



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 e-mail- registrar.rlbcau@gmail.com ; Phone no.:- 0510- 2730555

Advertisement No: RLBCAU/06/2020 Dated: 18.12.2020

Revised

VACANCY NOTIFICATION

Applications are invited or prescribed form for filling up following non-teaching positions of Rani Lakshmi Bai Central Agricultural University, Jhansi. The application form can be downloaded from the website www.rlbcau.ac.in. The duly completed application form with prescribed fee in the form of DD drawn in favour of RLBCAU, Jhansi should reach the Registrar, RLB Central Agricultural University, Gwalior Road, Jhansi- 284003 before **20th January, 2021**. However, candidates residing and posted in remote areas, the last date will be **30th January, 2021**. Applications from eligible candidates are invited for recruitment to the following non-teaching positions:

S. No.	Position	Level	No. of vacancies
1.	Junior Accounts Officer	8 as per 7 th CPC pay matrix.	01 (UR)

Essential:

- Bachelor's Degree from a recognized University/ Institute.
- Qualified SAS or equivalent examination
- Knowledge of Computer applications viz. word processing, Spread Sheet and computer-based accounting software.
- Five years' relevant experience in Accounts/ Cash/ Budget works in Central/ State Governments/ University/ Research Institution or Autonomous organization.

Age: Below 35 years as on 01.01.2021.

S. No.	Position	Level	No. of vacancies
2.	Private Secretary	8 as per 7 th CPC pay matrix.	01 (UR)

Essential:

- Bachelor's Degree from a recognized University/ Institute.
- Proficiency in Stenography in English/ Hindi with minimum speed of 100 w.p.m.
- Proficiency in Typing in English/ Hindi with minimum speed of 35/ 30 w.p.m.
- Knowledge of computer applications.
- Five years' experience as Personal Assistant in Central/ State Governments, University/ Research Institution or Autonomous organization.

Age: Below 40 years as on 01.01.2021.

Note: Candidates applying for the above post will have to appear in written examination conducted by the University.

S. No.	Position	Level	No. of vacancies
3.	Deputy Registrar	12 as per 7 th CPC pay matrix.	01 (UR)

Essential:

- Master's Degree with at least 55% of the marks or its equivalent grade.
- Nine years of experience as Assistant Professor in AGP of Rs. 6000 and above with experience in educational administration,

OR

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

OR

5 years of administrative experience as Assistant Registrar or an equivalent post.

Age: Preferably below 50 years as on 01.01.2021.

Desirable: Relevant Experience in the areas of Establishment/ Examinations/ Finance.

S. No.	Position	Level	No. of vacancies
4.	Assistant Registrar (Academic/ Establishment)	10 as per 7 th CPC pay matrix.	01 (UR)

Essential: Master's Degree with at least 55% of the marks or its equivalent grade along with a good academic record.

Age: Below 40 years as on 01.01.2021.

Desirable: 1. Relevant Experience in the areas of Establishment/ Examinations.
2. Good knowledge of computer application and other relevant software.



RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY
Near Pahuj Dam, Gwalior Road, JHANSI-284 003, UTTAR PRADESH

Phone: 0510-2730555

Part-A

Sl. No.

(APPLICATION FORM FOR TECHNICAL POSTS)

1. (a) Advertisement No.:
- (b) S. No. of the Post :
- (c) Name of the Post applied for :
- (d) Scale of pay & GP :
2. (a) DD. No. & Date :
- (b) Name of the Bank :
- (c) Amount :
3. Last date for submission of application

Affix Passport Size Photograph (Self-Attested)

For office use only :

Received DD No..... dated..... drawn on is
submitted for deposition to RLB CAU account on

Dealing Asstt.

Part-B
(General information of the Candidates)

1. Name (Full in block letters) :
2. Date of Birth :
3. Father's Name :
4. Mother's Name :
5. Address with Phone No. & e-mail I.D. :
(i) Permanent
(ii) Present
6. Nationality :
7. Category (Whether General/SC/ST/OBC) :
(Relevant certificate to be attached)
8. Language Known ;
9. Whether Physically Challenged (PH) or Ex-service man (If yes, give details) :
10. Educational Qualifications :

S. No.	Qualification acquired Matriculation onwards	Subjects studied	Board/University	Year	Class/ Division
1.					
2.					
3.					
4.					

11. Experience (No. of year and Post held with date) :
12. Any other qualification/Degree/Diploma/ Certificate) :
13. Extracurricular activities (including Arts/Sports undertaken at District/State/National Level) :
14. Any other information, which you would like to furnish in support of your candidature :

Certified that the above information is true to the best of my knowledge and belief. All supporting documents to prove the qualification, age and experience are attested herewith. I understand that furnishing wrong information is an offence, punishable under law and my candidature shall be cancelled.

Date:

Signature of the applicant

List of Enclosures:

GENERAL INSTRUCTION TO CANDIDATES FOR THE POST OF SN. 1 & 2

1. Application Form, downloaded from the University website www.rlbcau.ac.in, complete in all respects and duly supported with attested copies of all certificates/testimonials obtained by the candidate should reach **the Registrar, 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.
2. Application form must accompany with a **(NON REFUNDABLE) Bank Draft of Rs. 600/= (Rs. 300/= 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.
3. 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.
4. 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.
5. The University reserves the right to fill or not to fill up all or any of the posts without assigning reason.
6. The crucial date for determining the age limit of candidates for each post will be as on **01-01-2021** Age relaxation in the upper age limit for SC/ST/PC candidates will be as per Govt. of India norms. Women candidates will also be given 5 years relaxation in upper age limit.
7. Applications should be submitted in the prescribed Performa 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 here-in-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.
8. Candidates are advised to send their applications only by speed/registered post addressed to **the Registrar, Rani Lakshmi Bai Central Agricultural University, Gwalior Road, Jhansi-284003**.
9. Closing date for receipt of applications will be **20th January, 2021**. However, candidates residing and posted in remote areas like Lahaul & Spiti district & Pangri sub division Chamba district 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, the last date will be **30th January, 2021**.
10. 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 provisions of Government of India Rules.
11. 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.
12. Persons employed may be posted/ transferred to any Institution within the jurisdiction of the RLB Central Agricultural University.
13. Applicants are advised to super-scribe the words (in capital letters) **"APPLICATION FOR THE POST OF"** at the top of the envelope containing the Application Form.
14. Any interim enquiry regarding applications will not be entertained.
15. Candidate is advised to visit the University website www.rlbcau.ac.in regularly for updates. They may also be communicated through their registered e-mail address. No other form of communication will be used.
16. No TA will be paid for appearing in written test examination to be conducted by the university.
17. Candidates are required to possess valid e-mail ID and mention it in Application form. The admit cards/ call letters of the written examination and other relevant information would be sent to the candidate on their e-mail ID only. The office of the undersigned will not be responsible for bouncing of any e-mail or malfunctioning / change of the mobile phone number of the candidate.
18. Candidate is advised to get familiarized with the examination venue/location well before the examination day/time to avoid last minute difficulty in locating it.

Registrar
registrar.rlbcau@gmail.com

Syllabus

Junior Accounts Officer (Level 08)

The Written Examination will be of 100 marks consisting of only Objective Type Multiple choice questions as per the following scheme:-

Sections	Subject	No. of Questions
1.	General Intelligence & Reasoning	25
2.	General Knowledge	25
3.	English and Hindi comprehension	25
4.	Knowledge of Accounts, Business & Commerce and Mathematics	25

The questions in all the above components will be of 10+2 level.

- 1. General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. This component will include questions of analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concept, arithmetic reasoning, verbal and figure classification, arithmetical number series, non-verbal series, coding and decoding statement, conclusion, syllogistic reasoning etc.
- 2. General Knowledge:** Questions in this component will be aimed at testing the candidate's general awareness of the environment around him/ her and its application to its society. Questions may also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected from an educated person. The test will also include questions relating to India and its neighboring countries, particularly pertaining to history, culture, geography, economic scene, general policy and scientific research etc. These questions will be such that they do not require a special study of any discipline.
- 3. English and Hindi Comprehension:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.
हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे: पर्यायवाची/विलोम शब्द पर आधारित प्रश्न, वाक्यांश के लिए एक शब्द पर आधारित प्रश्न, वाक्य-अशुद्धि संशोधन पर आधारित प्रश्न, मुहावरे/लोकोक्तियों पर आधारित प्रश्न, अनेकार्थी शब्द पर आधारित प्रश्न, वर्तनी की त्रुटि, परिभाषा शब्दावली-प्रशासन से संबंधित अंग्रेजी शब्दों के समानार्थक हिन्दी शब्द।
- 4. Knowledge of Accounts, Business & Commerce and Mathematics:** Questions in this paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work, Banking, book keeping and accounts etc.

Criteria for the skill test:

In addition to above-mentioned written test, the qualified candidates in order of merit (Maximum 1:20 ratio) for the post of Junior Account Officer shall have to appear in the skill test of computer knowledge. The percentage of qualifying marks in skill test shall be 60, and no grace marks will be awarded.

Name of the Skill Test	Maximum Marks	Duration
MS Word	40	60 minutes
MS Excel	40	
MS Power Point	20	

Private Secretary (Level 08)

The written Examination will consist of an **Objective Type Paper** of 100 Multiple Choice Questions (MCQs).

Sections	Subject	No. of Questions
1.	General English and Hindi	25
2.	Numerical Aptitude and Reasoning	50
3.	General Knowledge	25

The questions in all the above components will be of 10+2 level.

SYLLABUS:

1. General English and Hindi: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे: पर्यायवाची/विलोम शब्द पर आधारित प्रश्न, वाक्यांश के लिए एक शब्द पर आधारित प्रश्न, वाक्य-अशुद्धि संशोधन पर आधारित प्रश्न, मुहावरे/लोकोक्तियों पर आधारित प्रश्न, अनेकार्थी शब्द पर आधारित प्रश्न, वर्तनी की त्रुटि, परिभाषा शब्दावली-प्रशासन से संबंधित अंग्रेजी शब्दों के समानार्थक हिन्दी शब्द।

2. Numerical Aptitude & Reasoning: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation. On general reasoning, the candidates will be tested on reasoning and analytical abilities.

3. General Knowledge: Questions will be designed to General Knowledge viz., General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity & Economy, General Mental Ability, Indian States, India and other countries.

Step-II: Criteria for the skill test is as follows:

Dictation of passage (English) at 100 words per minute of ten minutes duration to be transcribed in 50 minutes with a maximum of 100 marks.

Or

Dictation of passage (Hindi) at 100 words per minute of ten minutes duration to be transcribed in 65 minutes with a maximum of 100 marks.

Evaluation of shorthand test/Stenography and Typing is given as under

	Speed	Marks for 5% mistakes (i.e. Maximum permissible)	Additional marks for each mistake less than the permissible limit
Shorthand Speed	100 w.p.m	40 (for 50 mistakes)	1

Skill test of computer knowledge:

Name of the Skill Test	Maximum Marks	Duration
MS Word	40	60 minutes
MS Excel	40	
MS Power Point	20	

RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY

Jhansi-Gwalior Road, Jhansi-284003

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

Website : www.rlbcu.ac.in Email- registrar.rlbcu@gmail.com ; Phone no.:- 0510- 2730555

APPLICATION FORM FOR THE POST OF

Advertisement No.....Date Post Applied for	Fix your latest photograph and sign across
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Details of Fee Payment (Demand Draft of Rs.1000/- only for General and OBC category (Rs.500/= in case of ST/SC/PwD) drawn in favour of RLBCAU payable at Jhansi. Women candidates are exempted from payment of prescribed fee.

Draft Number	Date of Issue	Amount	Name of the Bank and Issuing Branch	Name of the Bank on which Drawn

1. Personal details: Use CAPITAL LETTERS and write clearly

Name						
Date of Birth	Day	Month	Year	Age as on 01.01.2021	Year	Month
Place of Birth	City / Village			State	Country	
Father's Name						
Mother's name						
Nationality	Gender			Category		Marital Status
	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender			<input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> General		<input type="checkbox"/> Single <input type="checkbox"/> Married

If differently abled, indicate the relevant particulars	Yes/ No	Percentage of disability	Sl. No. of proof of enclosure
a. Blindness or low vision:			
b. Hearing impairment:			

c. Locomotor disability or cerebral palsy (includes all cases of Orthopedically handicapped)			
--	--	--	--

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

	Name of the Board /University	Year	Marks Obtained	Maximum marks	Percentage or CGPA	Division	Subjects studied
Matriculation (10 th)							
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 Scale/ Band	Basic Pay p.m. + GP/AGP	Gross Salary p.m.	Employer (Name & address of the Organization)	Experience			Nature of Assignment
					From	To	Total Experience in Years/ Months	

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

4. **Details of the Training Programmes attended:**

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)	Organizing Institution

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

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

7. Details of the Refresher Programmes attended:

Name of the Programme	Year	Duration (in days)	Organizing 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 enrolled for Ph.D			
Participations in Seminars / Conferences/ Workshops			

No. of Papers presented in a national Seminars/conferences			
No. of Papers presented in a international Seminars/conferences			

9. Any other Experience of Administrative work, if any (please furnish details) :

Capacity	Nature of work	Duration in years

10. Key Achievements/ any other Information/ Qualifications considered to be relevant to the post applied for:

11. References: Please provide names of three persons who are not related to you and are familiar with your work / professional experience / accomplishment:

	1	2	3
Name and Address			
Contact Address			
Email:			
Phone (landline) With STD Code:			
Mobile Phone no.			
Fax with STD code			

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

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/ Cell No. (With STD Code)		Phone/ Cell No. (With STD Code)	

17. Declaration

I, _____ son/daughter of _____ hereby declare that all the particulars given in this application form are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature / appointment may be cancelled by the university without assigning any reason thereof.

Signature of the applicant

Name in Capital letters

Date: _____

Place: _____

Note:

1. Unsigned application is liable to be rejected and no correspondence will be entertained.
2. The University shall not be responsible, if any column is not filled up properly and legibly.

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. _____, who has submitted this application for the post of _____ in the Rani Lakshmi Bai Central Agricultural University, Jhansi, has been working in this organization namely _____ as _____ (name of the post), in a temporary/contract/permanent capacity with effect from _____ in the Scale of Pay/Pay Band of Rs. _____. He /She is drawing a basic pay of Rs. _____ His / Her next increment is due on _____.

Further, it is certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his / her application being considered by the Rani Lakshmi Bai Central Agricultural University, Jhansi.

(Signature of the forwarding officer)

Name: _____

Designation: _____

Place: _____

Date: _____

(Seal)

19. Checklist of Documents Enclosed

Sl. No	Documents	Tick (√)
1.	Matric / Secondary / High School (10 th Class) Marks Sheet	
2.	Matric / Secondary / High School (10 th Class) Certificate	
3.	Sr. Secondary / Intermediate (12 th Class) Marks Sheet	
4.	Sr. Secondary / Intermediate (12 th 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:	

**GENERAL INSTRUCTION TO CANDIDATES FOR THE POST OF
DEPUTY REGISTRAR/ ASSISTANT REGISTRAR (ACADEMIC/ESTABLISHMENT)**

1. The candidate must be a citizen of India.
2. Applicants must apply on the prescribed application form available on University Website (www.rlbcu.ac.in). Applications received in any other form will be rejected.
3. Before filling-up the Application Form, the candidates are advised to read General/Special Instructions, Essential Information and other important conditions carefully.
4. Application Form, downloaded from the University website www.rlbcu.ac.in, complete in all respects and duly supported with attested copies of all certificates/testimonials obtained by the candidate should reach **the Registrar, 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 **01-01-2021**.
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 here-in-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 only by speed/registered post addressed to **the Registrar, 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**" at the top of the envelope containing the Application Form.
15. Closing date for receipt of applications will be **20th January 2021**. In case of candidates residing and posted in Lahaul & Spiti Distt & Pangri 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 **30th January,2021**.
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 provisions of 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 www.rlbcu.ac.in 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.

A. 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.
2. **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;
 - e. On the Basis of Written Test if required; and
 - f. 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.

Registrar

Email:- registrar.rbcau@gmail.com