



**STATE UNIVERSITY OF PERFORMING & VISUAL
ARTS, ROHTAK**
(A State University Established Under Haryana Act No-24 of 2014)



General Terms & Conditions

1. The number of posts may be increased or decreased either way, including complete withdrawal, without assigning any reason.
2. Submission of Application and fee shall be online only.
3. The abbreviation:- Gen stands for General Category, S.C. for Scheduled Castes, B.C. for Backward Classes, EBP for Economically Backward Person, ESM for Ex-Servicemen/ DESM (Dependent of Ex-Servicemen) and P.W.D. for Person with Differently abled).
4. The reserved post will be filled up as per latest Haryana Govt. instructions.
5. The eligibility of the candidates i.e. qualification, experience and age will be considered upto the last date of receipt of applications only.
6. The experience certificates from Govt./Semi Govt./Universities or as given in the advertisement shall only be considered and the experience acquired after obtaining the prescribed qualifications will only be considered.
7. No TA/DA for attending the test/interview etc. will be paid.
8. The applicant should be between 18 to 50 years on the closing date. Age relaxation to the candidates belonging to reserved categories such as SC, BC, ESM, PWD shall be given as per the State Govt./University rules.
9. No concession in fee is admissible to applicants of other States.
10. Candidates applying for a post must ensure that they fulfil 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 fulfil any of the eligibility condition or it is found that the information furnished is false or incorrect, their candidature/appointment will be cancelled/terminated and it may invite legal action also against him/her.
11. Application fee is to be paid online on the University's online application submission portal. Applicant must check his/her eligibility before depositing the fee. The application fee is non-refundable. The fee details are as under:-

Sr. No.	General Candidates		SC/BC Candidates of Haryana State only		ESM/PWD candidates of Haryana State only
	Male & Female (out of Haryana State)	Female of Haryana resident only	Male	Female	Male/Female
For Sr. No. 1 to 12	Rs.1000/-	Rs.500/-	Rs.250/-	Rs.125/-	Rs.125/-
For Sr. No. 13 to 18	Rs.500/-	Rs.250/-	Rs.130/-	Rs65./-	Rs.65/-

The dependents of ESM are required to pay the fee as per their category i.e. General, SC or BC.

12. In case any candidate(s) wants to apply for more than one post, separate Online Application Form is to be submitted for each post alongwith separate requisite fee.
13. After applying for the post and payment of application fee, the applicant has to take a print out of the application form and sign the declaration and append his/her signature on all the pages of the application form. The Hard Copy of online submitted application form alongwith photocopies of required certificates and documents uploaded on the website should reach “The Deputy Registrar (Administration), State University of Performing & Visual Arts, Rohtak upto 08.05.2019. In case, the applicant has not submitted Hard Copy of the application form along with uploaded documents within the stipulated time, he/she shall not be considered eligible for shortlisting/Interview. Incomplete applications or the applications received without the prescribed fee or received after the last date of receipt of applications are liable to be rejected.
14. Candidates are advised to retain a hard copy of printed application form, fee receipt with them for a further verification during the recruitment process.
15. The candidates who are already in the service of Govt./Semi Govt./Universities shall submit their applications form through proper channel and submit “NOC” at the time of interview. However, he/she may submit an advance copy of application before the last date to avoid delay otherwise they will not be allowed to appear for the Interview.
16. The applicant must enclose self attested copies of all testimonials alongwith the application.
17. The qualification, research and academic performance and selection criteria for Non-Teaching posts are available at Annexure “A”.
18. Candidates are advised to keep on visiting the University Website for any amendment/corrigendum or any other important information/instructions. No corrigendum shall be published in newspapers.
19. Eligibility shall be determined on the basis of the documents uploaded at the time of submission online application form. No document(s) shall be accepted/considered thereafter.
20. Keeping in view the number of applications for a particular post, University may hold a written test to shortlist the candidates. The test will be of one hour containing multiple choice questions commensurate with the qualifications of the post and details thereof will be uploaded on the website.

Note:

The benefit of reservation will be given only to those SC/BC-A/BC-B/PWD/EBPG/ESM and outstanding sportsperson candidates who are domicile of Haryana State only. The SC/BC-A/BC-B/PWD/EBPG Certificate duly issued by the competent authority be appended with the application and produced in original at the time of interview. Only such PWD candidates would be eligible for reservation in services/posts who suffer 40% relevant disability or more.

The dependent sons/daughters of ESM who fulfill all conditions of qualifications, age etc. prescribed for posts will be considered on merit for the posts reserved for ESM, if suitable ESM candidates are not available. ESM/DESM candidates of Haryana claiming benefit will have to

produce the fresh Eligibility Certificate from the concerned Zila Sainik Board to the effect that his/her father has not availed the benefit of re-employment in any Government Service, Public Sector undertaking, including Para-Military Forces, in view of State Government instructions at the time of interview. Mere dependent certificate will not be entertained. ESM candidates should also produce at the time of interview attested photocopy of identity card issued by concerned Zila Sainik Board.

Additional instructions for filling online form:-

1. The candidate must fill all information carefully as it may not be possible to change/update the same at later stage.
2. Information provided during registration phase cannot be changed after registration. Information in other sections cannot be changed after payment of the application fees.
3. For each posts separate application form has to be filled from the beginning.
4. The candidate must upload self certified copies of proof of all relevant information which has a bearing on eligibility and selection criteria. For example, all academic qualifications, Ph.D./JRF details, experience details and information submitted for claim of API score etc.
5. File size of photograph, signature and other documents must be less than 250 KB. All upload files must be in JPEG format and must be clearly visible/of good quality.

DOCUMENTS TO BE ENCLOSED WITH APPLICATION FORM

1. Copies of certificates of all essential qualifications.
2. Copy of experience certificate.
3. Copy of Haryana Domicile Certificate in case of BC/SC/EBPG/ESM/DESM/PWD issued by the competent authority.
4. Passport size photograph duly signed by the candidate.
5. Duly signed application and marks calculation sheet.
6. Copy of **No Objection Certificate** of the Employer.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are warned that they should not furnish any particulars that are false, tempered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination/interview, if a candidate is (or has been) found guilty of:

- (a) Using unfair means during the examinations or
- (b) Impersonation or procuring impersonation or
- (c) Misbehaving in the examination hall or taking away the question booklet or any part thereof from the examination hall or
- (d) Resorting to any irregular or improper means in connection with his/her candidature for selection or

- (e) Obtaining support for his/her candidature by any unfair means, such as candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
- (i) To be disqualified from the examination/interview for which he/she is a candidate
 - (ii) To be debarred either permanently or for a specific period from any examination or recruitment conducted by the University.

NOTE:

1. The University reserves the rights to supervise the complete recruitment process from offline applications to selection by way of using biometric process and CCTV cameras/Videography etc.
2. Candidates who have obtained Degrees or Certificates for various courses from any Institution/University declared bogus/fake by the University Grants Commission or not recognized by Haryana Govt. shall not be eligible for being considered for recruitment to the posts advertised.

DOCUMENTS TO BE BROUGHT AT THE TIME OF INTERVIEW

- (I) All original certificates/documents/testimonials of education qualifications and other documents mentioned in the application form and one set of all these certificates.
- (II) Candidates who are in employment in Govt./Semi Govt./Public will have to submit “No Objection Certificate” from their employer at the time of interview.

USE OF MOBILE PHONE AND OTHER ELECTRONICS DEVICE IN THE EXAMINATION/INTERVIEW IS STRICTLY PROHIBITED

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