



**RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY**  
**Jhansi-Gwalior Road, Jhansi-284003**

(Established under the Rani Lakshmi Bai Central Agricultural University Act, 2014)  
Website : [www.rlbcu.ac.in](http://www.rlbcu.ac.in) Email- [registrar.rlbcu@gmail.com](mailto:registrar.rlbcu@gmail.com) Phone: 0510- 2730555

**Advertisement No: RLBCAU/01/2021**

**Dated: 15 July, 2021**

**RECRUITMENT FOR VARIOUS POSITIONS**

The Rani Lakshmi Bai Central Agricultural University (RLBCAU), Jhansi invites applications from eligible candidates in the prescribed application form in 7<sup>th</sup> CPC pay matrix or the regular following posts as per following details:

S. No.	Position	Level	Discipline	No. of vacancies
1.	Comptroller	14	On Deputation	01- UR
2.	Dean, Fisheries Sciences	14	Fisheries Sciences	01 - UR
3.	Dean, Veterinary & Animal Sciences	14	Veterinary Sciences	01 - UR
4.	Secretary to Vice Chancellor	11	-	01 - UR
5.	Assistant Engineer (Civil)	10	Civil Engineering	01 - UR
6.	Assistant Registrar (Legal)	10	-	01 - UR
7.	Junior Account Officer	08	-	02 - UR
8.	Private Secretary	08	-	01 - UR
9.	Personnel Assistant	06	-	02 UR, 02 OBC, 01SC
10.	Upper Division Clerk	04	-	01 - UR
11.	Teaching Cum Research Associate	Temporary	Animal Science	01 - UR

**QUALIFICATIONS**

**1. Comptroller:**

**Pay Scale:** Level 14 in 7 CPC Pay Matrix (Rs. 37400-67000 + AGP Rs.10000) + Allowances.

**Educational Requirements:** A Master's degree with at least 55% of marks or its equivalent grade from a recognized University/Institute.

**Experience Requirements:**

- i) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years of service in the AGP of Rs.8000/- and above including as Associate Professor, along with experience in educational administration  
or
- ii) Comparable experience in research establishment and / or other institutions of higher education.  
or
- iii) 15 years of administrative experience of which 8 years shall be as Deputy Comptroller or an equivalent post).

**Desirable Qualifications:** Persons possessing Master's degree in Business Administration (Finance)/ Commerce or possessing CA/ ICWA qualification

**Maximum Age Limit:** Preferably below 57 years.

**General Information:** As per provisions in section 43 (b) of the Rani Lakshmi Bai Central Agricultural University Act-2014, the first Comptroller shall be appointed by the visitor for a term of 3 years, subject to the date of superannuation being 62 years.

## 2. Dean, Fisheries Sciences:

**Pay Scale:** Level 14 in 7 CPC Pay Matrix (Rs. 37400-67000 + AGP Rs. 10000) + Allowances

### **Essential:**

- (i) Doctorate degree in the relevant subject including relevant basics sciences.
- (ii) Minimum 15 years' experience of teaching/ research in the subject out of which at least 5 years should be in the rank of Professor or equivalent.
- (iii) Outstanding contributions in research as evidenced by published papers in National/ International journals of repute books on development of technology.

**Age:** Preferably below 57 years as on 01.07.2021.

### **Desirable:**

- (i) Administrative experience on a responsible position in an Agricultural University/College.
- (ii) Familiarity with latest advances in Agricultural developments.

### **Note:**

- (i) The same qualification will be applicable in case of deputation.
- (ii) The appointment to the post shall be on tenure basis for a period of 05 years or till attaining the age of superannuation (65 years), whichever is earlier.

## 3. Dean, Veterinary & Animal Science:

**Pay Scale:** Level 14 in 7 CPC Pay Matrix (Rs. 37400-67000 + AGP Rs. 10000) + Allowances

### **Essential:**

- (i) Recognized veterinary qualification included in first and second schedule in Indian Veterinary Council Act: 1984 and must be registered with a State Veterinary Council/Veterinary Council of India.
- (ii) B.V.Sc. & A.H. with at least 55% marks or its equivalent grade in the point scale.
- (iii) Master's degrees in relevant discipline of Veterinary Science with at least 55% marks or its equivalent grade in the point scale.
- (iv) Doctorate degree in any branch of Animal and Veterinary Science including relevant basics sciences.
- (v) Minimum 15 years' experience of teaching/ research in the subject out of which at least 5 years should be in the rank of Professor or equivalent.
- (vi) Outstanding contributions in research as evidenced by published papers in National/ International journals of repute books on development of technology.

**Age:** Preferably below 57 years as on 01.07.2021.

### **Desirable:**

- (i) Administrative experience on a responsible position in an Agricultural University/College.
- (ii) Familiarity with latest advances in Agricultural developments.

**Note:** (i) The same qualification will be applicable in case of deputation.

(ii) The appointment to the post shall be on tenure basis for a period of 05 years or till attaining the age of superannuation (65 years), whichever is earlier. The pay scales are likely to be revised.

#### **4. Secretary to Vice Chancellor:**

**Pay Scale:** Level 11 in 7 CPC Pay Matrix

**Essential:**

- i) Good academic record with Bachelor's degree from a recognized University/ Institute or equivalent.
- ii) 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:** 50 years as on 01.07.2021.

#### **5. Assistant Engineer (Civil):**

**Pay Scale:** Level 10 in 7 CPC Pay Matrix

**Essential:**

- i) Bachelor's degree in Engineering (Civil) 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) 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 01.07.2021

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

#### **6. Assistant Registrar (Legal)**

**Pay Scale:** Level 10 in 7 CPC Pay Matrix

**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 01.07.2021.

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

#### **7. Junior Account Officer**

**Pay Scale:** Level 8 in 7 CPC Pay Matrix

**Essential:**

- i. Bachelor's Degree from a recognized University/ Institute.
- ii. Qualified SAS or equivalent examination
- iii. Knowledge of Computer applications viz. word processing, Spread Sheet and computer-based accounting software.
- iv. Five years' relevant experience in Accounts/ Cash/ Budget works in Central/ State Governments/ University/ Research Institution or Autonomous organization.

**Age:** 35 years as on 01.07.2021.

## 8. Private Secretary

### Essential:

- i) Bachelor's Degree from a recognized University/ Institute.
- ii) Proficiency in Stenography in English/ Hindi with minimum speed of 100 w.p.m.
- iii) Proficiency in Typing in English/ Hindi with minimum speed of 35/ 30 w.p.m.
- iv) Knowledge of computer applications.
- v) Five years' experience as Personal Assistant in Central/ State Governments, University/ Research Institution or Autonomous organization.

**Age:** 40 years as on 01.07.2021.

## 9. Personal Assistant

**Pay Scale:** 6 as per 7<sup>th</sup> CPC pay matrix.

### Essential:

- i) Bachelor's Degree from a recognized University/ Institute.
- ii) Proficiency in Stenography in English/ Hindi with minimum speed of 100 w.p.m.
- iii) Proficiency in Typing in English/ Hindi with minimum speed of 35/ 30 w.p.m.
- iv) Knowledge of computer applications.
- v) One year' experience as Stenographer in Central/ State Governments, University/ Research Institution or Autonomous organization.

**Age:** 35 years as on 01.07.2021.

## 10. Upper Division Clerk

**Pay Scale:** 4 as per 7<sup>th</sup> CPC pay matrix.

### Essential:

- i) Bachelor's degree from a recognized University /Institute.
- ii) Knowledge of Computer Applications.

**Age:** 35 years as on 01.07.2021.

## 11. Teaching cum Research Associate (Animal Science)

**Pay Scale:** 54000 (Fixed) + HRA

**Age:** Not more than 40yrs for male and 45yrs for female candidates for the post of TRA as on 01.07.2021

**Essential Qualification:** The candidates should have Ph.D. degree in the relevant/allied subject. Preference will be given to candidates with teaching/research experience and Publications in NAAS rated journals. The candidates should bring original certificates and bio-data in the following format at the time of interview:

1. Name of the candidate, 2. Father's/ Husband's Name, 3. Date of Birth, 4. Age as on 01.01.2017. 5. Gender (Male/Female), 6. Whether you belong to SC/ST/OBC/PH (If yes, please furnish documentary evidence), 7. Permanent Address, 8. Address for Correspondence, 9. E-Mail Address, 10. Contact Number (Mobile), 11. Qualifications

**Mode of Selection:** Walk-in-Interview

**Note:** Date of Interview will be displayed on University website. The candidates are advised to see the University website after the last date of receiving the application form. However, these candidates are not required to send their application form in advance.

**Section 10: Relaxation of age and experience**

- i) *The statutory provision for relaxing of age, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC/PwD or any other category will be made applicable to them as per UGC/ Govt. of India norms. A certificate to this effect in the format as prescribed by the Govt. of India issued from the competent authority should be attached with the prescribed application form. Wherever, relaxation of qualification including percentage of marks is permitted under the UGC/ Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee as per relevant Govt. of India rules.*
- ii) *In addition to above, Board of Management may relax age limit and experience in respect of women candidates, employees of Rani Lakshmi Bai Central Agricultural University, Employees of the Central Government/ State Government/ Agricultural Universities / Central autonomous bodies/ organizations/ Institutions/ Public Sector Undertakings etc.*
- iii) *Period spent on working against any post in the project/scheme or on contract in Rani Lakshmi Bai Central Agricultural University, Agricultural Universities/ Central Government/ State Government/ Central autonomous bodies/ organizations/ Institutions/ Public Sector Undertakings etc. including broken period of service rendered as indicated above up to a maximum period of five years may also be taken into account for the purpose of age relaxation/experience for appointment in regular establishment provided that one stretch of such service is for more than six months in an academic session.*

**Closing date** for receipt of applications will be **16 August, 2021**. 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, Laddakh Division of J&K State, Sikkim, last date will be **31 August , 2021**.

**Note: Candidates applied earlier for the post of level 8, 10 and 14 (at sl. No. 1,2,3,5,6,7,8) need not to apply again. However, they may upgrade their application (through speed post) by giving the reference of old application without further paying any fee. Written test will be conducted for the posts of Assistant Engineer (Civil), Assistant Registrar (Legal), Junior Account Officer, Private Secretary, Personnel Assistant and Upper Division Clerk.**



**RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY**  
**Jhansi-Gwalior Road, Jhansi-284003**

(Established under the Rani Lakshmi Bai Central Agricultural University Act, 2014)

Website : [www.rlbcu.ac.in](http://www.rlbcu.ac.in) Email- [registrar.rlbcu@gov.in](mailto:registrar.rlbcu@gov.in)

**GENERAL INSTRUCTION TO CANDIDATES APPLYING FOR POSTS MENTIONED AT SL. 1 TO 6**

1. The candidate must be a citizen of India.
2. A separate application form must be submitted for each post/item in the advertisement.
3. 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.
4. **Before filling-up the Application Form, the candidates are advised to read General/Special Instructions, Essential Information and other important conditions carefully.**
5. 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.
6. 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 RLBCAU payable at Jhansi.** Women candidates are exempted from payment of prescribed fee. Payment through IPO/money orders will not 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 will not refunded in any case.  
**Note: The applicants for the post of First Comptroller need not to pay the prescribed fee.**
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. Applicant from abroad may indicate the approximate date of his/her return to India.
9. 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.
10. Applications, which are incomplete/not on the prescribed format, 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.
11. The University reserves the right to fill or not to fill up all or any of the posts without assigning reason thereon.
12. The crucial date for determining the age limit of candidates for each post will be as on **01-07-2021**.
13. 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.

14. Candidates are advised to send their applications only by speed/registered post addressed to **the Registrar, Rani Lakshmi Bai Central Agricultural University, Gwalior Road, Jhansi - 284003.**
15. 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.
16. Closing date for receipt of applications will be **16 August, 2021**. 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, Laddakh Division of J&K State, Sikkim, last date will be **31 August, 2021**. 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.
17. RLBCAU is an autonomous organization. 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.
18. 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.
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.rlbcu.ac.in](http://www.rlbcu.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.
23. **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.
24. 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 subject to the condition that a minimum of 60% marks in the screening is secured by the candidate to be eligible for the interview call for all above mentioned posts. The screening will be done on the basis of a score card prescribed for each post (Annexure- I, II). The weightage to score card marks and interview will be in the ratio of 70: 30 for the post of Dean.
25. Call letters to attend the interview will be sent to the shortlisted candidates **by e-mail 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 e-mail regularly.
26. 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.
27. 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.

#### 28. Instructions for Completion of Part-B

- a. The candidates are advised to carefully go through the details of Score Card and the "Information for the candidates" relevant to the post applied for.
- b. Part B of the application form should be filled up carefully as it is considered for evaluation and scoring.
- c. Each parameter mentioned in Part-B carries a certain weightage of marks. The Screening Committee will go through the application for evaluation and award of scores. Hence, the candidates are instructed to fill them legibly or even type on separate sheets.
- d. Any other information: May include any significant contribution relevant to the post applied for or not covered elsewhere. In case of candidates dealing with work related to coordination/ facilitation, significant contributions can be given here for evaluation against other parameters explained above.
- e. Providing any false information or claim may render the candidate liable to action as deemed fit by the University including disqualification of candidature

### SPECIAL INSTRUCTIONS/ CLARIFICATIONS

1. **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 may 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.
2. The direct recruitment to the above-mentioned posts in the University shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees.
  3. The candidates from Non-Government organizations are required to submit form-16 for claiming their monthly emoluments in support of their claimed experience.
  4. As per act, statutes and rules of the university, the appointing authority for all regular posts (Level 10 or more) is the Board of Management of the University.
  5. 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.
  6. All appointments made shall be provisional and subject to verification of certificates through proper



channels. The University shall verify the documents and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found at any point of time that any documents / information submitted by the candidate is false or the candidate has suppressed any relevant information, the services of the selected candidate shall be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Panel Code for production of false certificates.

7. Any type of corrigendum/addendum/amendments/notice/updation etc. related to this advertisement shall be uploaded on University websites [www.rlbcu.ac.in](http://www.rlbcu.ac.in) only. Further, the university will not send any further information/call letters by post/newspapers. RLBCU will not be responsible for invalid/wrong e-mail ID and Mobile No. mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and regularly check their e-mail, SMS and RLBCU website: [www.rlbcu.ac.in](http://www.rlbcu.ac.in) for updates.
8. Mere fulfilling eligibility conditions will not entitle any candidate to be called for interview. Stringent criteria will be applied for shortlisting the candidates. The University reserves the right to place reasonable limit on the total number of candidates to be called for interview.
9. This advertisement contains department/discipline wise vacant positions. However, each department/discipline may require a particular specialization, therefore, the university reserves the right to shortlist/select candidates as per requirement of specialization/research area.
10. Candidates who have been awarded Ph.D. from foreign Universities should enclose "Equivalence Certificate", issued by the Association of Indian Universities, New Delhi, without which their candidature will not be considered and application will be rejected. However, the persons who have acquired Ph.D. degree from Foreign University through nomination by MHRD's foreign scholarship programme will be exempted from the Equivalency Certificate.
11. All the qualifications and experience will be counted up to the last date of applications. Any additional qualification and experience acquired after the closing date will not be taken into account at the time of screening/selection.
12. The University reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the university either to fill or not to fill the post and the decision of the university in this regard will be final.
13. The University may increase or decrease number of advertised posts without prior notice.
14. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the applicant.
15. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
16. Higher initial pay may be considered for exceptionally qualified and deserving candidates if recommended by the selection committee.
17. Applicants not found suitable for higher positions may be considered for lower position in the same area of specialization.
18. The reservations/relaxations to SC/ST/OBC/PWD/EWS candidates will be provided as per the existing Govt. of India/UGC rules. The SC/ST/OBC/PWD/EWS candidates must upload and attach the relevant certificate as per format prescribed by the Government of India. **OBC certificate (Non Creamy Layer) and EWS certificate should be issued on or after 01.07.2020.** If the relevant certificates for respective reserved categories are not uploaded with the application, the application shall be rejected.
19. A candidate belonging to any reserved category who desires to be considered for any unreserved post also besides the posts under reserved category, will have to submit separate forms for unreserved posts and reserved posts.
20. Any candidate belonging to SC/ST/OBC/PWD, who wish to apply for any unreserved post, will not be given any relaxation of marks (10th/12th/Degrees/Diploma/NET etc.) and age etc. In case the applicant wants to claim benefits under the PwD category, the applicant's relevant disability should not be less than 40 per

cent. Proof to this effect in the form of a valid Disability Certificate must be attached with the application.

21. The process of selection may be by a presentation/ seminar/interview or a combination thereof.
22. It is the responsibility of the candidate to assess his own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. In case the candidate who do not meet the minimum eligibility criteria and still apply will do so at their own risk and cost. Please note that the university is not responsible for incorrect entries and fee once paid will not be refunded in any circumstances.
23. The University will not send any information by post. RLBCAU will not be responsible for any loss of e-mail sent, due to invalid/wrong email ID mentioned by the candidates or for delay/ non receipt of information related to call letter for document verification/interview etc. Therefore, it is the responsibility of the candidate to provide correct email ID & Mobile No. and regularly check email, SMS and website: [www.rlbcu.ac.in](http://www.rlbcu.ac.in) from time to time.
24. Separate application (along with application fee) should be filled for each post applied for.
25. Any change of address from the one given in the application form should be communicated to the university.
26. The salary of retired/superannuated persons, if selected, will be fixed as per UGC letter No. F.71-6/2012(CU) Dated 03.04.2013 i.e. after deducting pension from last pay drawn.
27. The applicants serving in Government/Semi-Government organizations/ Public Sector Undertakings/ Autonomous Organizations submit their application through proper channel. However, to avoid delay they may send the advance copy. The candidate who do not apply through proper channel must submit NOC from their employer at time of Interview, failing which their candidature will not be considered.
28. In case of in-service candidates from private sector, relieving letter from the employer at the time of joining must be submitted.
29. The age of the superannuation for all the posts is as per UGC norms.
30. The university employees are covered under "National Pension System" introduced by the Government of India. Those who are appointed on deputation, payment of both leave salary and pension contribution will be as per rules.
31. Candidates shall have to produce original documents at the time of appearing in interview.
32. The University reserves the right to place the curriculum vitae of any person for any post for the consideration of selection committee; to consider "in-absentia" or interview through "Video Conferencing".
33. After the interview in case of selections the appointment will be provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to SC/ST/OBC (non-creamy layer)/PWD/EWS is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate.
34. The University will get verified all the certificates in support of qualification, experience etc. submitted by candidates, from the issuing authority. If any document is found to be false/ fake/ incorrect/ malafide at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his/her candidature which shall lead to termination of his/her appointment, if already appointed.
35. The appointment of a fresh candidate will be subject to police verification. In case, the report of the police with regard to his/her conduct, character, antecedent etc. is not found to be satisfactory, the provisional appointment shall be withdrawn/cancelled/terminated forthwith without notice.
36. The candidate shall attend the interview at the designated place and time at his/her own expenses. However, the outstation candidates belonging to the SC/ ST/ PwD categories shall be reimbursed to and fro rail fare (sleeper class) for self only for attending interview. In case any station is not connected by rail, ordinary bus fare (shortest route) shall be paid on production of ticket. However, fare for first 30 KM of the journey shall not be reimbursed. The above mentioned concessions shall not be admissible to those SC/ ST/ PwD candidates who are already in Central/ State Government Service/ or holding any other employment.
37. In case of any disputes, any suites or legal proceedings against the University in regard to this recruitment, the territorial jurisdiction shall be restricted to the Courts in Uttar Pradesh at District Court at Jhansi and High Court at Prayagraj.

**Registrar**  
[registrar.rlbcu@gov.in](mailto:registrar.rlbcu@gov.in)

## **GENERAL INSTRUCTIONS TO CANDIDATES FOR THE POST OF JUNIOR ACCOUNT OFFICER, PRIVATE SECRETARY, PERSONNEL ASSISTANT AND UDC**

1. Application Form, downloaded from the University website [www.rlbcau.ac.in](http://www.rlbcau.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.
2. Application form must accompany with a **(NON REFUNDABLE) Bank Draft of Rs. 600/= (Rs. 300/= in case of ST/SC/PwD) and drawn in favour of RLBCAU 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.
3. 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.
4. 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.
5. The University reserves the right to fill or not to fill up all or any of the posts without assigning reason.
6. The crucial date for determining the age limit of candidates for each post will be as on **01-07-2021**. Age relaxation in the upper age limit for SC/ST/PC candidates will be as per Govt. of India norms. Women candidates will also be given 5 years relaxation in upper age limit.
7. Applications should be submitted in the prescribed Performa 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.
8. 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**.
9. Closing date for receipt of applications will be **16 August, 2021**. However, candidates residing and posted in remote areas like Lahaul & Spiti district & Pangri sub division Chamba district 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, the last date will be **31 August, 2021**.
10. 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.
11. 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.
12. Persons employed may be posted/ transferred to any Institution within the jurisdiction of the RLB Central Agricultural University.
13. 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.
14. Any interim enquiry regarding applications will not be entertained.
15. Candidate is advised to visit the University website [www.rlbcau.ac.in](http://www.rlbcau.ac.in) regularly for updates. They may also be communicated through their registered e-mail address. No other form of communication will be used.
16. No TA will be paid for appearing in written test examination to be conducted by the university.
17. The **details and schedule of Examination** for different posts will be uploaded on University website in due course of time. The candidates are advised to visit the University website regularly for further updates.
18. Candidates are required to possess valid e-mail ID and mention it in Application form. The admit cards/ call letters of the written examination and other relevant information would be sent to the candidate on their e-mail ID only. The office of the undersigned will not be responsible for bouncing of any e-mail or malfunctioning / change of the mobile phone number of the candidate.
19. Candidate is advised to get familiarized with the examination venue/location well before the examination day/time to avoid last minute difficulty in locating it.

**Registrar**

### FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri\*/Shrimati/Kumari \_\_\_\_\_ Son/Daughter of  
\_\_\_\_\_ Village/Town \_\_\_\_\_ /District/Division\*  
\_\_\_\_\_ of the \_\_\_\_\_ State/Union Territory belongs to the  
\_\_\_\_\_ Caste\*/Tribe which is recognised as a Scheduled Caste/Tribe under :

\*The Constitution Scheduled Castes Order, 1950.

\*The Constitution Scheduled Tribes Order, 1950.

\*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;

\*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951;

[As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]

\*The Constitution (Jammu and Kashmir)\* Scheduled Castes Orders, 1956.

\*The Constitution (Andaman and Nicobar Islands)\* Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976

\*The Constitution (Dadra and Nagar Haveli)\* Scheduled Castes Order, 1962.

\*The Constitution (Dadra and Nagar Haveli)\* Scheduled Tribes Order, 1962.

\*The Constitution (Pondicherry) Scheduled Castes Order, 1964.

\*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.

\*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.

\*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.

\*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

\*The Constitution (Sikkim) Scheduled Castes Order, 1978

\*The Constitution (Sikkim) Scheduled Tribes Order, 1978

\*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.

\*The Constitution (SC) Orders (Amendment) Act, 1990.

\*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.

\*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.

\*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.

\*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

\*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati\* \_\_\_\_\_ father/mother\* \_\_\_\_\_ of Shri/Shrimati/Kumari \_\_\_\_\_ of Village/Town\* \_\_\_\_\_ in /District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belongs to the \_\_\_\_\_ Caste\*/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the Station/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Shrimati/Kumari\* and /or\* his/her\* family ordinarily reside(s) in Village/Town\* \_\_\_\_\_ District/Division\* of the State/Union Territory \* of \_\_\_\_\_.

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Designation \_\_\_\_\_

(with seal of Office)

State/Union Territory \_\_\_\_\_

\* Please delete the words, which are not applicable.

@ Please quote specific Presidential Order

% Delete the Paragraph, which is not applicable

Note : (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The following Officers are authorised to issue caste certificates :

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1<sup>st</sup> Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned.
6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).

**(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)**

This is to certify that Shri/ Smt./ Kumari \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division  
\_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs  
to the  
\_\_\_\_\_ Community which is recognized as a backward class under the Government of India,  
Ministry  
of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated  
\_\_\_\_\_\*.

Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in the  
\_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This  
is  
also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the  
Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT)  
dated 8.9.1993\*\*.

District Magistrate: \_\_\_\_\_  
Deputy Commissioner etc.: \_\_\_\_\_  
Dated:

Seal:

\* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in  
which the caste of the candidate is mentioned as OBC.

\*\* As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the  
People Act, 1950.

**PwD Certificate Proforma**

**Proforma for Certificate to be obtained by the candidate coming under the category of Persons with Disabilities**

(To be filled by Medical Board notified under PWD Act)

Certificate No :

Date:

This is to certify that Mr./Ms \_\_\_\_\_  
son/daughter of Mr./Mrs. \_\_\_\_\_  
Age \_\_\_\_\_ male/female, Registration  
No. \_\_\_\_\_ is a case of  
\_\_\_\_\_.

Passport size  
photograph

He/She is physically disabled/visual disabled/speech and hearing disabled/having  
mental retardation/leprosy cured and has % ( \_\_\_\_\_ per cent) permanent (physical  
impairment/visual impairment/speech and hearing impairment etc.) in relation to his/her  
\_\_\_\_\_.

Note: This condition is progressive/not progressive/likely to improve/not likely to improve\*. Re-  
assessment is not recommended/ is recommended after period of \_\_\_\_\_ months/years\*. \*Strike  
out whichever is not applicable.

**Signatures of Doctors, Names, Specializations, Seals with degrees  
(Member-1, Medical Board) (Member-2, Medical Board) (Member-3, Medical Board)**

**Signature/Thumb impression of Patient Countersigned by the Medical  
Superintendent/CMO/Head of Hospital (with seal)**

Information/Guidelines:

1. Disability certificate shall be issued by Medical Board of at least three doctors duly constituted by the State or Central government under PWD Act. (One of the members of the Board should be the specialist in the particular field for assessing Locomotor, Visual disability, Hearing and Speech disability, Mental disorder and Leprosy cured)
2. If disability is likely to decrease (temporary type) then, the certificate should be valid up to September 15, 2013.
3. For candidature under persons with disabilities category, candidates with a minimum of 40% disability are eligible.
4. The Medical Board at Reporting Center or Allotted institute will assess the Persons with Disabilities (PD) certificate. Medical Board at Reporting Center/Allotted institute will submit its recommendations regarding the admissibility of the certificate. In case of any doubts regarding the validity of the certificate, clarifications may be sought from the issuing authority.

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

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

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post. Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

**Recent Passport size  
attested photograph  
of the applicant**

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 15 years.

\*\*\*Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.



**RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY**  
**Jhansi-Gwalior Road, Jhansi-284003**

(Established under the Rani Lakshmi Bai Central Agricultural University Act, 2014)

Website : [www.rlbcu.ac.in](http://www.rlbcu.ac.in) Email- [vcrlbcu@gmail.com](mailto:vcrlbcu@gmail.com)

**APPLICATION FORM FOR THE POST OF COMPTROLLER**

Advertisement No.....Date ..... Post Applied for .....	<b>Fix your latest          photograph and          sign across</b>
---	---

**Details of Fee Payment** (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**

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

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	%age of marks or CGPA	Division	Subjects studied
Matriculation (10 <sup>th</sup> )							
Higher Secondary /(10+2)							
Bachelor's degree							
Master's degree							
M.Phil. in							
Ph. D. in							
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	Number	Publisher/ Journal	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
Name and Address			
Contact Address			
Email:			
Phone (landline)			
With STD Code:			
Mobile Phone no.			
Fax with STD code			

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 No. (With STD Code)		Phone 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 Registrar 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

Sl. No	Documents	Tick (√)
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:	



**RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY, JHANSI-284 003  
NEAR PAHUJ DAM, GWALIOR ROAD**

Sl. No. ....

**(APPLICATION FOR THE POST OF DEAN)**

1. (a) Advertisement No.: .....
- (b) Item No. of the post : .....
- (c) Name of the post applied for : .....
- (d) Scale of pay &AGP : .....
2. (a) DD. No. & Date : .....
- (b) Name of the Bank : .....
- (c) Amount : .....
3. Last date for submission of application .....

Affix  
Passport Size  
Photograph  
(Attested)

For office use only :

Received DD No..... dated..... drawn on .....  
is submitted for deposition to RLB CAU account on .....

Dealing Asstt.

**PART – A**

**(General information of the Candidate)**

1. Full Name (in block letters) : .....
2. Father's / Husband's Name : .....
3. (a) Full postal address for correspond-  
ence with pin code. Please  
mention Telephone No., Fax No.  
and e-mail ID : .....

(Any change in address should be  
communicated at once to the  
Registrar, Rani Lakshmi Bai Central  
Agricultural University, Jhansi-  
284003 with full particulars of  
previous reference and post applied  
for)

**Telephone No** : .....

**Mobile No** : .....

**Fax No** : .....

**E-mail** : .....

**Pin Code** : .....

- (b) Permanent home address : .....
- .....
- .....
- .....

4. ( a ) Date of birth : .....
- ( b ) Place of birth : ..... Village .....
- Town..... State .....
- (c) Sex :Male/Female
5. ( a ) Nationality : .....
- ( b ) Religion : .....
6. Community (Write SC/ST/ OBC/General).  
 A certificate from the concerned authority should be attached in case .....  
 of SC/ST/OBC :
7. (a) Are you a citizen of India ? .....
- If so, by birth or by domicile : .....
- (b) If not domiciled in the Indian Union, have you taken steps to  
 obtain declaration of eligibility from the Govt. of India ? .....
- (c) If you are abroad, approximate date of return to India: .....
8. Have you ever been convicted by a court of law for any offence ?  
 (If yes, give the circumstances and the sentence) .....
9. Have you ever been debarred from appearing at any  
 examination/selection by the UPSC / Govt./ University / Board or any .....  
 Educational Institute / Authority ?(If so, give particulars)
10. Have you ever been punished / dismissed / discharged from any .....  
 Govt. Department / Public Sector Organization / Quasi-Govt.  
 Organization / University?( If yes, give particulars in detail ) .....
11. If selected, how much time would you require for joining the post ? .....
12. In case selected for appointment, will you execute a bond to serve .....  
 this University for a specified period as per RLB CAU norms. ....
13. If selected, are you prepared to accept the minimum initial pay  
 offered ? If no, state what is the lowest initial pay that you would .....  
 accept :
14. Give the names, professions and present addresses (in full ) of two  
 referees well acquainted (not relatives) with the candidate
- ( a ) Name in full : .....
- Designation andPresent address: .....
- .....
- ( b ) Name in full : .....
- Designation andPresent address: .....
- .....

## PART – B

### 1. Academic Qualifications:

Exam/Degree/ Diploma	Division / Class/Grade	% of marks / O.G.P.A.	Year of passing	Subject(s) with Major field of specialization	Board / University	Rank/Medal/ Award, if any
Matriculation or Equivalent						
HS/10+2 or Equivalent						
Bachelor's degree						
Master's Degree or Equivalent						
Doctorate Degree						
NET (For Asstt. Professor) only						
Any other degree / diploma relevant to the post						
Post-Doctoral fellowships (National/ International )						

### 2. Employment Record & Experience: (Enclose separate sheet (s) if required):

#### 2.1 Employment Record (Starting from present position):

Sl. No.	Designation	Organization	Scale of pay with AGP	Period		Duration (Years, months)	Nature of work
				from	to		
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

#### 2.2 Experience over and above the prescribed essential years stipulated as minimum qualifications:

Attributes	Candidate's Response	For Office Use only
Name of the post _____		
Number of years of service experience over and above the prescribed period for a particular post		

### 3. Service in Remote areas:

Sl. No.	Designation & Department	Name of Remote area	Period		Duration (Years, months)
			from	to	
1.					
2.					
3.					

### 4. In-service Award/Recognition:

Sl. No.	Name of the Award/Recognition	Awarding Organization (Place/Country)	Year	National/International/Institution/Professional Society	Additional Information
1.					
2.					
3.					

### 5. Teaching/Research/Extension/Administration:

Major function (Teaching/Research/ Extension)	
Minor function (Teaching/Research/ Extension)	

Note: Applicant should fill only one major function and one minor function.

#### 5.1 Teaching as Major function:

##### 5.1.1 Teaching:

Course ID & Course Title	Credit Hours	Credit load taken by applicant per year	Year

##### 5.1.2 Designing of course curriculum\*:

Sl. No.	Details of the course	Whether new course or revised	The name of the degree programme	Year	Name of the University
1.					
2.					
3.					
4.					
5.					
6.					
7.					

\*Please provide supporting evidence from the concerned University/DU.



### 5.1.3 Innovation in Teaching:

Type of examination (Development of an e-Course, a Module, a Teaching Model, a Case Study, any other).	Details of the activity	Sponsoring agency	Year

OR

### 5.1 Research as Major function:

Sl. No.	Title of the project	Level of association (PI/Co-PI/Associate)	Period		Sponsoring Organization
			From	To	
1.					
2.					
3.					
4.					
5.					

OR

### 5.1 Extension Education as Major function:

#### 5.1.1 Technology Application, Demonstration and Adoption:

Activity	Outcome/Impact with Supporting Evidence

#### 5.1.2 Extension Approaches for Technology Dissemination:

Activity	Program Details	Salient Achievement/ Outcome with Supporting Evidence

**Note:** Applicants are advised to see the details of "Type of program" under 5.1, 5.1.2 in the relevant score card for the post before filling up the application form.

### 5.2 Minor Function Details (Teaching/Research/Extension):

For any of the teaching, research or extension as the Minor Function the award of marks will be granted as narrated and distributed for Major Function. But the aggregate for minor functions will be multiplied by 0.25 to arrive at the marks for the Minor Function.

## 6. Experience in Administration and Guiding Students:

### 6.1 Research guidance as Major Guide/Advisor:

Name of the Student	Name of the University	Degree Programme	Year of completion of degree

### 6.2 Administrative Experience:

Sl. No.	Institution	Post held & nature of work	Pay & Grade Pay	Years		Total Experience
				From	To	
1.						
2.						
3.						

## 7. Monitoring and Research Coordination:

Item	Details of activity	Level of involvement	Amount (Rs. in lakhs) (if applicable)	Period	
				From	To

## 8. Special Attainments: (Patent, Prototype, Genetic stock, Variety, Process, Concept, Methodology, Innovative Teaching, other achievements)

Sl. No.	Category	Title	Year	Details if any	Any other Information
1.					
2.					
3.					

## 9. Externally Funded Projects:

Sl. No.	PI/Co-PI/ other	Title	Year of sanction	Amount	Funding Agency	Status of project
1.						
2.						
3.						
4.						
5.						

## 10. Organization of Winter School/Summer School/Refresher Course/Seminar/Symposium

(Enclose separate sheet (s) if required):

Sl. No.	Funding Agency	Title	Specify role (organizer/chairman/resource person/paper presented etc)	Year	Duration No. of days	Additional Information
1.						
2.						
3.						
4.						

**11. International Exposure:**

Sl. No.	Country visited	Purpose/Subject title	Year	Duration	Sponsor
1.					
2.					
3.					

**12. Institution Building/Service Function:**

Sl. No.	Name of the Institution	Contribution made & role	Output	Any other information
1.				
2.				
3.				

**13. Inter-Institutional Projects: (Enclose separate sheet (s) if required):**

Sl. No.	PI/Co-PI/ other	Title	Institutions	Year of sanction	Duration	Amount	Funding Agency	Status of project
1.								
2.								
3.								
4.								
5.								

**14. Publications:**

14.1 Identify 15 best research papers published in referred journals for allocation of score according to NAAS journal rating-2019 on a scale of 1 to 20.0 For journals not covered in NAAS but have international impact factor, applicant can indicate score as (6+ impact factor) ( Enclose separate sheet (s) if required):

Sl. No.	Author/Authors	Year	Title of paper/Book or Book chapter	Journal or Book	NAAS Journal Code & rating if any
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

**14.2. Other publications:**

Sl. No.	Author/Authors	Year	Book or Book chapter/Manual with name of publisher	No of pages	ISBN No. if any
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**14.3. Total Number of Publications (Full list to be presented at the time of interview):**

Sl. No.	Publication	Nos. only
1.	Full length papers in refereed journals only	
2.	Papers in Conference Proceedings/Book Chapters	
3.	Popular articles/short notes/short communication	
4.	Books published – authored or edited individually or jointly	
5.	Manuals/teaching aids developed	
6.	Research bulletins/extension bulletins	
7.	Others	
	Total	

**15. Any other academically related Information:**

(Professional trainings/Seminars attended, Radio/T.V. Programmes/Games & Sports/Extra-curricular activities etc.) (Enclose separate sheet (s) if required):

Sl. No.	Item/Programme	Topic	Details of programme	Venue of programme	Any other information
1.					
2.					
3.					

**16. List of document attached. (Enclose separate sheet (s) if required):**

1. ....
2. ....
3. ....
4. ....
5. ....

**17. Additional information not mentioned else where:**

1. ....
2. ....
3. ....

**18. Declaration:**

I do hereby declare that the statements made in the application (Part-A & Part-B) are true to the best of my knowledge and belief.

Date :

Place :

**Candidate's signature**

**19. 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. **S.No. 4)**

**Forwarded to the Rani Lakshmi Bai Central Agricultural University, 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 \_\_\_\_\_.

The entries made in Part-A and Part-B in the application of Dr. \_\_\_\_\_ have been verified from the records and are found correct. Further, it is also 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 for the post of \_\_\_\_\_.

**(Signature of the forwarding officer)**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

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

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

**(Seal)**



**RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY**  
**Jhansi-Gwalior Road, Jhansi-284003**

**SCORE-CARD GUIDELINES FOR DEAN**

	Details	Maximum Score	Sore awarded
<b>A</b>	<b>Academic Qualifications</b>	<b>5 marks</b>	
	One mark for first class or equivalent, ½ mark for second class or equivalent in Undergraduate level. No marks below 50% marks		
	2 marks for first class or equivalent, 1 mark for second class or equivalent in Master's Degree. No marks below 50% marks		
	2 marks for first class or equivalent 1 mark for second class or equivalent in PhD. If there is no class/grading system, he/she will get 2 marks.		
	1 mark for Post-Doctoral Fellowship both National and International, which are competitive e.g., Fellowship awarded by DBT/DST, Fulbright/ Humboldt/ Boyscast/DAAD etc. or any other additional qualification acquired relevant to the post.  <b>P.S.</b> Aggregate award under item A is limited to 5 marks		
<b>B</b>	<b>Employment Record and Experience</b>	<b>6 marks</b>	
	Marks are assigned for the number of years of service over and above the prescribed number of years required for a particular post. For Professor is 10 years, with at least 3 years' experience as Senior Scientist or Associate Professor with AGP of 9000 is prescribed with PhD qualification. 10 years of service no marks  <ul style="list-style-type: none"> <li>• <b>Every additional year Service 0.5 subject to a maximum of 6 marks.</b></li> </ul> For the post of Dean/Director, minimum 15 years' experience of teaching/ research/extension education in the subject out of which at least 5 years should be in the rank of Professor or equivalent. - No marks  <ul style="list-style-type: none"> <li>• <b>Every additional year Service 0.5 subject to a Maximum of 6 marks.</b></li> </ul>		
<b>C</b>	<b>Service in Remote Areas/ Disadvantageous area</b>	<b>1.5 marks</b>	
	Marks for Service in remote areas namely, the Andaman, Nicobar, Lakshadweep, Minicoy and Amindivi islands; State/ Union Territories in the Northeastern region, Ladakh Division of J&K State, Sikkim, Pangi Sub Division of Chamba, and Lahaul & Spiti districts of Himachal Pradesh.  <ul style="list-style-type: none"> <li>* <b>Half mark for each year of Completed Service in a remote area subject to a maximum of 1.5 marks.</b></li> </ul> Marks are assigned for Service rendered in original centre/station in disadvantageous areas (other than those in remote areas). The decision for classification of place of posting shall solely depend on the screening committee in consultation with the VC  <ul style="list-style-type: none"> <li>*<b>0.25 mark for each year of completed service in disadvantageous area.</b></li> </ul> <p style="text-align: right;"><b>Maximum of 1.5 marks.</b></p>		
<b>D</b>	<b>In-service Award/Recognition</b>	<b>3.0 marks</b>	
	One mark each for national/international award (recognized) such as by ICAR/CSIR/UGC/ DBT/National Institutes, Ministries of Central Government, FAO of the UN or reputed Foreign countries etc.)		

	<p>*A half mark each for Institutional or recognized professional societies fellow/award/recognition; President/ Chairman/ Member/ Member Secretary of important committees and other decision/ policy making bodies/committees of national level.(excluding official duty/assignment at institutional level); Reviewer for peer-reviewed NASS listed journals; and Conference prize/medal such as best paper or best poster. <b>Maximum of 2 marks</b></p> <p><b>One marks</b> for Fellowship of any one of the recognized National Academies viz., National Academy of Agricultural Sciences, National Academy of Medical Sciences, Indian Academy of Sciences, Indian National Academy of Engineering, Indian National Science Academy, National Academy of Sciences or equivalent National/ International Academies <b>Maximum of 1 marks</b></p>											
<b>E</b>	<b>Teaching/Research/Extension/</b>	<b>10 marks</b>										
	<p>Identify one primary and one secondary area of work :</p> <table border="1" data-bbox="252 645 1166 819"> <thead> <tr> <th>Area of Work</th> <th>Major and Minor area of function</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td><b>A. Teaching/ Research/Extension</b></td> <td>Teaching/ Research/ Extension as major function</td> <td>7.0</td> </tr> <tr> <td><b>B.</b></td> <td>Teaching/ Research/ Extension as minor function</td> <td>3.0</td> </tr> </tbody> </table> <p>Note: Scientists devoting more than 75% of time on an activity would be considered as Major Function, and devoting less than 25% of time on an activity would be considered as Minor Function.</p> <p><b>A.1 Marks for Teaching as Major Function. Maximum 07 marks</b></p> <ul style="list-style-type: none"> <li>For teaching as the major function, the candidate must have taught 3 courses with a total 8 credit hr load during each academic year. Half mark for each year of teaching as specified herein. <b>Maximum 5 marks</b></li> <li>Designing of course curriculum – new courses added or revised Each programme award 0.5 mark. <b>Maximum 1 mark</b></li> <li>Innovation in teaching methods/and development of teaching aids/e-courses. Each programme award 0.5 mark. <b>Maximum 1 mark</b></li> </ul> <p><b>P.S. Aggregate award under E.A.1 is limited to 07 marks</b></p> <p><b>A.2. Marks for Research as Major Function. Maximum 07 marks</b></p> <p><b>A.2.1 Research projects:</b> Research project associated with for a minimum period of 3 years as evidenced by research projects completed and reports submitted. One mark for each project completed.<b>Maximum 4.0 marks</b></p> <p><b>A.2.2 Leadership in research initiatives</b> One mark for acting as PI of each project, and 0.5 mark for acting as Co- PI for each project. <b>Maximum 3.0 marks</b></p> <p><b>A.3. Award of Marks for Extension as Major Function. Maximum 07 marks</b></p> <p><b>A.3.1 Technology application, demonstration and adoption</b> <b>One mark</b> for each of the following activities. Marks will be awarded for those activities that are confirmed by successful outcome. Marks shall be awarded, only if there is documentary proof for the matching achievements.</p> <ul style="list-style-type: none"> <li>involvement in technology application programs through organizing/coordinating activities related to technology assessment and refinement e.g., on farm trials and report on technology refinement,</li> <li>Extent of adoption of the technology in adopted areas</li> <li>Participatory Rural Appraisal (PRA) and Participatory Technology Development (PTD), (iii) yield gap analysis and impact assessment for providing feedback to</li> </ul>	Area of Work	Major and Minor area of function	Marks	<b>A. Teaching/ Research/Extension</b>	Teaching/ Research/ Extension as major function	7.0	<b>B.</b>	Teaching/ Research/ Extension as minor function	3.0		
Area of Work	Major and Minor area of function	Marks										
<b>A. Teaching/ Research/Extension</b>	Teaching/ Research/ Extension as major function	7.0										
<b>B.</b>	Teaching/ Research/ Extension as minor function	3.0										

	<p>research and development in the form of report.</p> <ul style="list-style-type: none"> <li>• Development of innovative extension methodologies, management cases and documentation success stories.</li> <li>• New methodology developed or innovation introduced which led to improvement in extension/technology adoption. <b>Maximum 5 marks</b></li> </ul> <p><b>A.3.2 Extension approaches for technology dissemination</b></p> <p><b>Half mark</b> for each of the following function. Marks will be awarded for those functions that are confirmed by successful outcome.</p> <ul style="list-style-type: none"> <li>• formation of Formal Village Organizations/Farmer Field Schools/ establishment of Farmers Producer/Commodity Interest Groups,</li> <li>• introduction of innovative extension methods and institutional innovations supporting adoption of introduced technologies including commercialization and mass dissemination of technologies,</li> <li>• founding of e-linkages/connectivity, creating and use of electronic and web based knowledge portals and products,</li> <li>• organization or coordination of interface meetings, demonstrations, farmers meeting/field day/technology week, exhibition, TV &amp; Radio talks and <b>Maximum 2 marks</b></li> </ul> <p><b>B Teaching/ Research/ Extension as minor function</b></p> <p>For any of the teaching/research/extension as the Minor Function mentioned by the applicant, the award of marks will be calculated as narrated above and distributed for the major function. Each total thus obtained will be multiplied by 0.25 for awarding marks for the Minor Function limited to 3 marks only. <b>Maximum 3 marks</b></p>								
<b>F</b>	<p><b>For Dean/ Director/ Professor post weightage is to be given to experience in administration and guiding Ph.D. students</b></p> <table border="1"> <tr> <td>Research Guidance for Master's/Doctoral dissertation as major Guide</td> <td>(1 mark for each PhD student and ½ mark for PG guidance subject to a maximum of 4 marks)</td> <td><b>4.5 marks</b></td> </tr> <tr> <td>Administrative experience</td> <td>Administrative experience ½ mark each for each year of Administrative experience (subject to a maximum of 3 marks)</td> <td><b>3.5 marks</b></td> </tr> </table>	Research Guidance for Master's/Doctoral dissertation as major Guide	(1 mark for each PhD student and ½ mark for PG guidance subject to a maximum of 4 marks)	<b>4.5 marks</b>	Administrative experience	Administrative experience ½ mark each for each year of Administrative experience (subject to a maximum of 3 marks)	<b>3.5 marks</b>	<b>8 marks</b>	
Research Guidance for Master's/Doctoral dissertation as major Guide	(1 mark for each PhD student and ½ mark for PG guidance subject to a maximum of 4 marks)	<b>4.5 marks</b>							
Administrative experience	Administrative experience ½ mark each for each year of Administrative experience (subject to a maximum of 3 marks)	<b>3.5 marks</b>							
<b>G</b>	<p><b>Monitoring and Research Coordination</b></p> <ul style="list-style-type: none"> <li>• Assistance in project management and coordination</li> <li>• Assistance in monitoring(Physical, financial and scientific) targets</li> <li>• Preparation of review reports, proceedings and other assigned duties(specify)</li> <li>• Participation in institutional activities/meetings</li> <li>• Innovation in monitoring and co-ordination methods.</li> </ul> <p>Any other relevant contribution not covered above</p> <ul style="list-style-type: none"> <li>• One mark for individual effort and a half mark for collaborative effort <b>Maximum of 2.5 marks</b></li> </ul>	<b>2.5 mark</b>							
<b>H</b>	<p><b>Special Attainments</b></p> <p>One mark for each novel technology developed (patent, prototype, genetic stock, variety, process, concept, methodology/ new inventions/ gene pool identified etc. Half mark for each success story of technology disseminated or commercialized individual effort carries marks as indicated above, joint effort carries half the marks. <b>Maximum of 2.5 marks</b></p>	<b>2.5 marks</b>							
<b>I</b>	<p><b>Externally Funded Projects</b></p>	<b>6 marks</b>							
	Only those projects supported from external sources on the basis of applicant's								



	<p>competence should be mentioned, such as ICAR Cess Fund Schemes, Competitive Grand Projects (CGP) under World Bank, projects funded from DST, DBT/UGC and national/international organizations/ agencies etc –projects with more than ₹ 20.0 lakhs support alone will be considered.</p> <p>2 marks for Principal Investigator (PI) per project and one mark for Co PI/associated scientist per project. AICRP will not be considered as individual project.</p> <p>Each IRP will carry ½ mark for PI <b>Maximum of 6 marks</b></p>		
<b>J</b>	<b>Summer/Winter School/Refresher Course and Seminar/Symposium etc.</b>	<b>1.5 marks</b>	
	<p>Half mark for each course organized as Course Director or Course Coordinator (Marks shall be given only for organization of Winter School/Summer School/Refresher Course/ICAR-CAS training of not less than 10 days)</p> <p><b>One mark for Chairman/Organising Secretary/Convener for organizing Seminar Symposium</b></p> <p>(Workshop / Trainings organized as part of duty of the post, and simple participation, or delivering lecture or paper presentation will not be considered).</p> <p><b>Maximum of 1.5 marks</b></p>		
<b>K</b>	<b>International Exposure</b>	<b>1 mark</b>	
	<p>One mark for each one- month experience of working/associating in internationally important organization / laboratory. Period spent abroad towards Masters / PhD/ Post-Doctoral experience will not be considered.</p> <p>Half mark for paper / poster presentation in international event-seminar/Symposium/Conference / Workshop etc.</p> <p><b>Maximum of 1 mark</b></p>		
<b>L</b>	<b>Institution Building/Service Functions</b>	<b>3.0 mark</b>	
	<p>Only clearly defined contributions as a leader in institutional building shall be considered.</p> <p>For example, creation of totally new institution, laboratory, field facility etc., that has bearing on improved standards or resource generation can be given. Likewise, in case of adding new equipments, mention can be made as to how many other scientists are benefited by such addition. Similarly, encouraging HRD, plan implementation and/or monitoring of progress to show better results, successful execution of major projects, etc. can be given.</p> <p><b>Service Functions:</b> Service provided for following miscellaneous tasks by applicant qualify for award of marks:</p> <ol style="list-style-type: none"> <li>i) Preparation of review reports, proceedings and other similar works.</li> <li>ii) Duties performed for at least one year or more as warden, Library I/c, Student Welfare Officer, Animal House I/C, Farm I/C, Common Instruments Lab. I/C, Assistance, PME Cell</li> <li>iii) Assistance at least for one year in coordination and monitoring progress of work of RAC, IMC, QRT, BOM, PME Cell, Academic Council and similar Advisory Committees of the Institute/University.</li> <li>iv) Production and distribution of seeds/seeds/culture/planting materials /diagnostic services/store purchase/maintenance of farms each at least for one year.</li> </ol> <p>● 0.50 mark for each of the above criteria. <b>Maximum of 3.0 marks</b></p>		
<b>M</b>	<b>Inter-Institutional Projects</b>	<b>2 marks</b>	
	<p>Mention only those projects, which are running at more than one institution and candidate, as PI or Co-PI is associated in project planning, review and progress of the work of all the centres in different institutions. Projects with more than ₹ 10.00 lakhs support will be considered.</p> <p>*One mark for each project. <b>Maximum of 2 marks</b></p>		

<b>N</b>	<b>Publications (Referred Articles)(NAAS 2019)</b>	<b>12 marks</b>	
	<p>Identify 15 best research papers published in referred journals for allocation of score according to NAAS journal rating on a scale of 1 to 20.0. The NAAS score for each publication will be added and the sum divided by 15 to get average marks.</p> <p>For research publications where NAAS Journal ID is not available, the Screening Committee shall be empowered to give marks not more than 0.2 for each publication</p> <p>For journals not covered in NAAS but have international impact factor, applicant can indicate score as (6 + impact factor)</p> <p style="text-align: right;"><b>Maximum of 12 marks</b></p>		
<b>O</b>	<b>Other Publications</b>	<b>5 marks</b>	
	<ul style="list-style-type: none"> <li>• Two marks to first author and one mark to co-authors for each book/monographs of minimum 100 pages published-authored/edited. (Maximum of 3 marks)</li> <li>• One mark to first author and a half mark for co-authors for each book chapters and training manual (Maximum of 1 marks)</li> <li>• Half mark for each conference proceeding paper/popular article/ bulletin/short communication (Maximum of 1 mark)</li> </ul> <p style="text-align: right;"><b>Maximum of 5 marks (3+1+1)</b></p>		
<b>P</b>	<b>Any Other academically relevant information</b>	<b>1 mark</b>	
	TOTAL (A to P)	70	
	INTERVIEW	30	
	<b>GROSS TOTAL</b>	<b>100</b>	



**RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY**  
**Jhansi-Gwalior Road, Jhansi-284003**

(Established under the Rani Lakshmi Bai Central Agricultural University Act, 2014)  
 Website : [www.rlbcu.ac.in](http://www.rlbcu.ac.in) Email- [registrar.rlbcu@gmail.com](mailto:registrar.rlbcu@gmail.com) ; Phone no.:- 0510- 2730555

**APPLICATION FORM FOR THE POST OF SECRETARY TO VICE CHANCELLOR**

Advertisement No.....Date .....  Post Applied for .....	<i>Fix your latest          photograph and          sign across</i>
---	---

**Details of Fee Payment** (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**

Name						
Date of Birth	Day	Month	Year	Age as on date of advertisement	Year	Month
Place of Birth	City / Village			State	Country	
Father's Name						
Mother's name						
Nationality	Gender			Category		Marital Status
	<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
d. Blindness or low vision:			
e. Hearing impairment:			
f. 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
Name and Address			
Contact Address			
Email:			
Phone (landline) With STD Code:			
Mobile Phone no.			
Fax with STD code			

**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:

3. Unsigned application is liable to be rejected and no correspondence will be entertained.
4. 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

Sl. No	Documents	Tick (√)
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:	





**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

**APPLICATION FORM FOR THE POST OF**  
**Assistant Engineer (Civil) / Assistant Registrar (Legal)**

Advertisement No.....Date .....	<i>Fix your latest photograph and sign across</i>
Post Applied for .....	

**Details of Fee Payment** (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**

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

g. Blindness or low vision:			
h. Hearing impairment:			
i. 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. inTopic: ..... ..... .....							
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>			
<b>No. of Papers presented in a national Seminars/conferences</b>			
<b>No. of Papers presented in a international Seminars/conferences</b>			

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:**

- 5. Unsigned application is liable to be rejected and no correspondence will be entertained.
- 6. 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**

Sl. No	Documents	Tick (√)
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:	



**RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY**

Near Pahuj Dam, Gwalior Road, JHANSI-284 003, UTTAR PRADESH  
Phone: 0510-2730555

**Part-A**

Sl. No. ....

**APPLICATION FORM FOR**

**Junior Account Officer/ Private Secretary/ Personnel Assistant/ Upper Division Clerk**

1. (a) Advertisement No.: .....
- (b) Item No. of the Post : .....
- (c) Name of the Post applied for : .....
- (d) Scale of pay & GP : .....
2. (a) DD. No. & Date : .....
- (b) Name of the Bank : .....
- (c) Amount : .....
3. Last date for submission of application .....

Affix Passport Size Photograph (Self-Attested)
---

**For office use only :**

Received DD No..... dated..... drawn on ..... is  
submitted for deposition to RLB CAU account on .....

Dealing Asstt.



**Part-B**  
**(General information of the Candidates)**

1. Name (Full in block letters) :
2. Date of Birth :
3. Father's Name :
4. Mother's Name :
5. Address with Phone No. & e-mail I.D. :  
(i) Permanent  
(ii) Present
6. Nationality :
7. Category (Whether General/SC/ST/OBC) :  
(Relevant certificate to be attached)
8. Language Known ;
9. Whether Physically Challenged (PH) or Ex-service man (If yes, give details) :
10. Educational Qualifications :

S. No.	Qualification acquired Matriculation onwards	Subjects studied	Board/University	Year	Class/ Division
1.					
2.					
3.					
4.					

11. Experience (No. of year and Post held with date) :
12. Any other qualification/Degree/Diploma/ Certificate) :
13. Extracurricular activities (including Arts/Sports undertaken at District/State/National Level) :
14. Any other information, which you would like to furnish in support of your candidature :

Certified that the above information is true to the best of my knowledge and belief. All supporting documents to prove the qualification, age and experience are attested herewith. I understand that furnishing wrong information is an offence, punishable under law and my candidature shall be cancelled.

**Date:**

**Signature of the applicant**

**List of Enclosures:**

# Syllabus of Written Examination

## Junior Accounts Officer (Level 08)

The Written Examination will be of 100 marks consisting of only Objective Type Multiple choice questions as per the following scheme:-

Sections	Subject	No. of Questions
1.	General Intelligence & Reasoning	25
2.	General Knowledge	25
3.	English and Hindi comprehension	25
4.	Knowledge of Accounts, Business & Commerce and Mathematics	25

The questions in all the above components will be of 10+2 level.

- 1. General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. This component will include questions of analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concept, arithmetic reasoning, verbal and figure classification, arithmetical number series, non-verbal series, coding and decoding statement, conclusion, syllogistic reasoning etc.
- 2. General Knowledge:** Questions in this component will be aimed at testing the candidate's general awareness of the environment around him/ her and its application to its society. Questions may also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected from an educated person. The test will also include questions relating to India and its neighboring countries, particularly pertaining to history, culture, geography, economic scene, general policy and scientific research etc. These questions will be such that they do not require a special study of any discipline.
- 3. English and Hindi Comprehension:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.  
**हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे:** पर्यायवाची/विलोम शब्द पर आधारित प्रश्न, वाक्यांश के लिए एक शब्द पर आधारित प्रश्न, वाक्य-अशुद्धि संशोधन पर आधारित प्रश्न, मुहावरे/लोकोक्तियों पर आधारित प्रश्न, अनेकार्थी शब्द पर आधारित प्रश्न, वर्तनी की त्रुटि, परिभाषा शब्दावली-प्रशासन से संबंधित अंग्रेजी शब्दों के समानार्थक हिन्दी शब्द।
- 4. Knowledge of Accounts, Business & Commerce and Mathematics:** Questions in this paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work, Banking, book keeping and accounts etc.

### Criteria for the skill test:

In addition to above-mentioned written test, the qualified candidates in order of merit (Maximum 1:20 ratio) for the post of Junior Account Officer shall have to appear in the skill test of computer knowledge. The percentage of qualifying marks in skill test shall be 60, and no grace marks will be awarded.

Name of the Skill Test	Maximum Marks	Duration
MS Word	40	60 minutes
MS Excel	40	
MS Power Point	20	

## Private Secretary (Level 08)

The written Examination will consist of an **Objective Type Paper** of 100 Multiple Choice Questions (MCQs).

Sections	Subject	No. of Questions
1.	General English and Hindi	25
2.	Numerical Aptitude and Reasoning	50
3.	General Knowledge	25

The questions in all the above components will be of 10+2 level.

### SYLLABUS:

**1. General English and Hindi:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

**हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे:** पर्यायवाची/विलोम शब्द पर आधारित प्रश्न, वाक्यांश के लिए एक शब्द पर आधारित प्रश्न, वाक्य-अशुद्धि संशोधन पर आधारित प्रश्न, मुहावरे/लोकोक्तियों पर आधारित प्रश्न, अनेकार्थी शब्द पर आधारित प्रश्न, वर्तनी की त्रुटि, परिभाषा शब्दावली-प्रशासन से संबंधित अंग्रेजी शब्दों के समानार्थक हिन्दी शब्द।

**2. Numerical Aptitude & Reasoning:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation. On general reasoning, the candidates will be tested on reasoning and analytical abilities.

**3. General Knowledge:** Questions will be designed to General Knowledge viz., General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity & Economy, General Mental Ability, Indian States, India and other countries.

### Step-II: Criteria for the skill test is as follows:

Dictation of passage (English) at 100 words per minute of ten minutes duration to be transcribed in 50 minutes with a maximum of 100 marks.

Or

Dictation of passage (Hindi) at 100 words per minute of ten minutes duration to be transcribed in 65 minutes with a maximum of 100 marks.

Evaluation of shorthand test/Stenography and Typing is given as under

	Speed	Marks for 5% mistakes (i.e. Maximum permissible)	Additional marks for each mistake less than the permissible limit
Shorthand Speed	100 w.p.m	40 (for 50 mistakes)	1

### Skill test of computer knowledge:

Name of the Skill Test	Maximum Marks	Duration
MS Word	40	60 minutes
MS Excel	40	
MS Power Point	20	

## Personal Assistant (Level 06)

The written Examination will consist of an **Objective Type Paper** of 100 Multiple Choice Questions (MCQs).

Subject	Max./Marks/ Questions	Duration
General English and Hindi	25	90 Minutes
Numerical Aptitude and Reasoning	50	
General Knowledge	25	

All questions will be of Objective Multiple Choice Type. The questions in all the above components will be of 10+2 level.

- 1. General English and Hindi:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

**हिन्दी के प्रश्ननिम्न लिखित क्षेत्रों से होंगे:** पर्यायवाची/विलोम शब्द पर आधारित प्रश्न, वाक्यांश के लिए एक शब्द पर आधारित प्रश्न, वाक्य-अशुद्धि संशोधन पर आधारित प्रश्न, मुहावरे/लोकोक्तियों पर आधारित प्रश्न, अनेकार्थी शब्द पर आधारित प्रश्न, वर्तनी की त्रुटि, परिभाषा शब्दावली-प्रशासन से संबंधित अंग्रेजी शब्दों के समानार्थक हिन्दी शब्द।

- 2. Numerical Aptitude & Reasoning:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation. On general reasoning, the candidates will be tested for reasoning and analytical abilities.
- 3. General Knowledge:** Questions will be designed to General Knowledge viz., General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity & Economy, General Mental Ability, Indian States, India and other countries.

**Skill test of computer knowledge:**

Name of the Skill Test	Maximum Marks	Duration
MS Word	40	60 minutes
MS Excel	40	
MS Power Point	20	

## Upper Division Clerk (Level 04)

The written Examination will consist of an **Objective Type Paper** of 100 Multiple Choice Questions (MCQs) divided into the parts.

Part	Subject	Maximum Marks	Duration
Part A	General Knowledge	20	90 Minutes
	General English and Hindi	20	
	Numerical Ability	10	
	General Intelligence & Reasoning	20	
Part B	Knowledge of Rules of Government of India	30	
<b>Total</b>		<b>100</b>	

The questions in all the above components will be of 10+2 level.

## SYLLABUS:

- 1. General Knowledge:** Questions in this component will be aimed at testing the candidate's general awareness of the environment around him. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and Scientific Research etc. These Questions will be such that they do not require a special study of any discipline.
- 2. General English and Hindi (10<sup>th</sup>Level):** Candidates' ability to understand English language, its vocabulary, sentence structure, synonyms, antonyms and its correct usage etc. Basic comprehension and writing ability, etc. will be tested.  
पर्यायवाची/विलोम शब्द पर आधारित प्रश्न, वाक्यांश के लिए एक शब्द पर आधारित प्रश्न, वाक्य-अशुद्धि संशोधन पर आधारित प्रश्न, मुहावरे/लोकोक्तियों पर आधारित प्रश्न, अनेकार्थी शब्द पर आधारित प्रश्न, वर्तनी की त्रुटि, परिभाषा शब्दावली-प्रशासन से संबंधित अंग्रेजी शब्दों के समानार्थक हिन्दी शब्द।
- 3. Numerical Ability:** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.
- 4. General Intelligence & Reasoning:** Questions of verbal, non-verbal and analytical types, analogies, syllogism, similarities, differences, missing numbers, characters and sequences, space visualization, problem solving, analysis, decision making, visual memory, discrimination, observation, relationship concepts, direction sense, coding-decoding, arithmetical reasoning, verbal and figure classification, data representation and analysis, arithmetical number series.
- 5. Knowledge of Rules of Government of India:** Questions in this component will be aimed at testing the candidate's knowledge and awareness of Government of India Rules. The test will include questions relating to Public Administration and Business Rules, Right to information Act etc.

**Skill Test: The qualified candidates in order of merit (Maximum 1:20 ratio) for the post of Upper Division Clerk shall have to appear in the skill test of computer knowledge.**

Name of the Skill Test	Maximum Marks	Duration
MS Word	40	60 minutes
MS Excel	40	
MS Power Point	20	

## Assistant Registrar (Legal) (Level 10)

Part	Subject	Maximum Marks	Duration
Part A	General Study	30	90 Minutes
Part B	Language (Hindi/ English)	10	
Part C	Law	60	
<b>Total</b>		<b>100</b>	

**Part A: General Knowledge:** This paper may include questions based on topics relating to History of India and Indian Culture, Geography of India, Indian Polity, Current National Issues and topics of Social relevance, India and the world, Indian Economy, International Affairs and Institutions and development in the field of Science and Technology, Communications and Space. The nature and standards of questions in this paper will be such that a well-educated person will be able to answer them without any specialized study.

### Part B: Language:

**English:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms,

Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

**हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे:** पर्यायवाची/विलोम शब्द पर आधारित प्रश्न, वाक्यांश के लिए एक शब्द पर आधारित प्रश्न, वाक्य-अशुद्धि संशोधन पर आधारित प्रश्न, मुहावरे/लोकोक्तियों पर आधारित प्रश्न, अनेकार्थी शब्द पर आधारित प्रश्न, वर्तनी की त्रुटि, परिभाषित शब्दावली-प्रशासन से संबंधित अंग्रेजी शब्दों के समानार्थक हिन्दी शब्द, सन्धि-विच्छेद

**Part C: Law: (Substantive Law -** The law of contracts, the law of Partnership, the law concerning easements and torts, the Law relating to transfer of property including the principles of equity, specifically applicable thereto, the principal of Equity with special reference to the Law of trust and specific relief, Hindu Law and Mohammedan Law, and Constitutional Law; **Procedure and Evidence -** the law of evidence, the Criminal Procedure Code and Code of Civil Procedure, including the principles of pleading; **Penal, Revenue and Local Laws -** Indian Penal Code, Zamindari Abolition and Land reforms Act 1951, Regulation of Letting, Rent and Eviction, Municipalities Act, Panchayat Raj Act, Consolidation of Holding Act, Urban (Planning and Development) Act, together with rules framed under the aforesaid Acts).

## Assistant Engineer (Civil) (Level 10)

Part	Subject	Maximum Marks	Duration
Part A	General Study	30	90 Minutes
Part B	Language (Hindi/ English)	10	
Part C	Civil Engineering	60	
<b>Total</b>		<b>100</b>	

**Part A: General Knowledge:** This paper may include questions based on topics relating to History of India and Indian Culture, Geography of India, Indian Polity, Current National Issues and topics of Social relevance, India and the world, Indian Economy, International Affairs and Institutions and development in the field of Science and Technology, Communications and Space. The nature and standards of questions in this paper will be such that a well-educated person will be able to answer them without any specialized study.

### Part B: Language:

**English:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

**हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे:** पर्यायवाची/विलोम शब्द पर आधारित प्रश्न, वाक्यांश के लिए एक शब्द पर आधारित प्रश्न, वाक्य-अशुद्धि संशोधन पर आधारित प्रश्न, मुहावरे/लोकोक्तियों पर आधारित प्रश्न, अनेकार्थी शब्द पर आधारित प्रश्न, वर्तनी की त्रुटि, परिभाषित शब्दावली-प्रशासन से संबंधित अंग्रेजी शब्दों के समानार्थक हिन्दी शब्द, सन्धि-विच्छेद

### Part C: CIVIL ENGINEERING

**Engineering mechanics, strength of materials and structural analysis:** Units and Dimensions, SI units, vectors, concept of force, Concept of particle and rigid body Concurrent, Non- Concurrent and parallel forces in a plane, moment of force and varignon's theorem free body diagram, conditions of equilibrium Principle of virtual work, equivalent force system. First and second Moment of area, Mass moment of inertia, Static Friction, inclined plane and bearings, kinematics and kinetics, kinematics in Cartesian and Polar Coordinates, motion under uniform and non-uniform acceleration, motion under gravity, Kinetics of particle: Momentum and Energy principles, D' Alembert's principle, Collision of elastic bodies, rotation of rigid, bodies, simple harmonic motion.

**Strength of Materials:** Simple Stress and Strain, Elastic constants, axially loaded compression members, Shear force and bending moment, theory of simple bending, bending stress, Shear Stress, Beams of uniform strength, Leaf Spring, close coiled helical springs, Strain Energy in direct stress, bending & shear. Deflection of beams; Macaulay's method, Mohr's Moment area method, Conjugate beam method, unit load method, Torsion of shafts, Transmission of power, Elastic stability of columns, Euler's Rankin's and Secant formulae. Principal stresses and

strains in two dimensions, Mohr's Circle, Theories of Elastic Failure, Thin and Thick cylinder, Stresses due to internal and external pressure Lamé's equations

**Structural Analysis:** Castigliano's theorems I and II, Unit load method of consistent deformation applied to beams and pin jointed trusses. Slope-deflection, moment distribution, Kani's method of analysis and column Analogy method applied to indeterminate beams and rigid frames. Rolling loads and influence lines: Influence lines for reactions of beam, shear force and bending moment at a section of beam. Criteria for maximum shear force and bending moment in beams traversed by a system of moving loads, influence lines for simply supported plane pin jointed trusses, Arches: Three hinged, two hinged and fixed arches, rib shortening and temperature effects, influence lines in arches, Matrix methods of analysis: Force method and displacement method of analysis of indeterminate beams and rigid frames. Plastic Analysis of beams and frames: Theory of plastic bending, plastic analysis, statical method, Mechanism method. Unsymmetrical bending: Moment of inertia, product of inertia, position of neutral axis and principal axis, calculation of bending stresses.

### **DESIGN OF STRUCTURES:**

**Structural Steel:** Factors of safety and load factors, rivetted, bolted and welded joints and its connections, Design by working, stress/limit state method of tension and compression member, beams of built up section, rivetted and welded plate girders, gantry girders, stanchions with battens and lacings, slab and gusseted column bases, Design of highway and railway bridges: Through and deck type plate girder, Warren girder, Pratt truss.

**Reinforced Concrete:** Working Stress and Limit State Method of design Recommendations of B.I.S. codes, design of one way and two way slabs, stairs-case slabs, simple and continuous beams of rectangular, T and L sections, compression members under direct load with or without eccentricity, isolated and combined footings, Cantilever and counter-fort type retaining walls, Water tanks: Design requirements as per B.I.S. code for rectangular and circular tanks resting on ground, Pre stressed concrete: Methods and systems of pre stressing, anchorages, analysis and design of sections for flexure based on working stress, losses of pre stress, Earth quake resistant design of building as per BIS code. Design of brick masonry as per I. S. Codes, Design of masonry retaining walls.

**Building Materials:** Physical properties of construction materials with respect to their use: stones bricks, tiles, lime, glass, cement, mortars, Concrete, concept of mix design, pozzolans, plasticizers, super plasticizers, Special concrete: roller compacted concrete, mass concrete, self-compacting concrete, ferro cement, fibre reinforced concrete, high strength concrete, high performance concrete, Timber: properties, defects and common preservation treatments, Use and selection of materials for various uses e.g. Low cost housing, mass housing, high rise buildings.

**Constructions Technology, Planning and Management:** Masonry constructions using brick, stone, construction detailing and strength characteristics paints, varnishes, plastics, water proofing and damp proofing materials. Detailing of walls, floors, roofs, staircases, doors and windows. Plastering, pointing, flooring, roofing and construction features. Retrofitting of buildings, Principle of planning of building for residents and specific uses, National Building code provisions and uses. Basic principles of detailed and approximate estimating, specifications, rate analysis, principles of valuation of real property. Machinery for earthwork, concreting and their specific uses, factors affecting selection of construction equipments, operating cost of equipments. Construction activity, schedules, organizations, quality assurance principles. Basic principle of network CPM and PERT uses in construction monitoring, cost optimization and resource allocation. Basic principles of economic analysis and methods. Project profitability: Basis principles of financial planning, simple toll fixation criterions.

**Geo Technical Engineering and Foundation Engineering:** Types of soils, phase relationships, consistency limits particles size distribution, classifications of soils, structure and clay mineralogy. Capillary water, effective stress and pore water pressure, Darcy's Law, factors affecting permeability, determination of permeability, permeability of stratified soil deposits. Seepage pressure, quick sand condition, compressibility and consolidation, Terzaghi's theory of one dimensional consolidation, consolidation test. Compaction of soil, field control of compaction total stress and effective stress parameters, pore pressure parameters, shear strength of soils, Mohr Coulomb failure theory, shear tests. Earth pressure at rest, active and passive pressures, Rankin's theory Coulomb's wedge theory, Graphical method of earth pressure on retaining wall, sheetpile walls, braced excavation, bearing capacity, Terzaghi and other important theories, net and gross bearing pressure. Immediate and consolidation settlement, stability of slope, total stress and effective stress methods, conventional methods of slices, stability number. Subsurface exploration, methods of boring, sampling, penetration tests, pressure

meter tests, essential features of foundation, types of foundation, design criteria, choice of type of foundation, stress distribution in soils, Boussinesq's theory, Westergaard method, Newmarks chart, pressure bulb, contact pressure, applicability of different bearing capacity theories, evaluation of bearing capacity from field tests, allowable bearing capacity, settlement analysis, allowable settlement, proportioning of footing, isolated and combined footings, rafts, pile foundation, types of piles, pile capacity, static and dynamic analysis, design of pile groups, pile load test, settlement of piles lateral loads, foundation for bridges, Ground improvement techniques: sand drains, stone columns, grouting, soil stabilization geotextiles and geomembrane, Machine foundation: Natural frequency, design of machine foundations based on the recommendation of B.I.S. codes.

**Fluid Mechanics:** Fluid properties and their roles in fluid motion, fluid statics including forces acting on plane and curved surfaces, Kinematics and Dynamics of Fluid flow: Velocity and acceleration, stream lines, equation of continuity, irrotational and rotational flow, velocity potential and stream functions, flow net, methods of drawing flow net, source and sink, flow separation, free and forced vortices. Flow control volume equation, continuity, momentum and energy equations, Navier Stokes equation, Euler's equation of motion and application to fluid flow problems, pipe flow, plane, curved, stationary and moving vanes sluice gates, weirs, orifice meters and Venturi meters. Dimensional Analysis and Similitude: Buckingham's Pi-theorem, dimensionless parameters, similitude theory, model laws, undistorted and distorted models.

**Boundary Layer:** Laminar and turbulent boundary layer on a flat plate, laminar sub-layer, smooth and rough boundaries, submerged flow, drag and lift and its applications.

**Turbulent flow through pipes:** Characteristics of turbulent flow, velocity distribution, pipe friction factor, hydraulic grade line and total energy line, siphons, expansion and contractions in pipes pipe networks, water hammer in pipes and surge tanks.

**Open Channel Flow:** Flow types, uniform and non-uniform flows, momentum and energy correction factors, Specific energy and specific force, critical depth, resistance equations and roughness coefficient, rapidly varied flow, flow in transitions, Brink flow, Hydraulic jump and its applications, waves and surges, gradually varied flow, classification of surface profiles, control section, Integration of varied flow equation and their solution.

**Hydraulic machines and hydropower:** Centrifugal pumps-Types, characteristics, Net Positive Suction-head (NPSH), specific speed, Pumps in series and parallel. Reciprocating pumps, Air vessels, Hydraulic ram, efficiency parameters, Rotary and positive displacement pumps, diaphragm and jet pumps.

**Hydraulic turbines:** Types, classification, Choice of turbines, performance parameters, controls, characteristics, specific speed.

**Principles of hydropower development:** Types, layouts and component works, surge tanks, types and choice, Flow duration curves and dependable flow, Storage and pondage, Pumped storage plants, Special types of hydel plants.

**Hydrology:** Hydrologic cycle, precipitation, evaporation, transpiration, infiltration, overland flow, hydrographs, flood frequency analysis, flood routing through a reservoir, channel flow routing- Muskingam method.

**Ground Water flow:** Specific yield, storage coefficient, coefficient of permeability, confined and unconfined aquifers, radial flow into a well under confined and unconfined conditions, Open wells and tube wells. Ground and surface water recourses single and multipurpose projects, storage capacity of reservoirs, reservoir losses, reservoir sedimentation. Water requirements of crops consumptive use, duty and delta, irrigation methods, Irrigation efficiencies.

**Canals:** Distribution systems for canal irrigation, canal capacity, canal losses, alignment of main and distributary canals, Design of canal by Kennedy's and Lacey's theories, Water logging and its prevention.

**Diversion head works:** Components, Principles and design of weirs on permeable and impermeable foundations, Khosla's theory, Bligh's creep theory Storage works. Cross drainage works. Types of dams, design principles of gravity and earth dams, stability analysis. Spillways: Spillway types energy dissipation.

**River training:** Objectives of river training, methods of river training and bank protection.

**Highway Engineering:** Principles of Highway alignments, classification and geometric design, elements and standards for roads. Pavement: flexible and rigid pavements Design principles and methodology. Construction methods and materials for stabilized soil. WBM, Bituminous works and Cement Concrete roads. Surface and sub-surface drainage arrangements for roads, culvert structures. Pavement distresses and strengthening by



overlays. Traffic surveys and their application in traffic planning, Typical design features for channelized, intersection, rotary etc., signal designs, standard traffic signs and markings.

**Railway Engineering:** Permanent way, ballast, sleeper, chair and fastenings, points, crossings, different types of turn outs, cross-over, setting out of points, Maintenance of track, super elevation, creep of rails ruling gradients, track resistance tractive effort, curve resistance, Station yards and station buildings, platform sidings, turn outs, Signals and interlocking, level crossings.

**Airport Engineering:** Layouts, Planning and design.

### **Environmental Engineering**

**Water supply:** Estimation of water demand, impurities in water and their significance, physical, chemical and bacteriological parameters and their analysis, waterborne diseases, standards for potable water.

**Water collection & treatment:** Intake structures, principles and design of sedimentation tank, coagulation cum flocculation units slow sand filter, rapid sand filter and pressure filter, theory & practices of chlorination, water softening, removal of taste and salinity, Sewerage Systems, Domestic and industrial wastes, storm, sewage, separate and combined systems, flow through sewers, design of sewers.

**Waste water characterization:** Solids, Dissolved oxygen (DO), BOD COD, TOC, and Nitrogen, Standards for disposal of effluent in normal water course and on to land.

**Waste water treatment:** Principles and design of wastewater Treatment units--, Screening, grit chamber, sedimentation tank activated sludge process, trickling filters, oxidation ditches, oxidation ponds, septic tank; Treatment and disposal of sludge; recycling of waste water.

**Solid waste management:** Classification, Collection and disposal of solid waste in rural and urban areas, Principles of solid waste management.

**Environmental pollution:** Air and water pollution and their control acts. Radioactive waste and their disposal Environmental impact assessment of Thermal power Plants, mines and river valley projects, Sustainable development.

**Surveying:** Common methods and instruments for distance and angle measurements in Civil Engineering works, their use in plane table traverse survey, levelling, triangulation, contouring and topographical maps. Survey layouts for culverts canal, bridge, roads, railway alignment and buildings. Basic principles of photogrammetry and remote sensing. Introduction to Geographical information system.

**Engineering Geology** Basic concepts of Engineering geology and its applications in projects such as dams, bridges and tunnels.