



**Bhagat Phool Singh Mahila Vishwavidyalaya**  
Khanpur Kalan (Sonapat), Haryana-131305

Office No. 01263-283038, Fax No. 01263-283779, [www.bpswomenuniversity.ac.in](http://www.bpswomenuniversity.ac.in)

**EMPLOYMENT NOTICE**

**Advt. No. R/04/Mar./2017**

Applications are invited for the post of Assistant Registrar for both Regional Centres of the University i.e. Kharal & Lula Ahir. The details with regard to number of vacancies, eligibility conditions and prescribed application form are available on the University website: [www.bpswomenuniversity.ac.in](http://www.bpswomenuniversity.ac.in). The last date for receiving of the application form is 30.3.2017.

Registrar



**Bhagat Phool Singh Mahila Vishwavidyalaya**  
**Khanpur Kalan (Sonapat), Haryana-131305**

Office No. 01263-283038, Fax No. 01263-283779, [www.bpswomenuniversity.ac.in](http://www.bpswomenuniversity.ac.in)

Advt. No.R/04/Mar/2017

**Non-Teaching posts for the University Regional Centre: Kharal, Narwana (Jind)**

Sr. No.	Name of post	No of post	Category	Pay scale (Rs)
1	Assistant Registrar	01	Gen-01	Rs.15600-39100+5400GP

**Non-Teaching posts for the University Regional Centre: Lula Ahir (Rewari)**

Sr. No.	Name of post	No of post	Category	Pay scale (Rs)
1	Assistant Registrar	01	Gen-01	Rs.15600-39100+5400GP

**Registrar**

## **Qualifications**

### **Assistant Registrar:-**

Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale

(For determining good academic record a candidate should either have average of 55% marks in two of the three examination (Not below matric or equivalent) prior to Master Degree or 50% marks in each of these two examination separately).

Registrar

## **GENERAL TERMS & CONDITIONS**

1. The candidates who are already in the Service of Govt./Semi Govt./PSU/Corporations/University/Colleges/Educational Institutes should apply through proper channel. They may send an advance copy to avoid delay but the application through proper channel should reach before the due date or they should produce "No Objection Certificate" at the time of interview, otherwise they will not be allowed to appear for the interview.
2. Submission of incomplete application i.e. without self attested copies of testimonials/ academic career/ experience certificate prescribed fee may render the candidate ineligible.
3. The number of posts is liable to increase or decrease either way, including complete withdrawal, without assigning any reason.
4. Applications should be submitted strictly in the prescribed Proforma. Applications submitted in other than the prescribed Proforma shall be rejected.
5. The University reserves the right not to fill or withdraw any or all of the advertised posts without assigning any reason.
6. The abbreviation Gen stands for General Category, S.C. for Scheduled Caste.
7. Passport size photograph duly attested shall be affixed on the application form.
8. The reserved post will be filled up as per latest Haryana Govt. instruction.
9. If applications for any advertised posts are received in large numbers, the appointing authority can hold a written test for short listing the candidates for interview or on the basis of rational criteria. The decision of the appointing authority in all matters including suitability of candidates, mode and criteria for selection etc. will be final and binding on the candidates. No enquiry or correspondence will be entertained in this regard.
10. The eligibility of the candidates i.e. qualification, experience and age will be considered upto the last date of receipt of application i.e. on 25.02.2017.
11. The experience certificates from Govt./ Semi Govt./ PSU/ Corporations/ University/ Colleges/ Educational Institutes shall only be considered.
12. Candidates will have to undergo trade test/written test/ Computer typing / Stenography test etc. as applicable and decided by the competent authority wherever applicable.
13. No TA/DA for attending the test / interview etc. will be paid.
14. For each post application be submitted separately with requisite fee.

15. Candidates must write (Application for the post of ----- with category) on the top of envelop in which the application is being submitted.
16. The last date of receipt of applications in the office of Registrar, BPSMV, Khanpur Kalan is 30.03.2017, upto 3.00 P.M. In case, last date is declared a holiday, the application shall be received by 3.00 PM on the next working day. Application received after this date shall be summarily rejected.
17. The applicant should be between 18 to 50 years as on closing date. Age relaxation to the candidates belonging to reserved categories such as SC will be given as per the State Govt. / University rules.
18. Benefit of reservation will be given only to Haryana Domicile candidates.
19. University will not be responsible for any postal delay and applications received late will be rejected.
20. Preference will be given to women candidates.
21. No concession of fee is admissible to the reserved category applicants of other States.
22. Qualification will be determined with regard to the last date fixed for receipt of applications.
23. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect their candidature / appointment will be cancelled.
24. The experience will be considered only after acquiring the essential qualification.
25. The Bank Draft of Rs.500/- for General Category and Rs.125/- for SC/BC/EBPGC candidates of Haryana only in favour of **Registrar, BPSMV, Khanpur Kalan payable at Punjab National Bank, Khanpur Kalan (Sonipat)**. The women candidates of Haryana domicile are exempted from the payment of fee of 50% of the requisite fee irrespective of their category. The SC/BC/EBPG candidates are required to enclose their Cast Certificate duly issued by the competent authority with the application and in original at the time of interview.



# Bhagat Phool Singh Mahila Vishwavidyalaya

Khanpur Kalan (Sonipat), Haryana-131305

Office No. 01263-283038, Fax No. 01263-283779

## Application form for Non-Teaching Post

Paste here self  
attested recent  
photograph

Name of the Regional Centre : \_\_\_\_\_

### (For office use)

Application Form No.....

Amount.....

### (To be filed by Applicant)

Demand Draft No. ....

Dated..... Amount.....

1. Name of the Post applied for :
2. Advertisement No. :
3. Name of the Candidate in block letter :  
(As per Matric Certificate)
4. Father's/Husband's Name (block letters) :
5. a) Date of Birth :
- b) Place of birth with State :
6. Nationality :
7. Marital Status :
8. Present Postal Address :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Contact Telephone No. :
10. E-Mail I.D. :
11. Permanent Address :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12 Academic/Professional qualification(attach self attested copies of mark sheets & certificates)

Sr. No.	Examination passed	Board/ University	Year of passing	% Age of marks obtained	Division/ Class	Subject/ specialization

13 a) Topic of /M.Phil/Theses/Dissertation :

b) Topic of PH.D Thesis :

14. Details of Research Publication

(Attach reprints of research papers) :

a) International Journals :

b) National Journals :

c) International/National Conference/  
Seminar/Workshop etc. :

Total :

15. Do you belong to any reserved category :

(Scheduled Caste/scheduled Tribes/  
Backward Class(BC-A/BC-B)/ EBPGC/  
Ex-Serviceman /Physically Handicapped).

If yes, state the Category and attach the self  
attested copy of Certificate issued by the  
competent Authority.

16. Experience (Attach self attested copies of relevant certificates):

Sr. No	Organization/ Dept.	Post Held	Basic Pay & Pay scale drawn/being drawn	From	To	Total experience	Reason for leaving

17. Details of present employment (Attach Employer's Certificate)

- a) Name of the organization :
- b) Designation :
- c) Pay Scale :
- d) Basic Pay :
- e) Date of Next increment :

18. Basic Pay acceptable :

19. Minimum joining period required :

20. Reference from the two responsible persons of the field and not related to you.

i)

ii)

21. Any other relevant information :

Certified that the above information furnished by me in this application form is correct and true and nothing has been concealed therein. I also undertake to accept the liability for any action under the rules for any wrong-statement or concealment of facts on my part.

Place :

Signature of the applicant

Date :