

INSTRUCTIONS/CONDITIONS FOR NON TEACHING POSTS

Special Instructions

- 1- The applicant must possess prescribed qualifications on the closing date of receipt of applications. If a candidate is found ineligible at a later stage, his/her candidature will be rejected. The fulfillment of prescribed essential qualifications will not entitle a candidate to be shortlisted for the post. The candidates may be shortlisted on the basis of written test/skill test/physical test/computer type test/shorthand test and any other test as applicable for the post. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode of recruitment and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.

General instructions

- 2- Please read the instructions and procedures carefully before you start filling the online application form.
- 3- Candidates can apply for more than one post as per their qualifications. However, he/she should apply separately for each post. Application fee is also to be paid separately for each post.
- 4- Before registering/submitting their applications on the website, candidates should possess the following:-
 - a. Valid e-mail ID and Mobile number. The e-mail ID and mobile number entered in the online application form should remain valid/active till the recruitment process is completed. No change in the Email ID and mobile number will be allowed once submitted. The candidate himself/herself will be responsible for wrong or expired e-mail ID and mobile number.
 - b. **Photograph:** One recent coloured passport size photograph preferably with white background not more than three months old is to be **SCANNED AND UPLOADED** in the space earmarked and as per guidelines given in the online application form.
 - c. **Signature :** Signature (In black ink against white background) is to be **SCANNED AND UPLOADED** in the space earmarked, as per the guidelines given in the online application form. Candidates must ensure that the signatures are identical throughout the recruitment process at all stages and / or places. If any variation is found between the signatures, the candidature is liable to be cancelled. Candidates are advised to confirm that uploaded signature is clearly visible / identifiable at the appropriate place.
 - d. **Thumb Impression :** Thumb impression,(Right hand for female & Left hand for male/transgender) in blue ink against white background is to be affixed **SCANNED AND UPLOADED** in the space earmarked, as per guidelines given in the online application form.
 - e. No document other than photograph, signature and thumb impression are to be uploaded.
- 5- After registration online,the registration number and password will be generated.The candidate should take print out of the registration number and password displayed on screen, for future reference of his/her application status and for reprinting of his/her online filled application

form.

- 7- After successful submission of application, candidates can take print out of application form.
- 8- The hard copy of application form must be brought at the time of verification/scrutiny of documents.
- 9- In case of any problem in filling up of application form the candidate may contact on telephone number **01662-289519 between 09:00 AM to 04:30 PM on all working days.**
- 10- The candidate should give details of all the examinations passed from Matriculation or its equivalent and onwards and mention total marks, percentage of marks obtained, subjects and maximum marks in each examination. Wherever CGPA/OGPA or grading system in a degree/diploma is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/Board/Institute for which the candidate will have to produce a copy of authenticated norms with respect to his/her University/Institute at the time of verification of documents
- 11- The candidates, who have obtained degrees or Diplomas or Certificates for the various courses from any institution declared fake by the University Grants Commission/VCI/State Govt./CBSE/HBSE and other institutions/agencies, shall not be eligible for being considered for recruitment to the posts advertised.
- 12- No concession of fee is admissible to SC/BCA/BCB/EWS/Persons with disabilities and women candidates of the states other than Haryana.
- 13- The candidates can download written examination admit cards/call letter for computer type test/ skill test, physical test or any other screening test from the university website. University will not be responsible for any loss of e-mail / SMS sent due to invalid or wrong e-mail ID/ mobile number or delivery of e-mails to spam/bulk mail folder.
- 14- The in-service candidates applying online should also apply through proper channel along with self attested copies of all the documents including checklist, complete in all respect or produce "No Objection Certificate" along with service particulars and checklist, duly authenticated from the competent authority at the time of verification of documents otherwise their candidature will not be considered.
- 15- Applications which are incomplete/not on prescribed application form of LUVAS/ received late or offline will not be considered. The University shall not be responsible for any postal delay/lapse. No fee will be refunded in such cases.
- 16- The number of posts indicated in the advertisement can vary. The University also reserves the right to withdraw one or more of the post(s) advertised or cancel the advertisement or the selection process, without assigning any reason/notice.
- 17- Besides pay, as per scale mentioned in the advertisement, ADA, HRA, Medical Allowance etc. are admissible as per University rules adopted from time to time.
- 18- The minimum age limit is 18 years. Upper age limit is 42 years, relaxable upto five years in respect of Scheduled Castes and Backward classes, widow/women divorcee / legally separated women/unmarried women candidate. Upper age limit for persons with disabilities shall be relaxable (a) by ten years (15 years for SCs/BCs) in case of direct recruitment to Group 'C' and 'D' posts (b) by 5 years (10 years for SCs/BCs) in case of direct recruitment to Group 'A' and Group 'B' posts where recruitment is made otherwise than through open competitive examination; and (C) by ten years (15 years for SCs/BCs) in case of direct recruitment to Group 'A' and Group 'B' posts through open competitive examination. Relaxation in age limit shall be applicable irrespective of the fact whether the

post is reserved or not, provided the post is identified suitable for persons with disabilities. Ex-serviceman can be recruited upto the age of 42 years plus continuous military service added by three years. The retirement age for university employees is 60 years.

19- No TA/DA shall be paid by the LUVAS for any test.

20- **Reservation of posts** – Benefit of reservation will be admissible only to those SC/BCA/BCB/EWS/ Persons with disabilities/ESM/ESP candidates who are domicile of Haryana State. Reservation will be as per Haryana Govt. instructions adopted by the University from time to time.

The dependent sons/daughters of ESM who fulfil all conditions of qualifications, age etc. prescribed for posts will be considered on merit for the posts reserved for ESM, if suitable ESM candidates are not available. The children and the grand- children of Freedom Fighters (DFF) would be considered to the extent mentioned in Haryana Govt. letter No.22/20/83-3GSIII dated 26-7-1984 as amended from time to time, if the quota reserved for Ex-servicemen, remains unfilled due to non- availability of suitable Ex-servicemen or their dependents.

ESM/DESM candidates of Haryana claiming benefit will have to produce the fresh Eligibility Certificate from the concerned Zila Sainik Board at the time of verification of documents. Mere dependent certificate will not be entertained. ESM candidates should also produce at the time of verification of documents attested photo copy of identity card issued by concerned Zila Sainik Board.

NONE OF THE PERSON MENTIONED BELOW SHALL FALL WITHIN DEFINITION OF WARD/ DEPENDENT OF EX-SERVICEMEN IN TERMS OF HARYANA GOVT. LETTER NO.12/37/79-GSIII DATED 21-11-1980:-

- i) A person may be working on an ad hoc basis against the post advertised or somewhere else.
- ii) A person may be unemployed at the time of making the application but he may have other source of income viz., from agriculture, trade, property, bank balance etc.
- iii) A person who is a member of the joint Hindu family and remains dependent upon the Karta till there is partition in the family or he/she ceases to be a member of the joint Hindu family and is obliged to pass on all his/her income to the Karta and he/she draws money for his/her subsistence from the pool of the joint Hindu family with the consent of the Karta.
- iv) A candidate who is a member of the joint Hindu family is employed on ad hoc basis but he/she is otherwise dependent on his/her father.

Note: i) The SC/BCA/BCB/EWS/Persons with disabilities candidates are required to submit SC/BCA/BCB/EWS/Persons with disabilities Certificate duly issued by the competent authority at the time of verification of documents. Likewise the Eligible Sports person shall be required to submit the sports gradation certificate at the time of verification of documents as per Government instructions duly issued by the competent authority.

21- Qualifications, age and other aspects such as experience etc. will be determined with regard to the closing date fixed for receipt of applications.

22- Candidate applying for a post must ensure that he/she fulfils all the eligibility conditions on the closing date fixed for receipt of application. If on verification, at any time before or after the written examination or other test(s) or appointment, it is found that he/she does not fulfill any of the eligibility conditions or it is found that the information furnished is false

or incorrect, his/her candidature will be cancelled.

- 23- **An application form will be summarily rejected in the following events:-**
- i) If a candidate makes more than one application form for the same post.
 - ii) If the application is not on the prescribed application form.
 - iii) If the application is unsigned/incomplete/not online
 - iv) If the experience certificate is without detail of salary per month received (wherever the condition of experience apply).
 - v) If in-service candidate who applies through proper channel do not attach duly certified check list along with his application form.
 - vi) If a candidate does not possess the qualifications of Hindi or Sanskrit as one of the subject upto Matric standard/10+2/B.A./M.A.
 - vii) If a candidate does not possess the requisite academic qualifications on the cut off date / closing date of receipt of application.
 - viii) If a candidate is under age/overage on the cut off date/ closing date
 - ix) If the full application processing fee is not deposited in the manner prescribed.
 - x) If application does not indicate visible identification mark in appropriate column of application form .
- 24- All claims mentioned in the application forms should be on the basis of relevant and authenticated documents only, which should be produced in original at the time of screening/ verification of documents.
- 25- In case the registration number of any candidate is not generated at the time of filling his online form, he/she should mail his/her order number to recruitment@luvas.edu.in within seven days from the date of filling up his/her form, failing which the admit card will not be generated and the candidate himself/herself will be responsible.
- 26- **Mere possession of prescribed qualifications will not entitle a candidate for selection. As per notification issued by the State Govt. vide No. G.S.R-25/Const./Art. 309/217 dated 13.12.2017 and further clarification issued vide Chief Secretary to Govt. Haryana letter No. 22/28/2003-3GS III dated 25.8.2018, adopted by LUVAS, Hisar with the approval of competent authority, a total of 100 marks will be available for scoring which include written examination of 90 marks and 10 marks for socio-economic and experience for selection to the posts of Group-C & Group D. The written exam shall be divided into two portions as per details given in the syllabus for written examination.**
- 27- **The candidates are advised to fill all the columns of their application form carefully. After final submission i.e. payment of application processing fee, no change will be allowed. The candidate will be responsible for any mistake in the application form and fee paid by him/her will not be refunded. No correspondence regarding any change or modification will be entertained in this regard. All information regarding written test and any other test(s) shall be made available on the website of the university.**
- 28- In case of any clarification on recruitment process, please e-mail at help desk recruitment@luvas.edu.in No other form of communication shall be entertained. However, pendency of any such query will not effect in extension for scheduled dates of recruitment process.
- 29- In case of tie in a particular post, the tie will be resolved as under:

If more than one candidate (s) obtains equal marks in the written examination, the merit will be fixed on the basis of marks obtained in the essential qualifying examination of that post, meaning thereby if the essential qualification for the post of Lab Attendant is 10+2, the deciding factor will be the marks obtained in 10+2 examination. If in the qualifying examination also the marks are equal, the merit will be on the basis of next lower examination. If still the marks in the lower examination are equal then the older in age will be senior on merit.

- 30- **Documents to be brought at the time of scrutiny / verification of documents**
- a) All original certificates / documents / testimonials of educational qualifications, experience and other documents mentioned in the online application form along with one set of self attested copies of all these certificates.
 - b) Printed copy of online application form along with latest photo, admit card and identity proof i.e. identity card / driving license/ passport/ voter card/pan card/ aadhar card etc.
- 31- **USE OF MOBILE PHONE, PAGER AND OTHER ELECTRONICS DEVICE IN WRITTEN TEST/ANY OTHER TEST IS STRICTLY PROHIBITED.**

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