



**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](http://www.rlbcau.ac.in) Email- [registrar.rlbcau@gmail.com](mailto:registrar.rlbcau@gmail.com)

Phone no.:- 0510- 2730555

**Advertisement No: RLBCAU/03/2019**

**Dated: 11.02.2019**

Applications from eligible candidates are invited for recruitment to the following non-teaching positions:-

S. No.	Position	Level	No. of vacancies
1.	<b>Deputy Registrar</b>	12 as per 7 <sup>th</sup> 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 01.01.2019.

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

S. No.	Position	Level	No. of vacancies
2.	<b>Secretary to Vice Chancellor</b>	11 as per 7 <sup>th</sup> CPC pay matrix.	01 (UR)

**Essential:**

- Good academic record with Bachelor's degree from a recognized University/ Institute or equivalent.
- 5 years of experience in the post of Private Secretary in the grade of 15,600-39,100 + GP 5,400 or on an equivalent position.

**OR**

10 years combined and continuous service as Private Secretary and Personal Assistant in the grade Pay of Rs 4,800 in PB- 2/Rs 5,400/- in PB/3 in Central/State Government/ ICAR/ Universities/ PSU.

**Age:** Preferably below 50 years as on 01.01.2019.

S. No.	Position	Level	No. of vacancies
3.	<b>Assistant Registrar (Academic/ Establishment)</b>	10 as per 7 <sup>th</sup> CPC pay matrix.	03 (03 UR)

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

**Age:** Preferably below 40 years as on 01.01.2019.

**Desirable:** 1. Relevant Experience in the areas of Establishment/ Examinations.

2. Good knowledge of computer application and other relevant software.

S. No.	Position	Level	No. of vacancies
4.	<b>Assistant Registrar (Legal)</b>	10 as per 7 <sup>th</sup> CPC pay matrix.	01 (UR)

**Essential:** Degree in Law with at least 55% of the marks or its equivalent grade along with a good academic record.

**Age:** Preferably below 40 years as on 01.01.2019.

**Desirable:** Experience in handling court cases in Central/State Government/University/Autonomous organization.

S. No.	Position	Level	No. of vacancies
5.	<b>Assistant Comptroller</b>	10 as per 7 <sup>th</sup> CPC pay matrix.	03 (03 UR)

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

**Age:** Preferably below 40 years as on 01.01.2019.

**Desirable:**

1. Relevant Experience in the areas of Finance.
2. Master's degree in Business Administration (Finance)/ Commerce or possessing CA/ICWA qualification.

S. No.	Position	Level	No. of vacancies
6.	<b>Medical Officer</b>	10 as per 7 <sup>th</sup> CPC pay matrix.	01 (UR)

**Essential:** MBBS degree recognized by M.C.I.

**Age:** 40 years as on 01.01.2019.

**Desirable:**

- i) Post Graduate Medical Qualification from a recognized Institution by the MCI.
- ii) Post qualification experience in a Hospital/ College/ Corporate Hospital.

S. No.	Position	Level	No. of vacancies
7.	<b>Assistant Engineer (Civil/ Electrical)</b>	10 as per 7 <sup>th</sup> CPC pay matrix.	02 (02 UR)

**Essential:**

- i) Bachelor's degree in Engineering (Civil/ Electrical) from a recognized University/ Institute;
- ii) Two years of experience in relevant field as Junior Engineer from CPWD/State Government PWD services or similar organized services/Statutory or Autonomous organizations/University System/reputed private organizations.

**OR**

Diploma in Engineering (Civil/ Electrical) from a recognized University/ Institute with at least five years' experience in relevant field in CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization University System/ reputed private organizations.

**Age:** 40 years as on 01.01.2019.

**Desirable:** Working knowledge of AUTOCAD, other relevant software.



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### APPLICATION FORM FOR THE POST OF .....

Advertisement No.....Date .....  Post Applied for .....	<b>Fix your latest photograph and sign across</b>
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<b>Details of Fee Payment</b> (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**

<b>Name</b>						
<b>Date of Birth</b>	<b>Day</b>	<b>Month</b>	<b>Year</b>	<b>Age as on date of advertisement</b>	<b>Year</b>	<b>Month</b>
<b>Place of Birth</b>	<b>City / Village</b>			<b>State</b>	<b>Country</b>	
<b>Father's Name</b>						
<b>Mother's name</b>						
<b>Nationality</b>	<b>Gender</b>			<b>Category</b>		<b>Marital Status</b>
	<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 <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 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)	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			

<b>Research Projects undertaken</b>			
Major Research Projects Completed			
Major Research Projects ongoing			
<b>Research Supervisions</b>			
No. of Ph.Ds produced			
No. of Candidates enrolled for Ph.D			
<b>Participations in Seminars / Conferences/ Workshops</b>			
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
<b>Name and Address</b>			
<b>Contact Address</b>			
<b>Email:</b>			
<b>Phone (landline) With STD Code:</b>			
<b>Mobile Phone no.</b>			
<b>Fax with STD code</b>			

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**

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

## 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 ([www.rlbcu.ac.in](http://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](http://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 RLBCU 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 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 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 30 days from the date of publication of this 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 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.rlbcau.ac.in](http://www.rlbcau.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.

## 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.
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; 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.

**Registrar**

*Email:- [registrar.rlbcau@gmail.com](mailto:registrar.rlbcau@gmail.com)*