

Important instructions
Submission of online application form Advt. No. 21/2024 to 36/2024

1. The prescribed application form is available on the University website to apply online. The fee of Rs. 800/- (Rs. 400/- for Female and EWS of Haryana and Rs. 200/-SC/BC/ESM/PWD candidates) be deposited either through Net Banking or Debit Card/Credit Card & separately for each post. The Net Banking/Debit Card/Credit Card transaction charges will be extra as applicable. If the candidate applies for more than one post, he/she is required to deposit the fee separately for each post and submit separate application form. **Those who have already applied in response to University Advt. No. 01/24 for the post(s) mentioned in the given advertisement (except for new post of X-Ray Technician(under SFS) need not to apply again. However, they have to appear in the written test(s) to be conducted by the University. Candidates may go through this advertisement and update their application by submitting a written request enclosing therewith supporting documents.**
2. The online application forms are available on the University website w.e.f. _____ upto _____ **(12.00 midnight). The application form once submitted /locked will not be edited.**
3. Last date for payment of fee through Net-Banking or Debit/Credit Card is _____.
4. Concession in application fee is applicable to the candidates of Haryana only.
5. The University reserves the right not to fill any of the post(s) advertised without assigning any reason.
6. The University reserves the right to increase or decrease number of post(s).
7. Reservation of posts will be for Haryana Residents only and as per the reservation policy of State Govt.
8. Fee once deposited is neither transferable, nor refundable/adjustable.
9. The selection criteria for non-teaching posts are available at link.
10. The degrees obtained by the candidates through Distance Education Mode/ Correspondence Mode must be approved by AICTE-UGC-DEC (now DEB) Proof of the same be enclosed.
11. Guidelines for uploading photographs, signatures & documents: -
 - Candidates need to upload Scanned/Digital image (JPG/JPEG format) of all colored documents including passport size photograph, signature, postcard photograph(4'X6'), qualifications, experience, category and Socio Economic etc.
 - Candidates need to upload photographs (passport & postcard size) clearly showing face, both ears and both shoulders of the candidate.
 - Name with latest date should be mentioned at the bottom part of the photographs (passport & postcard size).
 - Candidate must upload the scanned photographs (passport & postcard size) in online application form same as to be pasted on the Admit Card for examination purpose.
 - Candidate must upload the Scanned/Digital image of signature duly signed by himself/herself on a white paper with a black pen.

Document	Size	Dimension
Passport size photograph	75 kb or less	Height (140px – 170px) Width (102px – 132 px)
Signature	50kb or less	Height (40px – 80px) Width (120px – 210 px)
PostCard Size Photograph	300kb or less	Height (550px – 600px) Width (350px – 400 px)
All Other Document	300kb or less	Height (750px – 800px) Width (550px – 600 px)

12. The candidates are advised to carefully check all the details before final fee deposit of the application form. After fee confirmation, application form details cannot be changed or edited.
13. Candidate are advised to be in touch with “NEWS/EVENTS” on the GJUS&T website. Other information will also be supplied on candidate’s Registered Mobile Number (RMN) and candidates are also advised to visit regularly the official website of this University.
14. After registration, an automatic generated User ID will be shown on the website the candidates are advised to keep User ID/ Reference No. and password secretly for their own use only and not

to disclose the same to any other person(s). **In the event of sharing of password, candidate shall be sole responsible for the change of registration/application details** etc. In the event of forgetting of password, the same can be retrieved by the candidate on replying the queries by the system on the link **Forgot Password** available on the GJUS&T website.

15. The experience will be considered only after acquiring the essential qualification and the experience certificate should be issued by competent authority of the concerned Department/Board/Corporation/Company/Statutory Body/Commission/Authority Co-operative Banks etc. under Haryana Government. The details of salary, designation, date of joining period of service and date of issuance of the certificate of the concerned post should be clearly mentioned in the experience certificate.
16. The candidates working on regular basis are required to apply for the above mentioned posts through proper channel on the prescribed application form, mentioning that No Vigilance/Disciplinary proceeding is pending or contemplated against the person concerned. The candidates can submit an advance copy to this office. However, they are required to bring **No Objection Certificate** at the time of interview / Domain Knowledge. The candidates are also required to fill online application form as available on University website.
17. Information uploaded on the University Website shall not be provided to the candidate under RTI Act, 2005. The uploaded information on the University Website shall remain for a specific period only. Therefore, the candidates are advised to download the information and keep them for future reference. During the recruitment process, neither any application under RTI Act, 2005 shall be entertained nor information shall be provided. Factual information under RTI Act shall be provided only after declaration of final result and completion of the entire recruitment process of this notification. Reply shall not be provided for any inferential or speculative question.
18. In case of persons with benchmark disabilities (PwBD) in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the scribe will be allowed, if so desired by the eligible candidate(s).

In case of remaining categories of persons with benchmark disabilities (, the scribe will be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution as per proforma at **Annexure-I**. Candidate will be allowed the scribe only if they apply for availing the scribe facility in online application form and produce the certificate at the time of written examination as well as subsequent stages of examination as per proforma at **Annexure-II**.

The qualification of the scribe should be matriculation in case the minimum qualification prescribed for the post is 10+2 and if minimum qualification prescribed for the post is graduation or above then the scribe shall be matriculate or 10+2. The Candidate with benchmark disabilities opting for scribe shall be required to submit details of the scribe at the time of examinations per proforma at Annexure-I. In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as the scribe will be submitted at the time of written examination as well as subsequent stages of examination as per proforma at Annexure-II. Scribe should not be a candidate of the same examination. If a candidate is detected as assisting another PwBD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.

A compensatory time of 20 minutes per hour of examination will be provided to the candidate who are allowed to use of scribe.

In case of type test on computer prescribed for any post, the specific guidelines will be uploaded on the University website the same will be applicable.

19. Age limit: 18 to 50 years.

Note: In case of candidates bracketing in final/merit/score/list, the elder one in age will be senior in merit.

Certificate regarding physical limitations in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____ a resident of _____ Village/District/State) and to state that he/ she has physical limitation which hampers his/ her writing capabilities to his/her disability.

Place:

Date:

Signature and seal of the Medical Authority

Name and Seal of Member

Name and Seal of Member

Name and Seal of the Chairperson

Name of Government Hospital/ Health Care Centre with Seal

Note: Certificate should be given by specialists of the relevant stream/ disability (e.g. Visual impairment Ophthalmologist, Locomotor disability-Orthopaedic specialist/PMR).

Letter of Undertaking for Using Own Scribe

I, _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____ (name of the State). My qualification is _____ I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader for the undersigned for taking the aforesaid examination. I do hereby undertake that his/ her qualification is matric (in case of minimum qualification of post is 10+2) or 10+2 (in case of minimum qualification of post is Graduation/equivalent or higher). In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with disability)

Place:

Date:

Certificate regarding physical limitations in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____ a resident of _____ Village/District/State) and to state that he/ she has physical limitation which hampers his/ her writing capabilities owing to his/her disability.

Place:

Date:

Signature and seal of the Medical Authority

Name and Seal of Member Name and Seal of Member Name and Seal of the Chairperson

Name of Government Hospital/ Health Care Centre with Seal

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Date: