria / essential qualification / age etc. prescribed for the post (s). Candidates not fulfilling the requisite eligibility requirements prescribed herein-above, as on the last date of receipt of Application Forms, need not to apply. If any information furnished by the candidates is found false at any stage, his/her appointment will be cancelled.
- 13. Candidates are advised to send their applications by speed/registered post addressed to the Vice-Chancellor, Rani Lakshmi Bai Central Agricultural University, Gwalior Road, Jhansi--284003.
- 14. Applicants are advised to super-scribe the words (in capital letters) "APPLICATION FOR THE POST OF REGISTRAR" at the top of the envelope containing the Application Form.
- 15. Closing date for receipt of applications will be 30 days from the date of publication of advertisement in Employment News. In case of candidates residing and posted in Lahaul & Spiti Distt & Pangi sub division Chamba Distt of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep, Minicoy and Amindivi Islands, States/Union Territories in the North-Eastern Region, Ladakh Division of J&K State, Sikkim, last date will be 45 days from the date of publication of the advertisement.
- 16. The service conditions of the appointee(s) shall be governed in accordance with the Statutes and Rules of the University as are in force with amendments or as may come into force from time to time, together read with the provisionsof Government of India Rules.

- 17. It will be open to the University to consider names of suitable person(s) (who may not have applied for the post in response to this Advertisement) for the posts advertised here-in- above.
- 18. The University will not be responsible for any postal delay. Applications received after expiry of the last date will not be considered and entertained at all.
- 19. Persons employed may be posted/transferred to any Institution within the jurisdiction of the RLB Central Agricultural University.
- 20. Any interim enquiry regarding applications will not be entertained.
- 21. Candidate is advised to visit the University website <a href="www.rlbcau.ac.in">www.rlbcau.ac.in</a> regularly for updates (Corrigendum or Addendum or Cancellation to this advertisement). They may also be communicated through their registered e-mail address. No other form of communication will be used.
- 22. Canvassing in any manner shall lead to disqualification.

### **B. SPECIAL INSTRUCTION**

## 1. The University reserves the right to:

- a. Withdraw any advertised post(s) under any category at any time without assigning any reason thereof.
- b. Draw reserve panel(s) against the possible vacancies in future;
- c. To fix criteria for screening the applications so as to reduce the number of candidates to be called for interview;
- d. Relax the age/qualifications/experience at its discretion.
- MINIMUM ESSENTIAL QUALIFICATIONS: All applicants must fulfill the essential requirements of the post and
  other conditions as stipulated in the advertisement and are further advised to satisfy themselves, before applying,
  that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice with
  respect to minimum eligibility will be entertained.
  - NOTE-I: The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.
  - NOTE II: In the event of number of applications being large, the University will adopt short-listing criteria to restrict the number of candidates to be called for interview to a reasonable number by any or more of the following methods:
  - a. On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed;
  - b. On the basis of higher educational qualifications than the minimum prescribed in the advertisement;
  - c. On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement;
  - d. By counting experience before or after the acquisition of essential qualifications; and
  - e. Or any other criteria as Screening Committee decide.
- 3. Only the candidates short listed by the Screening Committee will be called for interview by determining the ratio between the number of vacancies and number of candidates. The ratio shall not normally exceed 1:20 maximum and minimum ratio shall not be less than 1:3 for each post.
- 4. Call letters to attend the interview will be sent to the shortlisted candidates by Email only. No Correspondence will be made with applicants who are not shortlisted/not called for interview. Therefore, the candidates are advised to check the University Website and their Email ID regularly.
- 5. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/ suitability of the candidates, mode of selection, and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
- 6. Candidates applying for a post must ensure that they fulfill all the eligibility criteria on the last date of receipt of application. If on verifications at any time before or after the interview or appointment, it is found that they do not fulfill any of the eligibility criteria or it is found that the information furnished is false or incorrect, their candidature will be cancelled.

- 7. The following categories of persons shall not be eligible to apply for any position in the University:
  - i) Who has been convicted by any Court of Law or any criminal proceedings are pending against him;
  - ii) Who has entered into or contracted a marriage with a person having a spouse living;
  - iii) Who, having a spouse living, has entered into or contracted a marriage with any person. Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
  - iv) Who is not a citizen of India; and
  - v) Any other category of person disqualified for appointment by the Government of India/UGC from time to time.

(Arvind Kumar) Vice- Chancellor

Email: - vcrlbcau@gmail.com