



**महाराणा प्रताप उद्यान विश्वविद्यालय, करनाल (हरियाणा) - 132001**  
**MAHARANA PRATAP HORTICULTURAL UNIVERSITY, KARNAL (HARYANA) - 132001**  
 (A State University Established Vide Haryana Act. No. 32 of 2016)

**Advt. No. 02/2025 (Deputation Basis)**

**VACANCY NOTICE ON DEPUTATION BASIS**

Applications are invited from the eligible and interested candidates working on regular basis in Central/State Universities/Institutes/Central & State Govt. Departments/Semi-Govt. Departments/PSUs for appointment of various non-teaching posts on deputation basis as per standard terms & conditions of deputation prescribed in Haryana Civil Service Rules, 2016 as amended from time to time will be applied. The applications should reach through proper channel on or before **30.05.2025** at the address “**The Registrar, MHU, HTI Campus, Uchani (Karnal)**”. Applications received after the last date due to postal delay or any other reasons will not be considered.

**Candidates are advised to go through qualifications, eligibility conditions, instructions, etc. while applying for the following non-teaching posts to be filled on deputation basis from amongst the existing eligible regular employees.**

**Details of Non-Teaching Posts and Functional Pay Level (FPL)**

Sr. No.	Name of post	No. of post	Pay Level in Pay Matrix (Rs.)	Qualifications	Mode of appointment
1.	Assistant Registrar	01 (Gen-01)	FPL-11	<b>Working on analogous post</b>	Deputation basis for a period of one years or till vacancy is filled on regular basis, whichever is earlier from amongst the <b>existing eligible regular employees</b> working in Central /State Universities/Institutes/ Central & State Govt. Departments/ Semi-Govt. Departments/ PSUs.
2.	Computer Engineer	01 (Gen-01)	FPL-9		
3.	Senior Scale Stenographer	06 (Gen=03, EWS=01, SC=01, BCA=01)	FPL-6		
4.	Accountant	02 (Gen=02)	FPL-6		
5.	Accounts Clerk	04 (Gen=03, EWS=01)	FPL-2		
6.	Assistant	06 Gen=02 (PwD(Gen)=01, EWS=01, SC=01, BCA=01)	FPL-6		
7.	Asstt. Manager (Hort)	04 (Gen=03, EWS=01)	FPL-6		
8.	Lab Assistant	03 (Gen=03)	FPL-2		
9.	Driver	02 (Gen=02)	FPL-4		

10.	Clerk	13 (PwD(Gen)=01, Gen=03, EWS=02, SC=02, ESM(Gen)=02,BCA=02, BCB=01	FPL-2		
11.	Horticulture Supervisor	10 (PwD(Gen)=01, Gen=03, EWS=01, SC=02, ESM(Gen)=01, BCA=01, BCB=01	FPL-02		
12.	Instructor (IT)	01 (Gen=01)	FPL-6		
13.	Junior Engineer (Civil)	02 (Gen=02)	FPL-6		
14.	Field/ Nursery Assistant	03 (Gen=03)	FPL-1		
15.	Store Keeper	12 (PwD(Gen)=01, Gen=04, EWS=01, SC=02, ESM(Gen)=01, BCA=02, BCB=01	FPL-2		
16.	Technical Assistant (Horticulture)	03 (Gen=03)	FPL-6		
17.	Attendant (Lab)	02 (Gen=02)	DL		
18.	Public Relation Officer	01 (Gen=01)	FPL-8		
19.	Sub Divisional Engineer	02 (Gen=02)	FPL-9		
20.	System Analyst	01 (Gen=01)	FPL-9		
21.	Medical Officer	01 (Gen=01)	FPL-9		
22.	Store Purchase Officer	01 (Gen=01)	FPL-6		
23.	Personal Assistant	01 (Gen=01)	FPL-6		
24.	Computer Operator	03 (Gen=03)	FPL-2		

25.	Electrician	01 (Gen=01)	FPL-1		
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**Note:** Standard terms & conditions of deputation prescribed in Haryana Civil Service (General) Rules, 2016 as amended from time to time will be applied.

### **General instructions:**

1. Please read the instructions and procedures carefully before you start filling the Application Form.
2. Candidates can apply separately for more than one post as per their qualifications.
3. The candidate should fill all details while filling the Application Form.
4. **Candidates are advised to fill their application form carefully such as Name, Father's/ Mother's name, Date of Birth, Category, qualifications, marks obtained, year of passing, photo & signature, etc. After submission of application form, no change will be allowed. Candidate will be responsible for any mistake. No correspondence will be entertained in this regard.**
5. Besides pay as mentioned in the Notice, ADA, HRA, Medical Allowance etc. are admissible as per University rules adopted from time to time on State Govt. pattern.
6. No TA/DA shall be paid by the University for any test/scrutiny/interview.
7. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
8. The number of posts indicated in the Advertisement can vary. The University reserves the right to decrease/increase the number of vacancies on administrative grounds.
9. If on verification at any stage starting from submitting application till appointment on deputation basis, it is found that any candidate does not fulfill any of the eligibility conditions or it is found that the information furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable to be criminally prosecuted. This is irrespective of whether the candidate was benefitted in his/her application from that particular eligibility condition or not.
10. The University reserves the right to call upon any candidate personally along with original certificates, photocopy of self-attested certificates, Passport size Photograph, Identity Proof i.e. Identity Card/ Driving License/Passport/Voter Card/ PAN Card/ Aadhar Card etc.
11. Wherever CGPA/OGPA or grading system in a degree/diploma is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/ Institute. The candidate will have to produce a copy of these norms with respect to his/ her University/Institute at the time of verification of documents.
12. No correspondence will be entertained about the outcome of the application, at any stage.
13. In case of any clarification in regard to process for filling up the posts on deputation basis, please email at **regi@mhu.ac.in** No other form of communication shall be entertained. However, pendency of any such query will not effect in extension of scheduled dates in regard to process for filling up the posts on deputation basis.
14. Qualifications/eligibility conditions and other documents will be determined with regard to last date fixed to apply for the post as given in the Notice. The candidate who does not fulfill the qualifications/eligibility conditions on cutoff date need not apply.
15. The selection on deputation shall be on temporary basis for a period of one years or till vacancy is filled on regular basis whichever is earlier.
16. The reservation policy as formulated/notified by the State Govt. of Haryana from time to time will be followed.
17. In case no person found suitable by the Selection Committee for any post, University may not fill the same.
18. Corrigendum/addendum/amendments/notice/update, etc. if any, related to this notice shall be uploaded on University Website ([www.mhu.ac.in](http://www.mhu.ac.in)).

### **Fake Institutions: -**

Candidates, who have obtained degrees or diplomas or certificates for various courses from any Board/Institution/University declared fake by the University Grants Commission or not recognized by Haryana Government, shall not be eligible for being considered for filling up the posts advertised and no representation in this regard shall be entertained.

### **Serving Government Regular Employees: -**

Serving Government Regular Employees must submit their application form (s) duly filled in all respects, along with self-attested photo copies of required documents and photo copies of gist of SARs/ACRs for the last ten (10)/available years, duly verified/attested by the HoD **through proper channel** so as to reach at the address **"The Registrar, Maharana Pratap Horticultural University, Horticulture Training Institute Campus, Uchani, Karnal- 132001"** on or before **30.05.2025 upto 05:00 P.M.** The application forms which are received after due date/not sent through proper channel will not be considered.

Following certificates will be given by the employer/Head of Office/forwarding authority while forwarding the application form along with required documents of employees concerned:

- i. There is no vigilance case/departmental proceedings/court case pending/contemplated against him/her.
- ii. His/her complete SARs/ACRs for the last 10/available years duly attested by an authorized officer are enclosed.
- iii. His/her Integrity is beyond doubt.
- iv. No major/minor penalties imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

#### **DOCUMENTS TO BE ATTACHED WITH APPLICATION FORM**

- i) Self-attested photocopy of Matric showing Date of Birth.
- ii) Self-attested photocopy of essential qualifications and above/diploma/degree should be attached with the application form.
- iii) Self-attested photocopy of Experience Certificate issued by the concerned Appointing Authority.
- iv) Any other document, if required, to be attached at the time of submitting of application form.
- v) One copy of latest coloured passport size photograph duly self-attested should be pasted on the application form.

#### **DOCUMENTS TO BE BROUGHT AT THE TIME OF SCRUTINY/INTERVIEW**

- i) All original certificates/documents/testimonials of educational qualifications and other documents mentioned above and one set of self-attested copies of all these certificates.
- ii) Latest passport size photo, Identity Proof i.e. Identity Card/Driving License/Passport/ Voter Card/PAN Card/Aadhaar Card etc.

#### **LIKELY CAUSES OF REJECTION OF APPLICATION**

The following are likely causes of rejection:-

- More than one application form for a particular category.
- Application is incomplete.
- No qualification of Hindi/Sanskrit as prescribed in advertisement.
- Applicant does not possess the requisite academic qualifications on closing date.
- Applicant does not indicate visible identification mark in appropriate column of application form.
- Variation in data of application form and in original documents when brought for verification/scrutiny/interview.
- Lack of essential qualifications as prescribed in advertisement.

Registrar

**(Advt. No. 02/2025)**  
**MAHARANA PRATAP HORTICULTURAL UNIVERSITY (MHU), KARNAL**  
**(ESTABLISHED BY HARYANA ACT NO. 32 OF 2016)**

**APPLICATION FORM**

**FOR GRADE 'A' 'B' & 'C' NON-TEACHING POSTS**

A self-attested coloured passport size photograph of the candidate must be pasted here. This is essential.

Note: (i) Do not detach any sheet

Fill up all columns of all sheets.

(ii) The application should either be filled  
neatly in the candidates' own hand or type written.

1. Post applied for  
(Give the full name of the post) \_\_\_\_\_
2. (i) Name in full  
(in block letters) \_\_\_\_\_
- (ii) Gender (Male/Female) \_\_\_\_\_
3. Present postal address  
(in block letters) \_\_\_\_\_  
\_\_\_\_\_
4. (i) Aadhaar No. (desirable, but not mandatory) \_\_\_\_\_  
(ii) Mobile No. \_\_\_\_\_
5. (a) E-mail ID \_\_\_\_\_  
(b) Details of application fee  
in the shape of Bank Demand Draft \_\_\_\_\_
6. Permanent Home Address \_\_\_\_\_  
\_\_\_\_\_
7. (a) Father's Name \_\_\_\_\_  
(b) Mother's Name \_\_\_\_\_
8. (a) Nationality of candidate \_\_\_\_\_  
(b) Name of country, if foreign national \_\_\_\_\_  
(c) Religion \_\_\_\_\_
9. (a) Date of birth \_\_\_\_\_  
(b) Place of birth \_\_\_\_\_  
(c) Place of permanent domicile \_\_\_\_\_
- (d) Marital status \_\_\_\_\_
- (e) Do you belong to SC/BC(A)/BC(B) \_\_\_\_\_

- (f) Are you fall under ESM category \_\_\_\_\_
- (g) Are you fall under Freedom Fighter category \_\_\_\_\_
- (h) Are you fall under Eligible Sports Person Category \_\_\_\_\_
- (i) Are you 'Person with Disability' (PwD) \_\_\_\_\_

If so, attach certificate in support thereof.

- 10 (a) If you are employed, your current Designation \_\_\_\_\_
- (b) Name, designation and address of the present employer, if any. \_\_\_\_\_

- (c) Have you obtained the permission of your present employer for submitting this application/attending an interview, if any, and for accepting this appointment, if selected? \_\_\_\_\_

- (d) If selected, please state when you can join \_\_\_\_\_

- (e) Present Pay \_\_\_\_\_

- (i) Scale of pay/Pay Level \_\_\_\_\_

- (ii) Basic pay \_\_\_\_\_

- (iii) Allowances excluding house rent and city compensatory allowance. \_\_\_\_\_

(give name and amount of each allowance) \_\_\_\_\_

- (iv) Date of next increment \_\_\_\_\_

11. Names and addresses of two referees not in relation to you, to whom you are known personally (if you are employed, your present employer must be one of the referees)
- (i) \_\_\_\_\_
- \_\_\_\_\_

- (ii) \_\_\_\_\_

12. Whether any of your relative is employed in this University, If so, give details. \_\_\_\_\_

13. (a) What is your mother-tongue? \_\_\_\_\_

- (b) Name the languages (both Indian and Foreign) which you can read, write or speak. Give particulars and state the examinations, if any, passed in each:

Read only	Speak only	Read and speak	Read, write and speak	Examination(s) passed

14. Have you ever been prosecuted/kept under detention or bound down/fined, convicted by a Court of Law of any offence or debarred/disqualified by any University, Public Service Commission from appearing at its examinations/selection? Is any case pending against you in any Court of Law at the time of filling up of this application form?

If the answer is 'Yes' full particulars of the case, detention, fine, conviction, sentence etc. should be given.

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15. Employment Record:

Designation of post held and description of work	Period		Pay scale /Pay Level	Pay drawn (Basic pay+ allowances except HRA/CCA)	Full address of office/department	Reason for leaving the post
	From (Give month & both)	To year				



16. Details of academic qualifications:

Examination					
Name of School or College					
Name of Board or University					
Year of passing					
Univ. Regd. No.					
Maximum marks					
Marks obtained					
%age marks					
Division					
Subject					
Medium of instruction					
Position, distinction, prizes, scholarships etc.					

(Attach certified copies of the Detailed Marks Cards (or Transcripts) of all the examinations passed)

17. Have you applied for any other post in this University? If so, name all the posts including this one:- (i)

(ii) \_\_\_\_\_  
(iii) \_\_\_\_\_ (iv) \_\_\_\_\_

18. From which newspaper or other source you have come to know of this vacancy. \_\_\_\_\_

19. Applicants for ministerial post may mention computer typing speed. \_\_\_\_\_

20. Any other details not mentioned above, which you think, will strengthen your claim for this appointment, (Attach separate sheet, if necessary): \_\_\_\_\_

21. List of certificates and testimonials (attested copies) attached:-

(i) \_\_\_\_\_ (ii) \_\_\_\_\_  
(iii) \_\_\_\_\_ (iv) \_\_\_\_\_  
(v) \_\_\_\_\_ (vi) \_\_\_\_\_  
(vii) \_\_\_\_\_ (viii) \_\_\_\_\_

I certify that the above information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstance which may impair my fitness for employment.



Place: \_\_\_\_\_

Date \_\_\_\_\_

(Thumb impression of the candidate if test is involved. In case of male candidate left hand thumb impression and in case of female right hand thumb impression)

(Signature of the candidate)

### CHECK LIST

**(The information in this Check List is to be furnished by the Employer in respect of the in-service candidate for the last 10 years and in case the service period is less than 10 years then from the date of joining.)**

Year	Overall performance	Report about integrity	Report about work and conduct	Punishment awarded, if any	Whether any disciplinary/legal/Vigilance proceedings are pending against the official.

2. Does he fulfil the prescribed qualifications/experience requirement for the post?

Prescribed qualifications: Yes/No

Prescribed experience: Yes/No

It is also certified that the information furnished by the official in his application form is correct as per his/her service record.

Head of the Institution  
(S E A L)

\_\_\_\_\_  
(Name in block letters)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

