



चौधरी रणबीर सिंह विश्वविद्यालय, जीन्द
Chaudhary Ranbir Singh University, Jind
(Established by the State Legislature Act 28 of 2014)
(Recognized Under Section 12-B & 2(f) of UCG Act, 1956)



Dr. Rajesh Bansal
Registrar (Offg.)

No. CRSU/REG/2021/ 3604

CD 2538
28/6/21

8-4050
28/6/21

Ph. No. 01681-241001, 241004

Email: - registrar@crsu.ac.in

Dated: - 25/06/2021

To

The Registrar,
All State Universities of Haryana.

Subject - Filling up of various Non-Teaching posts on deputation basis.

Dear Sir/Madam,

Please refer to the subject cited above.

It is informed that Chaudhary Ranbir Singh University, Jind intends to fill up the various Non-Teaching posts on deputation basis from the State Universities of Haryana for a period of one year or till the regular appointments are made, whichever is earlier. Interested employees who are willing to join on deputation may apply through proper channel. The application form along with the No. of posts and prescribed qualifications are available at www.crsu.ac.in. The application form(s) must reach in the office of the undersigned within 15 days from the date of issue of this letter.

You are, therefore, requested to circulate this letter among your employees for information and further forward the application of interested employees to the undersigned.

DA:- As above.

Endst. No. CRSU/Estt./2021/ 3605-3610

Registrar

Dated: - 25/06/2021

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

1. The Chairperson, Haryana State Higher Education Council (HSHEC), Panchkula.
2. The Director General, Department of Higher Education, Haryana, Panchkula.
3. The Joint Director (Audit), Chaudhary Ranbir Singh University, Jind.
4. The Finance Officer, Chaudhary Ranbir Singh University, Jind.
5. The System Analyst, Chaudhary Ranbir Singh University, Jind to upload the same on University Website.
6. PS to Vice Chancellor (for kind information of the Vice Chancellor), Chaudhary Ranbir Singh University, Jind.

Registrar



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Qualifications for filling up the various Non-Teaching posts on Deputation Basis.

Sr. No.	Name of Post	No. of Post	Qualification
1.	Deputy Registrar	01	<ol style="list-style-type: none">1. A Master's Degree with at least 55% of the marks, or an equivalent grade in a point scale wherever the grading system is followed.2. Nine years' experience as Assistant Professor in the Academic Level-10 and above, with experience in educational administration. OR Comparable experience in a research establishment and/or any other institution of Higher Education. OR 5 years' administrative experience as Assistant Registrar or in equivalent post3. Hindi/Sanskrit as a subject upto Matric (class 10th) standard.
2.	Assistant Registrar	01	<ol style="list-style-type: none">1. A Master's Degree with at least 55% of the marks, or an equivalent grade in a point-scale wherever the grading system is followed.2. Hindi/Sanskrit as a subject upto Matric (class 10th) standard.
3.	Deputy Superintendent	01	<ol style="list-style-type: none">1. Bachelor's Degree with 5 years' experience as Assistant in the University/Examination Body.2. Hindi/Sanskrit as a subject upto Matric (10th) standard.
4.	PA	02	<ol style="list-style-type: none">1. Bachelor's Degree with atleast 50% marks and having excellent written and oral communication skills in English/ Hindi.2. Atleast 3 years' experience as Senior Scale Stenographer OR 2. Atleast 6 years' as Junior Scale Stenographer OR 2. Atleast 9 years' as Steno typist in Government Institute/ Central/ State funded University/ PSUs.3. Shorthand speed of 100 WPM with typing speed of 40 WPM in English / 35 WPM in Hindi on Computers.4. Knowledge of Computer/ Internet.5. Hindi/Sanskrit as subject upto class Matric (10th) standard.



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5.	Assistant	05	<ol style="list-style-type: none">1. Master's Degree having atleast 55% marks OR1. Bachelor's Degree having atleast 60% marks. OR1. Master's Degree and having atleast 5 years' of experience as Clerk on regular service in Government/ PSU/ Central/ State funded University OR1. Bachelor's Degree having atleast 50% marks and having atleast 5 years' of experience as Clerk on regular service in Government/ PSU/ Central/ State funded University.2. Typing speed of 30 words per minute in English converted with equivalent key depressions as the typing speed would be tested on computers.3. Knowledge of Computer/ Internet.4. Hindi/Sanskrit as subject upto class Matric (10th) standard.
6.	Clerk-cum-DEO	06	<ol style="list-style-type: none">1. Master's Degree OR1. Bachelor's Degree having atleast 50% marks.2. Typing Speed of 30 words per minute in English converted with equivalent key depressions as the typing speed would be tested on computers.3. Knowledge of Computers/ Internet.4. Hindi/Sanskrit as subject upto class Matric (10th) standard.

Terms and Conditions

1. The applicant may apply for deputation on the same position/or the next higher position subject to fulfilling the minimum eligibility condition.
2. The University reserves the right to decide about the number of vacancies to be filled up on deputation as per the requirement and suitability of the candidates.



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APPLICATION FORM

Name of the Post applied for _____
Name of the University _____

Paste your
Latest
Photograph

Name	
Email ID	
Mobile No.	
Father's Name	
Gender	
Nationality	
Date of Birth	
Permanent Address	
Correspondence Address	
Educational/Professional Qualification (For details please extra sheet)	
Present Place of Work	
Experience with name of the Organizations/Institutions (For details please attached extra sheet)	
Any other Information (Please attach detailed CV)	
Enclosures	

Signatures of the Applicant



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

NAAC ACCREDITED 'A+' GRADE

Email: dr.estb.nt@mdurohtak.ac.in

ESTABLISHMENT NON-TEACHING BRANCH

Establishment Branch(Non -Teaching)

Endst. No. EN-4/200(IV)/2021/ 5722

Dated: 06-07-21

Copy of letter No. CRSU/REG/2021/3604 dated 25.06.2021 received from the Registrar, Chaudhary Ranbir Singh University, Jind is forwarded to the following for information and necessary action:-

1. Librarian, Vivekananda Library, Maharshi Dayanand University, Rohtak with the request to display on the notice board.
- ✓ 2. Director, University Computer Centre, Maharshi Dayanand University, Rohtak with the request to display the same on the University website.

D.A. as above


Superintendent (Estt. NT)
For Registrar


06/7/21

CO