



KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act XII of 1956)
(‘A+’ Grade NAAC Accredited)

Advertisement No. 2/2019

BEFORE APPLYING APPLICANTS MUST ENSURE THEIR ELIGIBILITY ON THE UNIVERSITY WEBSITE www.kuk.ac.in

Applications for one post of Assistant Director, Centre for Dr.B.R. Ambedkar Studies, Kurukshetra University, Kurukshetra in Assistant Professor's Grade i.e in Academic Level 10 with rationalized entry pay of Rs.57700/- (UGC) are invited. Details regarding prescribed qualifications, prescribed application form and instructions are available at Kurukshetra University website <http://www.kuk.ac.in>. Application form must be accompanied with Demand Draft/ online fee receipt/ cash receipt of Rs.600/- (Rs.150/- for SC/ST/BC of Haryana and Rs.300/- for female candidates) persons with disabilities (PWD) of Haryana are exempted for payment of application fee.

Applications form complete in all respect should reach in the office of Administrative Officer (Teaching), Kurukshetra University, Kurukshetra-136119 latest by **14.10.2019**. Applications/ documents received after the last date will be rejected and no correspondence in this regard will be entertained. In case, last date falls on holiday, then next working day shall be treated as last date.

REGISTRAR

Endst.No.ET-4/19/15436-15535

Dated:13.09.2019

Copy of the above if forwarded to the following for information and necessary action:

1. Dean, Academic Affairs, KUK
2. Dean of all the Faculties on the campus, KUK
3. Chairperson of all the University Teaching Departments/ Head of offices, KUK
4. Director, I.T Cell, KUK with the request to put this notification on University website.
5. Principal, IIHS, KUK
6. Principal, ITTR, KUK
7. Librarian, JLN Library, KUK
8. Divisional Employment Officer, University Employment & Guidance Bureau, Kurukshetra.
9. District Employment Officer, Employment Exchange, Kurukshetra.
10. PA to Vice-Chancellor, (for kind information of the Vice-Chancellor), KUK
11. Supdt. O/o Registrar (for kind information of the Registrar) KUK.

W. G. Gulsh
13/9/19
Deputy Registrar (Estt.T)
for Registrar

KURUKSHETRA UNIVERSITY KURUKSHETRA
IMPORTANT INSTRUCTIONS ADVERTISEMENT NO. 2/2019

Candidates must go through the following instructions before filling up the application form:

GENERAL INSTRUCTIONS:

1. Name of the post applied for must be superscripted at the top of the envelope as under:
"Application for the post of _____".
2. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date fixed for receipt of applications. If on verification at any stage, before or after the selection, it is found that the candidate did not fulfill any of the eligibility condition(s) as on last date or the information furnished is false or incorrect, his candidature will be cancelled/his services will be terminated.
3. The possession of prescribed essential qualification does not entitle a candidate to be called for interview. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/ suitability of the candidates, or the criteria for selection, etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
4. The eligibility of every candidate will be determined on the basis of qualifications acquired and communicated to the office by him/her up to the last date fixed for receipt of applications. No certificate/document will be received after the last date.
5. All the educational qualifications should be from a University/ Institution/ Board recognized by Govt. of India/State Govt./ approved by Govt. Regulatory Bodies and the final result should have been declared on or before last date of submission of application form. The candidates who are able to prove by documentary evidence that the result of the qualifying examination was declared on or before the last date of submission of application form and he/she has been declared passed, will also be considered to have the required Educational Qualification.
6. The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University. In case the result of a particular examination is posted on the website of the University, a certificate issued by the appropriate authority of the University indicating the date on which the result was posted on the website will be taken as the date of passing.
7. As per Ministry of Human Resource Development Notification No. 44 dated 01-03-1995 published in Gazette of India edition dated 10-06-2015, the Degree obtained through open Universities/ Distance Education Mode needs to be recognized by Distance Education Council, IGNOU. Accordingly, unless such Degrees had been recognized for the period when the candidates acquired the relevant qualification, they will not be accepted for the purpose of Educational Qualification.

8. No change in the category of any candidate is allowed after submission of application form. No correspondence/email/ phone will be entertained in this regard.
9. Application not supported with required application fee, self-attested copies of certificates/testimonials will be rejected.
10. Ten Xerox copies of the Application Form for the posts must be sent along-with the original application form. Attach self-attested copies of all the certificates/testimonials only with the original application form.
11. Incomplete applications or the applications received without the prescribed fee or received after the last date of receipt of applications will be rejected and no correspondence will be entertained in this regard.
12. In case, last date falls on holiday, then next working day shall be treated as last date.
13. Those who are already in employment should submit their Application Form through proper channel.
14. Concealment of facts or supply of wrong information will result in cancellation of candidature in addition to legal action.
15. The University reserves the right to shortlist the candidates.
16. The Selection Committee Criteria/weightage are available on University website www.kuk.ac.in.
17. Minimum three applications are mandatory for any of the posts advertised for conducting the interview. If minimum three applications are not received for any post, the University will not conduct the interview.
18. The Demand Draft must be drawn in favour of the Registrar, Kurukshetra University, Kurukshetra payable at Kurukshetra. Application fee may also be deposited through on-line payment gateway available on the University Website using the Path i.e. <https://kuk.ac.in>>online payment>pay online>any other case except above(e.g. Migration, revaluation, duplicate DMC etc.)>Fee Head: Recruitment Fee or in cash in favour of the Registrar, Kurukshetra University, Kurukshetra at Oriental Bank of Commerce, Kurukshetra University, Kurukshetra.
19. The candidates should;
 - (i) Mark page numbers on the top at right side corner of each page including the Application Forms and fill total no. of pages in column **No. 14** of the Application Form.
 - (ii) Sign all the pages of the Application Form and Annexures.

NOTE: No. of posts along with reservations of posts are subject to any variation as per Govt. of Haryana Reservation Policy norms. If there is any variation, the candidates will be informed through announcement displayed on University Website.

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**Minimum qualifications and Selection Criteria for the post of Assistant Director,
Centre for Dr.B.R.Ambedkar Studies, Kurukshetra University, Kurukshetra**

Essential Qualification:

1. Post Graduate Degree in any discipline with at least 55% marks or equivalent grade of B in the 7 point scale with latter grades O,A,B,C,D,E & F (50% marks or equivalent grade of B in the 7 point scale with latter grades O,A,B,C,D,E & F in the case of candidate belonging to Schedule Caste Category) from an Indian University or an equivalent from a Foreign University.
2. The candidate should have published at least one book/ research paper in reputed/ refereed journal having ISBN/ ISSN, respectively, on the ideas & thoughts and works of Dr. B.R. Ambedkar.

Preference would be given to the candidate belonging to the Scheduled Castes Category.

Age: Between 18-50 years. Maximum age limit is relaxable in special cases by the appointing authority.

Other Conditions:

1. A relaxation of 5% shall be provided from 55% to 50% at the Post Graduate degree level for the candidates belonging to Scheduled Caste category for the purpose of eligibility during direct recruitment to the post.
2. A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.
3. Relevant grade which is regarded as equivalent of 55% or 50% wherever the grading system is followed by a recognized university shall also be considered eligible.

The University/ College/ Institution declares results in grade points, which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage:

Grade	Grade Point	%age equivalent
'O'- Outstanding	5.50-6.00	75-100
'A'- Very Good	4.50-5.49	65-74
'B'- Good	3.50-4.49	55-64
'C'- Average	2.50-3.49	45-54
'D'- Below Average	1.50-2.49	35-44
'E'- Poor	0.50-1.49	25-34
'F'- Fail	<=0.49	<=24

SELECTION CRITERIA:

Sr. No.	Qualifications		Maximum Marks
1	Interview		20
2	Domain knowledge		25
3	1. Higher qualifications: M.Phil.- 5 marks OR Ph.D.- 10 marks	10	25
	2. Books/ Research Papers on ideas & thoughts and works of Dr. B.R. Ambedkar: Book (with ISBN): 5 marks OR Research Papers (with ISSN): 5 marks	15	
4	Post Graduate: 1. For candidate belonging to General Category: (%age of marks in PG – 55) x 0.334 2. For candidate belonging to Scheduled Caste Category: (%age of marks in PG – 50) x 0.301		15
5	Graduation: (%age of marks in UG – 40) x 0.167		10
6	Work experience (01 mark for every year) in Government/ Semi Govt. / Govt. aided / University/ Affiliated college		5
	Total Marks		100

1. In case CGPA as well as marks obtained, both are given in the detailed marks cards, then marks will be considered for the purpose of merit calculation. If the marks are not available in DMC then formula to convert CGPA into equivalent % marks will be provided by the candidate from the concerned University.
2. There should not be any rounding/ chopping of merit point. The precision should be three digits after decimal.

Serial No.....

Price ₹600/-

KURUKSHETRA UNIVERSITY, KURUKSHETRA

Application form for Non-Teaching posts

A passport size
recent photograph of
the candidate

Signature of Candidate

Application No.....

(To be filled in by the office)

NOTE:

- i. The application form should be filled in properly and completely.
- ii. Self-attested copies of all Certificates/Testimonials should be attached with the original application form only. Originals will have to be shown at the time of the interview.
- iii. The application should be accompanied by the University Receipt/Bank Draft of the value of ₹600/- (₹150/- for SC/ST/BC of Haryana only and ₹300/- for female candidates). The Demand Draft must be drawn in favour of the Registrar, Kurukshetra University, Kurukshetra payable at Kurukshetra. Application fee may also be deposited through on-line payment gateway available on the University Website using the Path i.e. <https://kuk.ac.in> >online payment>pay online>any other case except above(e.g. Migration, revaluation, duplicate DMC etc.)>Fee Head: Recruitment Fee or in cash in favour of the Registrar, Kurukshetra University, Kurukshetra at Oriental Bank of Commerce, Kurukshetra University, Kurukshetra. Persons with disabilities (PWD) of Haryana shall be exempted from payment of application fee.
- iv. Persons in employment should send their applications through their employer. They may however, send a copy in advance, but it must be on the prescribed form and accompanied by prescribed application fee, copies of certificate/testimonials etc.
- v. Only eligible candidates should apply for the position/Post (Candidate must be eligible on the last date of submission of Application Form).
- vi. Use separate form for each position/post.
- vii. Prescribed qualification and instructions may be seen on the University website www.kuk.ac.in.
- viii. Weightage of only those documents shall be counted whose copies are attached.
- ix. Application not supported with required application fee, Self-Assessment proforma, self-attested copies of certificates/testimonials/reprints of Research Publications, title page(s) and contents page(s) of each Journal in which the publication under reference were published will be rejected.
- x. No application/documents shall be accepted after the expiry of last date of the receipt of application forms. Incomplete form and those received after the expiry of last date will not be entertained and will stand rejected summarily.

1. a) Post applied for _____ (Department) _____
b) Category of reserved advertised post : _____
(SC/ST/BC/ESM)
c) Advertisement No. : _____
2. a) Name of the candidate in Full(in block letters) : _____
b) Father's Name : _____
c) Mother's Name : _____
3. a) Present Postal Address : _____
b) Permanent Address : _____
c) Mobile No. : _____
d) E-mail Address : _____
4. a) Date of Birth(dd/mm/yyyy) : _____
b) Age as on last date of applying : _____ Year: _____ Month _____ Days
c) Place of Birth : _____
d) Aadhar Card No., if any : _____
(photocopy should be enclosed)

5. a) Nationality of Candidate : _____
- b) Do you belong to SC/ST/BC/EWS/Ex-Servicemen of Haryana (if yes, attach a certificate from the competent authority) : _____
- c) Male/Female/Trans-gender : _____
- d) Marital Status (Married/Unmarried)(if married, Whether you have more than one living spouse) (say Yes or No) : _____
6. a) Present employment, if any, with pay & grade (State whether on ad-hoc/ temporary/ probation/ permanent) : _____
- b) Date of next increment : _____
- c) Name of Employer : _____
- d) Have you obtained prior permission of your present employer for submitting this application? : _____
- e) Basic pay acceptable, if selected : _____
- f) Period required for joining the post, if appointed : _____
7. a) Have you ever been disqualified from Appearing in any University Examination/ Undertaking University work (Say Yes or No) : _____
- b) Are you a dismissed employee? (Say Yes or No) : _____
8. a) Whether any criminal case has been registered against applicant (Yes/No) : _____
- b) Whether you have been charge-sheeted for any criminal offence? If yes, the details thereof. : _____
- c) Whether you have been convicted by any competent court for any criminal offence? If yes, the details thereof. : _____
9. Bank Draft(s)/Postal Order No(s)/Oriental Bank of Commerce/University Receipt/Online Payment Receipt No(s) & Date : _____
- Amount : _____

ORIGINAL UNIVERSITY RECEIPT MUST BE ATTACHED WITH THE APPLICATION

10. **Reference: (These persons should be professionally competent, who are well acquainted with some aspect of the applicant's training accomplishment, capabilities and character but must not be in blood relation to the candidate. Two references should be listed)**
- a) Name : _____
- Occupation or Position : _____
- Address : _____
- With email : _____
- b) Name : _____
- Occupation or Position : _____
- Address : _____
- With email : _____

11. Educational qualifications (Exact marks and % should be filled, no rounding should be there)

Exam Passed	Subjects	University/ Board	Year of passing	Class of Division	Max. Marks	Marks Obtained	% of Marks	Distinctions, if any
Matric								
Hr. sec./ Pre-Univ./ Inter/ 10+2								
Graduation (B.A./ B.Sc./ B.Com etc.)								
Post-Graduation (M.A./M.Sc./ M.Com etc.)								
M.Phil.								
Ph.D. (Date of Registration/Date of								
Any other exam.								

Note :-Attested copies/Self Attested copies of certificates in support of qualifications be attached with this application.

12. **Total Experience:** To be mentioned from the date of meeting the eligibility requirement of the post applied.

[illegible]

13. Give Particulars of Prize, Medal and Merit won, distinctions, if any:-

i).....iii)

ii).....iv)

14. List of the certificates (attested copies) attached-

- i).....ii).....
 iii).....iv).....
 v).....vi).....
 vii).....viii).....
 ix).....x).....
 xi) Total no. of pages including application form.....

15. Additional information, if any

I certify that the information given above & in the enclosed document are true to the best of my knowledge and belief and nothing has been concealed therein. I am aware of the fact that if the information given by me is proved false/not true, I will have to face the criminal proceedings as per provision of Section 177, 197, 198, 199 and 200 of IPC & any other suitable provision of the Law. Also all the benefit availed by me shall be summarily withdrawn and my application shall liable for disqualification.

Place.....

Date.....

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 (Signature of the candidate)

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Miss/Mrs./Shri./Dr....., who is at present working asin the(Dept./Organization) is recommended and forwarded for consideration for the post ofto the Registrar, Kurukshetra University, Kurukshetra. In case, he/she is selected for employment in the Kurukshetra University, Kurukshetra he/she will be relieved of his/her present position.

Place.....

Date.....

Signature of the Head
 of the office/organization
 (Seal of Office)

Sl. No.	Project Name	Completed	In Progress	Submitted	Awarded	Remarks
1						
2						
3						
4						