



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)
'A+' Grade University Accredited by NAAC

E-mail: dr.estb.t@mdu.ac.in

ADVT. NO. PR- 01 of 2025

Maharshi Dayanand University, Rohtak invites online applications from eligible candidates for recruitment against regular teaching posts of Professors/Associate Professors / Assistant Professors (Budgeted) for various University Teaching Departments/ Centres/ Institutes. **The candidates who had previously applied in response to Advt. No. PR-01 and PR-08 of 2024 are also required to apply afresh.**

Opening Date for submission of Online Applications:-	15.05.2025
Closing date for submission of Online Applications:-	05.06.2025
Last date for submission of Hard copy of the online submitted application form along with supporting documents:- 12.06.2025	

Applications must be submitted online through the link available on the university website i.e. www.mdurohtak.ac.in. For detailed information/instructions, please refer to the University website.

The candidates are advised to visit University website regularly for any updates/ corrigendum/ amendment.

IMPORTANT NOTE: Only online submitted applications complete in all respects including all the relevant documents will be considered.

REGISTRAR



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

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ADVT. NO. PR- 01 of 2025

Advertisement for Faculty positions of Professors and Associate Professors in various Departments/Subjects of Maharshi Dayanand University.

IMPORTANT NOTE: Only online submitted applications complete in all respects along with all the relevant documents will be considered

Opening Date for submission of Online Applications: - **15.05.2025**

Closing date for submission of Online Applications: - **05.06.2025**

Last date for submission of Hard copy of the online submitted application form along with supporting documents:- **12.06.2025**

Online Applications in the prescribed format are invited from eligible candidates for direct recruitment to the following faculty positions as per details given below:-

Sr. No.	Subject	Post	UR	EWS	DSC	OSC	BC-A	BC-B	ESM (UR)	ESM (SC)	PWD	Total
1	Biochemistry	Associate Professor				1						1
		Assistant Professor	1		1							2
2	Bioinformatics	Associate Professor	1									1
		Assistant Professor	1									1
3	Biotechnology	Associate Professor		1								1
		Assistant Professor	1			1						2
4	Botany	Assistant Professor		1	1							2
5	Chemistry	Assistant Professor	4	1	2	1	2	1				11
6	Commerce	Professor	1									1
		Associate Professor			1							1
		Assistant Professor	2	1					1			4
7	Computer Science	Assistant Professor	2			1		1				4
8	Defence & Strategic Studies	Associate Professor	1									1
		Assistant Professor	2									2
9	Economics	Professor	1		1							2
		Associate Professor	1			1						2
		Assistant Professor	3		1						1	5
10	Education	Professor	1									1
		Assistant Professor				1						1
11	English	Assistant Professor			1		1	1				3
12	Environmental Science	Assistant Professor					1					1
13	Food Technology	Assistant Professor	1	1								2

Sr. No.	Subject	Post	UR	EWS	DSC	OSC	BC-A	BC-B	ESM (UR)	ESM (SC)	PWD	Total
14	Genetics	Professor			1							1
		Assistant Professor	2									2
15	Geography	Associate Professor	1		1							2
		Assistant Professor	2			1	2	1				6
16	Hindi	Associate Professor	1			1						2
		Assistant Professor	3		1		1	1				6
17	History	Professor				1						1
		Assistant Professor	3		1	2	1		1			8
18	Journalism & Mass Communication	Associate Professor	1									1
		Assistant Professor	1			1						2
19	Law	Assistant Professor	3	1	2		3			1 DSC		10
20	Management (IMSAR)	Professor	1									1
		Associate Professor	1		1							2
		Assistant Professor	1	1		1						3
21	Mathematics	Assistant Professor					1					1
22	Microbiology	Assistant Professor	1 (Against Leave Vacancy)		1							2
23	Music	Associate Professor	1									1
		Assistant Professor	1			1						2
24	Pharmaceutical Sciences	Professor				1						1
		Associate Professor				1						1
		Assistant Professor					1					1
25	Physical Education	Assistant Professor		1	1	1						3
26	Physics	Assistant Professor			1	1	1					3
27	Political Science	Assistant Professor				1						1
28.	Psychology	Professor	1									1
		Associate Professor	1									1
		Assistant Professor			1		1					2
29	Public Administration	Professor	1									1
		Assistant Professor	1			1	1					3
30	Sanskrit	Associate Professor			1							1
		Assistant Professor	2				1					3
31	Sociology	Professor	1									1
		Associate Professor	1		1		1					3
		Assistant Professor	1		1		1				1	4
32	Statistics	Assistant Professor	2		1	1	1					5
33	Visual Arts	Assistant Professor	1	1							1	3
34	Zoology	Assistant Professor	1									1
Total			59	9	23	21	20	5	2	1	3	143

*UR (Unreserved), EWS (Economically Weaker Section), DSC (Deprived Scheduled Castes), OSC (Other Scheduled Castes), BC (Backward Classes), ESM (Ex-Service Man), PWD (Person with Disability)

Note –

1. Number of posts advertised may vary including complete withdrawal without assigning any reason, thereof.
2. The reservation has been provided as per State Govt. reservation policy. The number of posts is subject to change as per Govt. of Haryana reservation policy/ norms/ clarifications, if any. Change, if warranted will be notified through the University website only i.e. www.mdu.ac.in.

PAY LEVEL:

PROFESSOR: LEVEL 14 (144200-218200)

ASSOCIATE PROFESSOR: LEVEL-13A (131400-217100)

ASSISTANT PROFESSOR: LEVEL-10 (57700-182400)

Application Fee

Sr. No.	Category	Fee Details in INR
1	Unreserved, ESM	Rs. 1600/-
2	Female (Haryana Residents)	Rs. 800/-
3	SC / BC-A/BC-B/ EWS (Haryana Residents)	Rs. 400/-
4	PwD (Haryana Residents)	Nil

Note:

1. Fee once deposited is neither transferable nor refundable or adjustable.
2. Candidates applying for multiple posts will be required to pay separate fee against each post.
3. The fee will be accepted through online mode only. Link has been given in the online Application Form on the University website i.e. www.mdu.ac.in
4. **The Candidates who had previously applied in response to advt. no. PR-01 & PR 08 of 2024 are also required to apply afresh. Such candidates need not pay the application fee again, however, shall submit the proof of earlier paid fee.**
5. **A candidate who had applied earlier and now does not want to apply again or the post has not been advertised now, may apply for refund of fee within two months of publication of this advertisement by submitting the proof of earlier paid fee against the earlier advt. no. PR-01 or PR 08 of 2024.**

IMPORTANT INSTRUCTIONS/CONDITIONS FOR APPLYING FOR TEACHING POSTS

1. Candidates are advised to visit official website of the Maharshi Dayanand University, Rohtak, i.e., "www.mdu.ac.in" only and exercise due care regarding fake websites.
2. Fresh applications from interested candidates are invited through online mode and applicant are required to submit two hard copies of the online submitted application along

with supporting documents (duly numbered and self attested) in the office of the Deputy Registrar, Establishment Teaching Branch, M. D. University, Rohtak within 7 days from the closing date i.e. **05.06.2025**.

3. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down for each post, in this advertisement.
4. Candidate applying for multiple posts will have to select appropriate option(s) available on the portal to specify choice of posts. **Each post is given a unique post code.**
5. SET/SLET will be considered only if conducted by the Government of Haryana.
6. In case, conversion formula from CGPA to marks/percentage is not available on the document of the candidate, it will have to be provided by the candidate from the competent authority of concerned Institute/University. If the candidate fails to provide the proof of conversion formula, then CGPA shall be multiplied by default value 9 on a scale of 10 to obtain the percentage of marks; and in case of any other scale, the factor to be multiplied will be taken proportionate to 9 e.g. if 4-point scale is there then the CGPA will be multiplied by $9 \times \frac{10}{4}$.
7. To compute the merit points, no rounding shall be carried out. The number should be accurate to three decimal places.
8. There are various options available for the payment through Net Banking, UPI etc. The University will not be responsible for any sort of delay in the payment of application fee by the candidate due to technical failure or any other issue of the payment mode used by the candidate. If the application fee is not received by MDU within the due date/time, the application will be summarily cancelled or rejected.
9. The scores (based on data filled in by the candidate) shall be displayed on recruitment portal and candidate(s) can represent if any discrepancy is noticed within stipulated period as notified through an email at support.recruitment@mdurohtak.ac.in with the subject: Advt. No. **PR- 01 of 2025**.
10. A candidate whether belongs to UR or reserved category, i.e., DSC/OSC/BCA/BCB/EWS/ESM/PWD should submit only one online application form against **each post code**. If a candidate submits more than one application against the same post code, only the latest one will be considered.
11. The candidates who were registered for Ph.D. Programme prior to July 11, 2009 and have been awarded degree, are required to produce a certificate for fulfillment of the conditions, issued by the Registrar or Dean Academic Affairs of the concerned university as per **Annexure - I**.
12. The candidates who were registered for Ph.D Programme on or after July 11, 2009 are required to produce a certificate for fulfillment of the provisions of the UGC (minimum standards and procedure for award of Ph.D. degree) Regulations 2009, issued by the Registrar or Dean Academic Affairs of the concerned University as per **Annexure- II**.

13. The candidates who have obtained the degrees from Singhania University (Rajasthan), EILM University (Sikkim), Manav Bharti University (Himachal Pradesh), Vinayaka Mission University (Sikkim), Global Open University (Nagaland) and Vinayaka Mission University, Salem, Tamilnadu and have been declared ineligible vide notification. D.O No. F 5-4/2014 (CPP-I/PU) dated 05.08.2014 and D.O No. F 10-6/2011 (PS) Misc. dated 06.07.2015 will not be considered for appointment in the University. However, their candidature will be considered for the appointment in the University if they upload the certificate as per **Annexure–III**, in addition to **Annexure I or II**, whichever is applicable from the concerned University. Such candidate(s) having degrees issued by the above Universities through Distance Education Mode will have to provide the certificate duly verified from the Distance Education Council/Distance Education Bureau, New Delhi.

Furthermore, in case of candidates who are otherwise eligible, the benefit of such degrees towards marks/weightage/score would also be subject to uploading of the certificates as per **Annexure-III**, in addition to **Annexure I or II**, whichever is applicable.

14. The candidate(s) belonging to Reserved Category applying against unreserved post needs to justify his/her eligibility for the post and also upload the relevant proof alongwith application and NET Score Card of that session alongwith cut off. Reserved category candidates shall be considered against UR category strictly as per Govt. letter No.EC/2018/20179-389 dated 26.04.2018 & 12/1-2017 Ad (3) dated 04.06.2018.
15. The University reserves the right of deciding the disciplines as concerned/allied/relevant while scrutinizing the applications. The decision of the university shall be final and binding for the candidate.
16. a) The benefit of reservation will be given only to those (DSC/OSC/BC-A/BC-B/PWD/ESM/EWS etc.) applicants who are domiciled in the State of Haryana.
- b) The applicants seeking reservation under any category e.g. DSC/OSC/BC-A/BC-B/PWD/EWS/ESM etc. are required to submit the requisite certificate issued by the Competent Authority as prescribed by the Haryana Government. The benefit of reservation to the applicants belonging to Backward Class Category is to be considered strictly as per the provisions of Haryana Backward Class (Reservation in Services and Admission in Educational Institutions) Act, 2016. The applicants who have claimed such reservation are required to produce the requisite certificate along with income certificate issued from the Competent Authority as defined vide State Govt. Notification issued from time to time. In case of women candidates, certificate from in-laws (Husband side) will not be entertained.

Backward class Block (A & B) candidates claiming benefit of reservation have to upload a certificate issued by the competent authority of Haryana dated not before six months of the last date of receipt of applications mentioning therein that he/she is not covered under the criteria of creamy layer as per State Govt. instructions issued vide letter no. 1170-SW(1)-95 dated 07.06.1995 & No. 213-SW(1)-2010 dated 31.08.2010, No. 22/22/2004 3GS-III dated 14.06.2016, No. 1282-SW(1) dated 28.08.2018, No. 512-SW (1) 2021 dated 01.12.2021 and Haryana Govt. Gazette Notification 107-2024/Ext. dated 16.07.2024 as per **Annexure IV** titled “Backward Class Certificate (Block ‘A’ or ‘B’)”.

Note-

- (i) The applicants of reserved categories of Haryana for which no vacancy is available/reserved, can apply for the posts in General category, if he/she fulfills all the eligibility conditions i.e. age, qualification & experience etc. as meant for general category except fees and also attach scanned copy of his/her caste certificate for claiming fee concession. Any other relaxation will not be admissible to such applicants.
 - (ii) The reserved category applicants of other states will be considered only against General Category. Such applicants should fulfill all the eligibility conditions as meant for General Category applicants.
 - (iii) Only such PWD candidates who suffer 40% or more relevant disability would be eligible for reservation under this category.
 - (iv) The benefit of reservation to Ex-Servicemen and their children will be given in accordance with the instructions of the State Govt. Haryana conveyed vide letter No. 12/15/2019-4GS-II dated 14.07.2021 and No. 12/15/2019-4GS-II dated 09.03.2022 and No. 12/15/2019-4GS-II dated 13.04.2022 as well as any other latest instructions issued by the State Govt. of Haryana from time to time.
 - (v) ESM applicants of Haryana claiming benefit will have to produce the fresh eligibility certificate from the concerned Zila Sainik Board to the effect that his/her father has not availed the benefit of re-employment in any Government Service, Public Sector undertaking including Para-Military Forces, in view of State Government instructions. Mere dependent certificate will not be entertained.
 - (vi) As per Government of Haryana letter no. 22/12/2019-1GS-III dated 25.02.2019 point no. 3.3 "Where in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non availability of a suitable candidate belonging to EWS, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog and will be filled from unreserved category".
17. Candidates are advised not to change their mobile number/e-mail id mentioned at the time of registration. Candidates are also advised not to give mobile number/ e-mail id of unknown person/ stranger to avoid any future complications. It shall be responsibility of the candidate himself/ herself for visiting the website of MDU, Rohtak i.e. www.mdu.ac.in and checking his/ her E-Mail Account regularly for important notifications. Maharshi Dayanand University, Rohtak shall not be responsible in any manner for non-delivery of any email.
18. All correspondence with the candidate during the recruitment process may be made through a valid email ID provided by the candidate in the application form. MDU shall not be responsible in any manner for non-delivery of E-Mail. It shall be responsibility of

the candidate to update himself/ herself by visiting the recruitment portal at M.D.U. Website i.e., www.mdu.ac.in and by also checking his/her E-Mail Account regularly for important notifications.

19. In case of integrated programme, which comprises two modules i.e. first module for UG and second module for PG, the percentage marks shall be considered for both the degrees separately (i.e. graduation and post-graduation).
20. In case of lateral entry programmes, the percentage marks given in the degree of awarding university shall be considered final.
21. Since the practical work including use of gases, acids, tools, machinery etc. is involved in Sciences, the blind persons (visually impaired persons) may not be considered against teaching posts in these faculties.
22. 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/ her;
 - ii. who is a person of unsound mind and questionable conduct or not medically fit to perform his/ her duties.
 - iii. who has entered into or contracted a marriage with a person having a living spouse; 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. any other category of person disqualified for appointment by the Govt. of India/ State Govt./ UGC from time to time.
23. Candidates, who have obtained degrees or certificates required for fulfilling the eligibility conditions from any University/Institution declared fake by the University Grants Commission or not recognized by Haryana Government/ Govt. Regulatory Bodies shall not be eligible for recruitment to the advertised posts and no representation in this regard shall be entertained.
24. The eligibility of every candidate will be determined on the basis of acquired qualifications and communicated to the office by him/her up to the last date fixed for submitting of online applications. No certificate/ document will be accepted after the last date of online submission.
25. The teaching/ research experience will be considered only after acquiring the essential qualification as per State Govt/ UGC guidelines. As a proof of experience, the candidates are required to submit Form No. 16 for the claim period or Salary statement from the employer alongwith bank statement for the correspondence period duly certified by the employer in addition to the Experience Certificate

26. All the educational qualifications should be from a University/ Institution/ Board recognized by Govt. of India/State Govt. approved by Govt. Regulatory Bodies and the final result should have been declared on or before the last date of submission of application form. The candidates who are able to prove through documentary evidence that the result of the qualifying examination was declared on or before the last date of submission of application form and he/she has been declared passed, will also be considered to have the required Educational Qualification.
27. The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the university. In case the result of a particular examination is posted on the website of the university, a certificate issued by the appropriate authority of the university indicating the date on which the result was posted on the website will be taken as the date of passing.
28. As per Ministry of Human Resources Development Notifications No. 44 dated 01.03.1995 published in Gazette of India edition dated 10.06.2015, the Degree obtained through open Universities/ Distance Education Mode needs to be recognized by Distance Education Council, IGNOU (Now Distance Education Bureau, UGC). Accordingly, unless such Degrees had been recognized by IGNOU (Now Distance Education Bureau) for the period when the candidates acquired the relevant qualification, these will not be accepted for the purpose of Educational Qualification.
29. Mere submission of online application does not mean that the candidate is eligible for appointment to the post applied for. The eligibility shall be verified at the time of verification of original documents as per qualifications and terms & conditions of advertisement. If at any stage, it is found that the information furnished by the candidate is fake or incorrect, the candidature will be cancelled, and the candidate will also be liable to legal proceedings.
30. The possession of prescribed essential qualification does not entitle a candidate to be called for an interview. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, or the criteria for selection, etc. will be final and binding on the candidates. No query or correspondence will be entertained in this regard.
31. The University shall, in no way, be responsible for any error/ omission/ commission/ suppression of relevant information by the applicant knowingly/ unknowingly/ overtly/ covertly while filling up the application form and uploading the documents required therein. Candidates must ensure that they fulfill all the eligibility conditions on the last date fixed for receipt of application. If on verification at any stage, before or after the selection, it is found that the candidate did not fulfill any of the eligibility condition(s) as on last date or it is found that the information furnished is false or incorrect, the candidature will be cancelled, and services will be terminated. Applicants will also be liable for criminal/legal prosecution.
32. Candidate should not furnish any particulars that are fake, tampered/ fabricated and should not suppress any material information while filling up the online application form.

33. No change in the category of any candidate is allowed after submission of application form. No correspondence/ E-Mail/ phone will be entertained in this regard.
34. The status of shortlisting will be made available to the candidates on recruitment portal before the interview as per Selection Criteria available at **Annexure V, VI, VII, VIII**. A time of five days will be given to invite objections, if any, and thereafter the same will be considered by the Screening Committee. In case of any dispute with regard to screening of the application, the decision of the University shall be final.
35. No TA/DA shall be paid by the University for appearing in the interview.
36. The candidate in regular appointment should apply through proper channel and upload “No Objection Certificate” signed by his/ her employer as per **Annexure-IX**. However, if a candidate is not able to upload the NOC while submitting the application, he/she has to produce the same at the time of interview. Those who do not apply through proper channel or do not submit the NOC at the time of interview will not be considered for any benefit of past employment, if selected.
37. The entire onus of the content/ authenticity of the information being provided in the application form and its attachments shall exclusively rest with the applicant in terms of eligibility for recruitment and for subsequent selection through due process.
38. The University reserves the right to revise/ reschedule/ cancel/ suspend/ withdraw the recruitment process in part or full without assigning any reason. The decision of the University shall be final and binding and no appeal in this regard shall be entertained.
39. Merely fulfilling the minimum qualifications or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview. The University may restrict the number of applicants to be called for interview on the recommendations of the shortlisting/screening committee, constituted by the Competent Authority.
40. Candidates must upload the first page of all publications claimed/listed alongwith proof of refereed / peer reviewed / UGC listed / UGC CARE List / SCOPUS indexed / WoS indexed Journals, Thompson Reuter Impact Factor and authenticity with a valid document in online application, failing which score will not be allotted as per the claim and the candidate may not be called for interview due to lack of the minimum requirement/ cut off as per the norms. The University will not be responsible for the same. Candidates are required to bring hard copies of all documents, publications along with a hard copy of the application form at the time of interview if called for the same.

Further, an undertaking regarding originality of the submitted research work is to be given by the applicant as prescribed in the Application Form.

41. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the candidates. In case of any dispute arising out of such a situation, the decision of the University shall be final and

binding on the applicant.

42. Canvassing in any form on behalf of any candidate shall disqualify the candidature.
43. The University reserves the right not to fill any of the vacancies advertised, if circumstance so warrant, without assigning any reason thereof.
44. Any changes/ corrigendum/ addendum/ updation/ cancellation notice related to the recruitment process shall be uploaded on official website of MDU i.e. www.mdu.ac.in only. Therefore, candidates are advised to check the University website regularly.
45. Information uploaded on the University website shall not be provided to any candidate under RTI Act, 2005. The uploaded information on the University website shall remain for a specific period only. Therefore, the candidates are advised to download the information and keep the same for future reference. During the recruitment process, neither any application under RTI Act, 2005 shall be entertained nor information shall be provided. Factual information under RTI Act may be provided only after declaration of final result and completion of the entire recruitment process of this notification subject to provisions of RTI Act. Reply shall not be provided for any inferential or speculative question.
46. All original documents in support of the claims should be produced by the candidate for verification before/at the time of interview, if called for.
47. Candidates applying for the post of Associate Professor must necessarily upload best seven research papers. Candidates applying for the post of Professor shall upload either best ten research papers or evidence of outstanding professional having 10 years of experience. Such Research Publications will be considered only if they upload the full length paper for the same.
48. Every uploaded document shall be duly signed and self-certified by the candidate.
49. The age of the candidate for the post of Assistant Professor should not be more than 42 years on the last date of submission of online application form. However, the maximum age limit is relaxable as per Haryana Government norms (**Annexure-X**).
50. All disputes pertaining to the recruitment of these posts shall fall within the jurisdiction of Rohtak Court only.
51. For the post of Professor and Associate Professor, the top $12+3n$ candidates will be shortlisted for n ($n=1,2,3,\dots$) posts on the basis of the research score as per **Section A** of **Annexure-V**. For example, 15 for single post and 18,21,24,... for 2,3,4,... posts, respectively. In case of tie of the score with the lowest qualified candidates, all such candidates having same such score shall also be included in the list of shortlisted candidates. If the number of candidates is less than $12+3n$ for n posts, then all eligible candidates will be deemed to be shortlisted for interview. Further, the process of shortlisting / selection will be carried out for filling up only that many advertised posts which satisfy atleast 1:3 ratio for advertised number of posts to the number of eligible candidates e.g. If there are 7 eligible applicants for three advertised posts, then selection shall be made only against two posts.
52. For the post of Assistant Professor, the top $20+5n$ candidates will be shortlisted for n ($n=1,2,3,\dots$) posts on the basis of score as per **Table 1** of **Annexure-VI, VII, VIII**. For example, 25 for single post and 30, 35, 40,... for 2,3,4,... posts, respectively. In case of

tie of the score with the lowest qualified candidates, all such candidates having such same score shall also be included in the list of shortlisted candidates. If the number of candidates is less than $20+5n$ for n posts, then all eligible candidates will be deemed to be shortlisted for interview. Further, the process of shortlisting / selection will be carried out for filling up only that many advertised posts which satisfy atleast 1:3 ratio for advertised number of posts to the number of eligible candidates e.g. If there are 7 eligible applicants for three advertised posts, then selection shall be made only against two posts.

53. In case the applicant get screened/ shortlisted/ selected/ appointed based on the credentials furnished by applicant which are, on scrutiny, found to be incorrect/ inadmissible/ forged/ fabricated/ falsified, applicant's candidature shall be liable to be cancelled at any stage of the recruitment/ at any time during the tenure of the service and appropriate legal action under applicable rules/law shall be initiated against the applicant. The University shall verify the antecedents or documents submitted by a candidate at the time of appointment or any time during the tenure of service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/ background and has suppressed the said information, then his/ her service shall be terminated.
54. The decision of the University shall be final regarding any clarification or to clear any ambiguity on any instruction.

Note: For more information regarding qualifications, eligibility conditions, etc. for the posts of Professors, Associate Professors and Assistant Professors, Annexure-XI may be referred to.

Annexure-I

(For the candidates who registered for Ph.D. Programme prior to July 11, 2009)

CERTIFICATE

Certified that Dr. _____
son / daughter of Sh. _____
Regn. No. _____ has been awarded Ph.D. Degree vide
Notification No. _____ Dated ____/____/_____. He/ She has fulfilled the
following conditions prescribed by the U.G.C. under point 3 of U.G.C notification
dated 11.07.2016, published in the Gazette of India, New Delhi on 11.07.2016 : -

1. Ph.D. degree of the candidate awarded in regular mode only;
2. Evaluation of the Ph.D. thesis by at least two external examiners;
3. Open Ph.D. viva-voce of the candidates had been conducted;
4. Candidate has published two research papers from his/ her Ph.D. work out of which at least one must be in a referred journal;
5. The candidate has presented at least two papers, based on his/ her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any similar agency.

Certified by

Registrar or the Dean Academic Affairs
of the Concerned University

(For the candidates who registered for Ph.D. Programme on or after July 11, 2009)

CERTIFICATE

This is to certify that Mr./ Ms. _____ son/ daughter of Sh. _____ with
Regn. No. _____ has been awarded the Degree of Ph.D. on _____
in the subject of _____ on fulfilment of the Provision of the UGC (Minimum
Standards and Procedure for awards of Ph.D. Degree) Regulations, 2009.

Certified by

Registrar or the Dean Academic Affairs
of the Concerned University

Annexure-III

(The candidate who have obtained their degrees from Singhania University (Rajasthan), EILM University (Sikkim), Manav Bharti University (Himachal Pradesh), Vinayak Mission University (Sikkim), Global Open University (Nagaland) and Vinayak Mission University, Salem, Tamilnadu and want to claim the benefit of his/her degree are required to submit a certificate from their Universities, in addition to Annexure-I or II whichever is applicable)

CERTIFICATE

This is to certify that Mr./ Ms. _____ son/ daughter of Sh. _____ has completed his/ her _____ degree through the main campus of the _____(Name of the University)_____ at regular mode with the approval of the Statutory Bodies/ Councils, wherever it is required.

Further, in case of M.Phil/ Ph.D. degrees, this is to certify that the University has allocated the supervisor from amongst the regular faculty members in a department or its affiliated PG College/Institutes depending on the number of students per faculty members, the available specialization among the faculty supervisor and the research interest of the student.

Certified by

Registrar or the Dean Academic Affairs
of the Concerned University

Annexure-IV

BACKWARD CLASS CERTIFICATE (BLOCK 'A' or 'B')

This is to certify that Mr./ Ms. _____ son/ daughter of Sh. _____
resident of Village/ Town _____ Tehsil _____
Distt. _____ of the State/ Union Territory _____
belongs to the _____ Caste, which has been notified as Backward Class by
the Haryana Government and is placed in Block (mention Block 'A' or 'B').

This is to certify that he/ she does not belong to the person/ section (Creamy Layer) as
per State Govt. letter No. 1170-SW(1)-95 dated 07.06.1995 & No. 213-SW(1)-2010
dated 31.08.2010, No.22/22/2004 3GS-III dated 14.06.2016, No.1282-SW(1) dated
28.08.2018, No. 512- SW (1) 2021 dated 01.12.2021 and Haryana Govt. Gazette
Notification 107-2024/Ext. dated 16.07.2024.

This certificate is being issued to him/her on the basis of verification of
Sarpanch/Patwari/Kanungo.

Sr. No.:.....

Place

Dated :.....

Signature with seal of issuing Authority

Full Name.....

Designation.....

Address with Telephone No. With code.....

Issuing Authority : Tehsildar or Naib Tehsildar
Head of Department in case of Govt. employees

Criteria for short listing and selection of candidates for appointment to the post of Associate Professor and Professor in the University

A. Criteria for short listing the eligible candidates for appointment to the post of Associate Professor and Professor in the University

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: Copies of publications, project sanction letter, utilization and completion certificate issued by the University and acknowledgement for patent filing and approval letters, student's Ph.D. award letters, etc.)

S. N.	Academic/ Research Activity		Faculty of Sciences/ Engineering/ Agriculture/ Medical/ Veterinary Sciences	Faculty of Languages/ Humanities/ Arts/ Social Sciences/ Library/ Education/ Commerce/ Management & other related disciplines
1.	Research Papers in Peer-reviewed/ UGC Journals upto 13.06.2019 and UGC CARE Listed Journals w. e. f. 14.06.2019	Without Impact Factor	13	15
		Impact Factor between 0 and 1	18	20
		Impact Factor between 1 and 2 (1 and 2 both inclusive)	23	25
		Impact Factor between 2 and 5 (only 5 inclusive)	28	30
		Impact Factor between 5 and 10 (only 10 inclusive)	33	35
		Impact Factor greater than 10	38	40
2.	Publications (other than Research Papers)			
	a) Books authored which are published by;			
	International Publishers		12	12
	National Publishers		10	10
	Chapter in Edited Book		05	05
	Editor of Book by International Publisher		10	10
	Editor of Book by National Publisher		08	08
	b) Translation work in Indian and Foreign Languages by qualified faculties			
	Chapter or Research Paper		03	03
	Book		08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula			
	(a) Development of Innovative Pedagogy		05	05

	(b) Design of new curricula and courses	02 Per curricula/ course	02 Per Curricula/ course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (in case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/ subject matter expert for each module MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (in case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/ paper/ e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper/ e-book	10	10
4.	(a) Research Guidance		
	Ph. D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M. Phil (only upto the Academic Session allowed by the UGC) / P.G. dissertations	02 per degree awarded	02 per degree awarded
	(b) Research Project Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Project Ongoing		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5.	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/ organisation like UNO/ UNESCO/ World Bank/ International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04

	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

Note 1 Impact factor to be determined as per Thomson Reuters list

2.
 - a) For two authors: 70% of total value of publication for each author.
 - b) For more than two authors: 70% of total value of publication for the First / Principal / Supervisor / Co-Supervisor / Corresponding author and 30% of total value of publication for each of the joint authors.
 - c) For Publications other than Research Paper, 70% of total value of Publication for each author in case of two authors and 30% of total value of publication in case of more than 2 authors. However, first/corresponding author will get 70% marks irrespective of total number of authors.
3. For Joint Projects: Principal Investigator and Co-investigator would get 50% each.
4.
 - (i) Paper presented if part of edited book or proceeding then it can be claimed only once.
 - (ii) For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor/Supervisor and Co-supervisor, both shall get 7 marks each
5. The research score shall be from at least three categories out of six categories.

*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b): Policy Document and 6: Invited lectures / Resource Person / Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

For example: Suppose, the total score obtained is 400 which includes the score from the category 5(b) and 6 as 140 i.e. the score from other categories is 260. Find 30% of the total score, which in this case is $30\% \times 400 = 120$. Due to upper capping of 30% of the total research score, 120 score will be counted and not 140. The effective total score will be $260 + 120 = 380$.

On the basis of the research score, the top $12 + 3n$ candidates will be shortlisted for n ($n=1,2,3,\dots$) posts, for example, 15 for single post and 18,21,24,... for 2,3,4,... posts, respectively. In case of tie of the score with the lowest qualified candidates, all such candidates having same score shall also be included in the list of shortlisted candidates. If the number of candidates is less than $12 + 3n$ candidates for n posts, then all such candidates will be deemed to be shortlisted candidates for interview. The process shall not be carried forward if the number of eligible candidates is less than 3.

Further, the process of shortlisting / selection will be carried out for filling up only that many advertised posts which satisfy atleast 1:3 ratio for advertised number of posts to the number of eligible candidates e.g. If there are 7 applicants for three advertised posts, then selection shall be made only against two posts.

B. Selection of shortlisted candidates for UTDs/ MDU-CPAS/CDOE:

The shortlisted candidates shall appear before the selection committee having composition as per Statute – 22 of M. D. University Act.

The selections shall be based on the performance in the interview by assessing the following:

Sr. No.	Component	Weightage	
		For Associate Professor	For Professor
(i)	Subject Knowledge	30%	20%
(ii)	Research Contribution	30%	40%
(iii)	Presentation, & ICT Knowledge	20%	20%
(iv)	Communication Skills & Overall Personality	20%	20%

Note: The candidates failing to secure atleast 50% marks in the performance of the interview will not be considered suitable for selection.

**Criteria for shortlisting and selection of eligible candidates for appointment to the post of
Assistant Professor in the University
(Other than the discipline of Management / Pharmaceutical Sciences)**

1. Criteria for shortlisting

S. No.	Academic Record	Score			
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% =10	45% to less than 55%=05
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/BC (non-creamy layer)/PWD) to less than 60%=20	
3.	M. Phil. (Only upto the Academic Session allowed by the UGC)	60% & above=07	55% to less than 60% =05	Maximum - 30 marks	
4.	Ph.D.	30			
5.	NET with JRF	07			
	NET	05		Maximum – 07 marks	
	SLET/SET	03			
6.	*Research Publications	10 (Max.)			
	a. SCOPUS/Web of Science	03 marks / publication			
	b. UGC CARE list w.e.f. 14 th June 2019/ Publications prior to 14 th June, 2019 in peer reviewed or UGC old listed journals	02 marks / publication			
7.	Teaching / Post Doctoral Experience (2 marks for one year each)#	10			
8.	Awards	Maximum – 03 marks			
	International / National level (Awards given by International Organizations/ Government of India/ Government of India recognized National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

If the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately. The candidates are required to submit Form No.16 or the salary statement issued by the employer and supported by the Bank Statement for the claimed period as proof of the experience in addition to the experience certificate.

On the basis of score as per above Table, the top 20+5n candidates will be shortlisted for n (n=1,2,3,...) posts, for example, 25 for single post and 30,35,40... for 2,3,4,... posts, respectively. In case of tie of the score with the lowest qualified candidates, all such candidates having same score shall also be included in the list of shortlisted candidates.

In case of number of candidates is less than 20+5n (for n=1,2,3... posts), all such candidates will be deemed to be shortlisted for interview. The process shall not be carried forward if the number of candidates is less than 3.

Further, the process of shortlisting / selection will be carried out for filling up only that many advertised posts which satisfy atleast 1:3 ratio for advertised number of posts to the number of eligible candidates e.g. If there are 7 applicants for three advertised posts, then selection shall be made only against two posts.

Note:

***Criteria for Calculation of Marks for Joint Publication(s)(Research Papers/Books):** Of the total score for the relevant category of publications by the concerned applicant the First/Principal author/ Corresponding author would share 70% of the total value of publication and remaining 30% of the total value of publication for each of other authors. For example, if the total score for a publication is 02(say), then the first/principal author/corresponding author would get 1.4 marks each and the other authors would get 0.6 marks each.

However, the marks for research paper(s) published will be considered only if the candidate will submit authentic proof for the same up to the last day of the receipt of the applications.

2. Selection of shortlisted candidates for UTDs/ MDU-CPAS/Centre for Distance and Online Education (CDOE):

The shortlisted candidates shall appear before the selection committee having composition as per Statute – 22 of M. D. University Act.

The selections shall be based on the performance in the interview by assessing the following:

Sr. No.	Component	Weightage
(i)	Subject Knowledge & Research Aptitude	50%
(ii)	Presentation, Communication Skills & ICT Knowledge	30%
(iii)	Overall Personality	20%

Note: The candidates failing to secure atleast 50% marks in the performance of the interview will not be considered suitable for selection.

Criteria for shortlisting and selection of eligible candidates for appointment to the post of Assistant Professor in discipline of Management in the University

1. Criteria for shortlisting

S. No.	Academic Record	Score		
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	
3.	M. Phil. (Only upto the Academic Session allowed by the UGC)	60% & above=07	55% to less than 60% =05	Maximum - 30 marks
4.	Ph.D.	30		
5.	NET with JRF	07		Maximum – 07 marks
	NET	05		
	SLET/SET	03		
6.	*Research Publications	10 (Max.)		
	c. SCOPUS/Web of Science	03 marks / publication		
	d. UGC CARE list w.e.f. 14 th June 2019/ Publications prior to 14 th June, 2019 in peer reviewed or UGC old listed journals	02 marks / publication		
7.	Teaching / Post Doctoral Experience (2 marks for one year each)#	10		
8.	Awards	Maximum – 03 marks		
	International / National level (Awards given by International Organizations/ Government of India/ Government of India recognized National Level Bodies)	03		
	State-Level (Awards given by State Government)	02		

If the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately. The candidates are required to submit Form No.16 or the salary statement issued by the employer and supported by the Bank Statement for the claimed period as proof of the experience in addition to the experience certificate.

On the basis of score as per above Table, the top 20+5n candidates will be shortlisted for n (n=1,2,3,...) posts, for example, 25 for single post and 30,35,40... for 2,3,4,... posts, respectively. In case of tie of the score with the lowest qualified candidates, all such candidates having same score shall also be included in the list of shortlisted candidates.

In case of number of candidates is less than 20+5n (for n=1,2,3... posts), all such candidates will be deemed to be shortlisted for interview. The process shall not be carried forward if the number of candidates is less than 3.

Further, the process of shortlisting / selection will be carried out for filling up only that many advertised posts which satisfy atleast 1:3 ratio for advertised number of posts to the number of eligible candidates e.g. If there are 7 applicants for three advertised posts, then selection shall be made only against two posts.

Note:

***Criteria for Calculation of Marks for Joint Publication(s)(Research Papers/Books):** Of the total score for the relevant category of publications by the concerned applicant the First/Principal author/ Corresponding author would share 70% of the total value of publication and remaining 30% of the total value of publication for each of other authors. For example, if the total score for a publication is 02(say), then the first/principal author/corresponding author would get 1.4 marks each and the other authors would get 0.6 marks each. However, the marks for research paper(s) published will be considered only if the candidate will submit authentic proof for the same up to the last day of the receipt of the applications.

2. Selection of shortlisted candidates for Management/Pharmaceutical Science:

The shortlisted candidates shall appear before the selection committee having composition as per Statute – 22 of M. D. University Act.

The selections shall be based on the performance in the interview by assessing the following:

Sr. No.	Component	Weightage
(iv)	Subject Knowledge & Research Aptitude	50%
(v)	Presentation, Communication Skills & ICT Knowledge	30%
(vi)	Overall Personality	20%

Note: The candidates failing to secure atleast 50% marks in the performance of the interview will not be considered suitable for selection.

Criteria for shortlisting and selection of eligible candidates for appointment to the post of Assistant Professor in discipline of Pharmaceutical Sciences in the University

1. Criteria for shortlisting

S. No.	Academic Record	Score	
1.	Graduation	80% & Above = 15	60% (55% in case of SC/BC (non-creamy layer)/PWD) to less than 80% = 13
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23 55% (50% in case of SC/BC (non-creamy layer)/PWD) to less than 60%=20
3.	Ph.D.	30 marks	
4.	*Research Publications	10 (Max.)	
	e. SCOPUS/Web of Science	03 marks / publication	
	f. UGC CARE list w.e.f. 14 th June 2019/ Publications prior to 14 th June, 2019 in peer reviewed or UGC old listed journals	02 marks / publication	
5.	Teaching / Post Doctoral Experience (2 marks for one year each)#	10	
6.	Awards	Maximum – 03 marks	
	International / National level (Awards given by International Organizations/ Government of India/ Government of India recognized National Level Bodies)	03	
	State-Level (Awards given by State Government)	02	

If the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately. The candidates are required to submit Form No.16 or the salary statement issued by the employer and supported by the Bank Statement for the claimed period as proof of the experience in addition to the experience certificate.

On the basis of score as per above Table, the top 20+5n candidates will be shortlisted for n (n=1,2,3,...) posts, for example, 25 for single post and 30,35,40... for 2,3,4,... posts, respectively. In case of tie of the score with the lowest qualified candidates, all such candidates having same score shall also be included in the list of shortlisted candidates.

In case of number of candidates is less than 20+5n (for n=1,2,3... posts), all such candidates will be deemed to be shortlisted for interview. The process shall not be carried forward if the number of candidates is less than 3.

Further, the process of shortlisting / selection will be carried out for filling up only that many advertised posts which satisfy atleast 1:3 ratio for advertised number of posts to the number of eligible candidates e.g. If there are 7 applicants for three advertised posts, then selection shall be made only against two posts.

Note:

***Criteria for Calculation of Marks for Joint Publication(s)(Research Papers/Books):** Of the total score for the relevant category of publications by the concerned applicant the First/Principal author/ Corresponding author would share 70% of the total value of publication and remaining 30% of the total value of publication for each of other authors. For example, if the total score for a publication is 02(say), then the first/principal author/corresponding author would get 1.4 marks each and the other authors would get 0.6 marks each. However, the marks for research paper(s) published will be considered only if the candidate will submit authentic proof for the same up to the last day of the receipt of the applications.

2. Selection of shortlisted candidates for UTDs/ MDU-CPAS/Centre for Distance and Online Education (CDOE):

The shortlisted candidates shall appear before the selection committee having composition as per Statute – 22 of M. D. University Act.

The selections shall be based on the performance in the interview by assessing the following:

Sr. No.	Component	Weightage
(vii)	Subject Knowledge & Research Aptitude	50%
(viii)	Presentation, Communication Skills & ICT Knowledge	30%
(ix)	Overall Personality	20%

Note: The candidates failing to secure atleast 50% marks in the performance of the interview will not be considered suitable for selection.

NO OBJECTION CERTIFICATE

To

The Registrar,
Maharshi Dayanand University
Rohtak

This letter is in reference to Mr./ Ms./ Mrs. _____
son/ daughter of Sh. _____ who has been an employee at
_____ (Organization name) _____ in the capacity of ____
_____ (Designation) _____ w.e.f. _____ (Date) _____. The
undersigned has no objection if he/ she applies for the post of _____ at
Maharshi Dayanand University, Rohtak and he/ she will be relieved from the job in
case of selection.

Place:

Date:

Signature with Seal of Head of Institution

Name of the Official Organization
Address
Contact Number

1

No. 22/06/2021-1GS-III
HARYANA GOVERNMENT
GENERAL ADMINISTRATION DEPARTMENT
(General Services-III Branch)

Dated: Chandigarh the 25th March, 2022.

To

1. All the Administrative Secretaries to Govt. Haryana.
2. All the Heads of Departments in the State of Haryana.
3. All the Managing Directors of Boards/Corporations in the State of Haryana.
4. All the Divisional Commissioners in Haryana.
5. The Registrar General, Punjab and Haryana High Court, Chandigarh.
6. The Registrar of all the Universities in the State of Haryana.
7. All the Deputy Commissioners in the State of Haryana.

Subject: Age for entry into Government service or to compete for regular recruitment and relaxation in age under various circumstances.

Sir/Madam,

I am directed to invite your attention to Government instructions of even number dated 03.02.2021 and to say that lower and upper age limit and relaxation in age under various circumstances shall now be admissible as under :-

- (I) Save as otherwise provided in any Service Rules/Service Bye-laws/Act/Instructions already applicable to the employees of any Department/Board/Corporation etc. of Haryana Government, the lower age limit shall not be less than 18 years for entry into Government service and the upper age limit shall be 42 years. However, where the lower age limit is already more than 18 years and/or upper age limit is less than or more than 42 years in any Service Rules/Service Bye-laws/Act etc. applicable for recruitment to a particular post/service in the respective Department/ Board/Corporation etc. due to nature of duties and/or essential qualification for entry into Government service, the Dept/Board/Corporation it shall be the prerogative of the department to keep it same or to change. In case of change the department shall take approval of CM, CS, FD, LR etc. at their own level.
- (II) Where the upper age limit is 42 years without any relaxation in age the same shall not exceed 52 years for the applicants who are entitled to get the benefit of relaxation in age of one or more categories under various circumstances mentioned below :-

Sr. No.	Categories where relaxation is admissible	No. of years of relaxation
(i)	Scheduled Castes.	5 years' relaxation in age
(ii)	Backward Classes.	5 years' relaxation in age
(iii)	Disabled persons who covered under the Rights of Persons with Disabilities Act, 2016.	(i) 10 years' relaxation in age (+5 years if PwD applicant belongs to S/Caste, S/Tribe, B/Classes, EWS Category) subject to maximum 52 years, for Group C & D Posts, and also for Group A & B Posts where recruitment is made otherwise than through open competitive examination.

		(ii) 5 years' relaxation in age (+5 years if PwD applicant belongs to S/Caste, S/Tribe, B/Classes, EWS Category (subject to maximum 52 years) for Group A & B posts where recruitment is made through open competitive examination. Note.— Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved for PwD or not, provided the post is identified suitable for persons with disabilities.
(iv)	Group C posts of Police Personnel and Prisons Personnel (e.g. Constable, ASI) where upper age limit is less than 42 years.	5 years' relaxation in age to S/Caste, B/Classes and applicants of Economically Weaker Sections (EWS) only. However, relaxation to Ex-servicemen as per rules of Police or Prisons Department, Haryana.
(v)	Wives of military personnel who are disabled while in military service;	5 years' relaxation in age
(vi)	Widowed or legally divorced women;	5 years' relaxation in age
(vii)	Judicially separated women residing separately for more than two years from the date as prescribed for the purpose of age for applicants of other categories.	5 years' relaxation in age
(viii)	Unmarried women.	5 years' relaxation in age
(ix)	Ex-serviceman including Short Service Commissioned Officers and Emergency Commissioned Officers.	Relaxation in age to the extent of his military service added by three years provided— (a) he has rendered continuous military service for a period of not less than six months before his release; and (b) he was released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.
(x)	Persons who have already worked or presently working on adhoc/contract/work-charged/ daily wages basis in any Department/ Board/	Relaxation in age equal to the number of completed years only on equivalent post on adhoc/ contract/work-charged/ daily wages basis excluding the period of break, if any, including any other age relaxation admissible, if any, subject to maximum age of 52 years and also subject to the condition that if once a person has been appointed on regular basis in any Department/ Board/Corporation etc. of Haryana

Corporation of Haryana Government including Government-aided Institutions under Haryana Government.	Government with the benefit of relaxation in age he will not be entitled to avail the same again for any subsequent appointment.
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Note 1.— For appointment of an ex-serviceman to a post of Group A, B, C or D, his age will be calculated keeping in view the actual age minus (actual period of military service plus upto three years of break, if any, between military and civil service). If the resultant age does not exceed the maximum age limit, including the number of years of any other relaxation in age admissible to him, prescribed for the post for which he is seeking appointment he shall be deemed to satisfy the condition regarding age limit.

Note 2.— The upper age limit of an applicant of any category (except Ex-servicemen) shall not exceed 52 years who is entitled to avail the benefit of relaxation in age of one or more of the categories mentioned above.

Note 3.— The experience certificate(s) of equivalent post issued by the Appointing Authority of respective Department/Department/Board/ Corporation/ Government-aided Institutions only shall be valid. Before grant of benefit of relaxation in age, the experience certificate(s) shall be got verified by the HPSC/HSSC from the concerned Appointing Authority(ties).

3. Until necessary amendment is made in the rules by the Finance Department, these instructions shall be applicable with immediate effect instead of the provision which exists in Rule 22 of the Haryana Civil Services (General) Rules, 2016 and in any instructions issued Government prior to these instructions.

4. These instructions may please be brought to the notice of all concerned.

Yours faithfully,

Tilak Ray

Superintendent General Services-III,
for Chief Secretary to Government Haryana./

Endst. No. 22/06/2021-1GS-III

Dated: Chandigarh, the 25th March, 2022

A copy is forwarded to the following for information and necessary action :-

- (i) Additional Chief Secretary to Government Haryana, Finance Department (FR-I Branch) with the request to make necessary amendment in Rule 22 of the Haryana Civil Services (General) Rules, 2016.
- (ii) Secretary, Haryana Public Service Commission w.r.t. their letter No. Exam/7/2020/5829, dated 22.12.2020.
- (iii) Secretary, Haryana Staff Selection Commission.

Tilak Ray

Superintendent General Services-III,
for Chief Secretary to Government Haryana./

1.1 Qualifications for Assistant Professor (University and Colleges)

- i) The National Eligibility Test (NET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these Regulations. Further, SLET/SET shall be valid as the minimum eligibility for direct recruitment to Universities/ Colleges/ Institutions in the State.

Provided that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./ Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./ Ph.D. Degree) Regulation 2016 and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of Assistant Professor or any equivalent position in any University, College or Institution.

Provided further that the award of degree to candidates registered for the M.Phil/ Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in regular mode only;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

- ii) The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.

- iii) A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Backward Classes 'A' & 'B'(Non-creamy Layer) of Haryana/Differently-abled (a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Loco motor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

- iv) A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.
- v) A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.
- vi) The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.
- vii) The Ph.D. Degree shall be a mandatory qualification for appointment to the post of Associate Professor in Universities but it shall be a mandatory qualification for promotion with effect from 3 years (5 years in case of college teachers) from the date of issue of this notification by the State Government.
- viii) The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities with effect from 3 years from the date of issue of this notification by the State Government.
- ix) The time taken by candidates to acquire M. Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further, the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion. Regular faculty members upto twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) may be allowed by their respective institutions to take study leave for pursuing Ph. D. degree.

1.2 Qualifications:

No person shall be appointed to the post of University and College teacher, Librarian or Director of Physical Education and Sports, in any university or in any of institutions including constituent or affiliated colleges recognised under clause (f) of Section 2 of the University Grants commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfil the requirements as to the qualifications for the appropriate post as provided in these Regulations.

2.0 Direct Recruitment

2.1 For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.

I. Assistant Professor:

Eligibility (A or B):

A.

- i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/ SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M. Phil./ Ph. D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/ SLET/ SET:

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/ Institutions subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;

- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which atleast one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/ CSIR or any similar agency.

The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET / SLET / SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/ SET.

OR

- B.** The Ph.D. degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

Note: *The Academic score as specified in Appendix II (Table3A) for Universities shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview. Selection of Assistant Professors in Government Colleges shall be made by HPSC and in Govt Aided Private Colleges, as per criteria determined by the State Govt. from time to time based on UGC regulations.*

II. Associate Professor:

Eligibility:

- i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).

- iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019 and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.

III. Professor:

Eligibility (A or B):

A.

- i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019 and a total research score of 120 as per the criteria given in Appendix II, Table2.
- ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

OR

- B.** An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above)/ industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

IV. Senior Professor:

Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment.

Eligibility:

- i) An eminent scholar with good track record of high-quality research publications in Peer-reviewed upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019, significant research contribution to the discipline, and engaged in research supervision.
- ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.

- iii) The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.
- iv) The selection shall be based on ten best publications in the Peer-reviewed upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019 and award of Ph.D. degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per these Regulations.

2.2. Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.

I. Assistant Professor:

Eligibility:

- i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.
- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./ Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

Provided further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- a) Ph.D. degree has been awarded to the candidate in a regular mode
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate had been conducted;

- d) Candidate has published two research papers from his/her Ph.D. work, out of which, at least one is in a refereed journal;
- e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/ funded / sponsored by the UGC / AICTE / ICSSR or any other similar agency.

Note 1: The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affair) of the University concerned.

Note 2: The clearance of NET/ SLET/ SET shall also not be required for such Masters Programmes in disciplines for which NET/ SLET/ SET is not conducted by the UGC, CSIR or similar test accredited by the UGC (like SLET/ SET).

II. Associate Professor:

Eligibility:

- i) Good academic record, with a doctoral degree.
- ii) Performing ability of a high professional standard.
- iii) Eight year's experience of teaching in a University or College and / or of research in a University / national level institution, equal to that of Assistant Professor in a University / College.
- iv) Has made a significant contribution to knowledge in the subject concerned, as evidenced by quality publications.

III. Professor:

Eligibility (A or B):

A.

- i) An eminent scholar having a doctoral degree
- ii) Have been actively engaged in research with at least ten years of experience in teaching in University/College and/ or research at the University/National level institutions
- iii) Minimum of 6 research publications in the peer-reviewed upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019,
- iv) Has a total research score of 120, as per Appendix II, Table 2.

OR

B.

A traditional or a professional artist, with highly-commendable professional achievement, in the subject concerned,

- i) Having Masters degree, in the relevant subject
- ii) Has been 'A'-grade artist of AIR/ Doordarshan
- iii) Has Ten years of outstanding performing achievements in the field of specialization
- iv) Has made significant contributions in the field of specializations and ability to guide research;
- v) Has participated in National / International Seminars / Conferences / Workshops / Concerts and / or recipient of National / International Awards / Fellowships;
- vi) Has the ability to explain with logical reasoning the subject concerned, and
- vii) Has adequate knowledge to teach theory with illustrations in the said discipline.

2.3 Drama Discipline:

I. Assistant Professor

Eligibility

- i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.
- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or a similar test accredited by the UGC, like SLET / SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./ Ph.D. Degree) Regulations, 2009, or 2016, and their amendments from time to time as the case may be.

Provided further, candidates registered for the Ph.D. programme, prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET / SLET / SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions, subject to the fulfillment of the following conditions:-

- a) The Ph.D. degree of the candidate has been awarded in the regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;
- e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences / seminars supported / funded / sponsored by the UGC/CSIR/ICSSR or any other similar agency.

Note:

1. The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.
2. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which the NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

II. Associate Professor:

Eligibility:

- i) A good academic record, having a Ph.D. degree with performing ability of high professional standard as certified by an Expert Committee constituted by the University concerned for the said purpose.
- ii) Eight years experience of teaching in a University / College and / or research in a University/national-level institutions equal to that of Assistant Professor in a University/College.
- iii) A significant contribution to knowledge in the subject concerned, as evidenced by the quality publications.

III. Professor:

Eligibility (A or B):

- A.** An eminent scholar, having a doctoral degree, actively engaged in research with ten years of experience in teaching and /or research at a University/National-level institution, including experience of guiding research at the doctoral level, with outstanding performing achievement in the field of specialisation, with a minimum of 6 research publications in the peer-reviewed upto 13.06.2019 and UGC CARE List journals w.e.f. 14.06.2019, and a total research score of 120, as per Appendix II, Table2.

OR

- B.** A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:
- i) Master's degree, in the relevant subject;:
 - ii) Ten years of outstanding performing achievements in the field of specialisation;
 - iii) Made significant contribution in the field of specialisation
 - iv) Guided research;
 - v) Participated in National/ International Seminars/ Conferences/ Workshops and/ or recipient of National / International Awards / Fellowships;
 - vi) Ability to explain with logical reasoning the subject concerned;

- vii) Adequate knowledge to teach theory, with illustrations in the said discipline.

2.4 MINIMUM QUALIFICATIONS FOR THE POSTS OF ASSISTANT DIRECTOR/PROFESSOR OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (DPES)

I. Assistant Director of Physical Education and Sports in University or Assistant Professor of Physical Education and Sports in College

Eligibility (A or B):

A.

- (i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)
- (ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.
- (iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./ Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be:
Provided that, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions, subject to the fulfillment of the following conditions:-
 - a) The Ph.D. degree of the candidate has been awarded in regular mode;
 - b) The Ph.D. thesis has been evaluated by at least two external examiners;
 - c) Open Ph.D. viva voce of the candidate has been conducted;

- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;
- e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D. work.

Note:

- (i) The fulfillment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.
- (ii) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- (iii) Passed the physical fitness test conducted in accordance with these Regulations.

OR

- B. An Asian game or common-wealth games medal winner who has a degree at least at Post-Graduation level.

II. Deputy Director of Physical Education and Sports in University

Eligibility (A or B):

A.

- (i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.
- (ii) Eight years experience as University Assistant DPES/Assistant Professor of Physical Education and Sports/College DPES.
- (iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- (iv) Evidence of having produced good performance of teams/athletes for competitions like State/ National/ Inter-university/Combined University, etc.
- (v) Passed the physical fitness test in accordance with these Regulations.

OR

- B. An Olympic Games/ World Cup/ World Championship medal winner who has a degree at least at the Post-Graduation Level.

III. Director of Physical Education and Sports in University

- (i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.
- (ii) Experience of at least ten years in Physical Education and Sports as University Assistant/Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/ Associate Professor.
- (iii) Evidence of organising competitions and coaching camps of at least two weeks' duration.
- (iv) Evidence of having produced good performance of teams/athletes for competitions like state/ national/ inter-university/ combined university, etc.

IV. Physical Fitness Test Norms

- (a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- (b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

NORMS FOR MEN			
12 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1800 meters	1500 meters	1200 meters	800 meters

NORMS FOR WOMEN			
8 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1000 meters	800 meters	600 meters	400 meters

2.5 Qualifications for the posts of Assistant Professor in Management

- i) Bachelor's Degree in any discipline and Master's degree in Business Administration / PGDM/ C.A/ ICWA/ M.Com with **First Class** or equivalent and two years of professional experience after acquiring the degree of Master's degree.

ii) Provided that for appointment to the post of Assistant Professor and equivalent positions pertaining to disciplines in which the National Eligibility Test (NET), conducted by the University Grants Commission or Council of Scientific and Industrial Research as the case may be, or State level Eligibility Test (SLET) or the State Eligibility Test (SET), conducted by bodies accredited by the UGC for the said purpose, qualifying in NET/SLET/SET shall be an additional requirement, subject to exemption to Ph.D. Candidates as per UGC Regulations.

2.6 Qualifications for the posts of Assistant Professor in Pharmaceutical Sciences

- a) First class B. Pharm. with Master's degree in Pharmacy (M.Pharm.) in the appropriate branch of specialization in Pharmacy.
- i) The candidate must possess a basic degree recognized by the Pharmacy Council of India in pharmacy obtained from an examining authority (University) approved by the Pharmacy Council of India under section 12 of the Pharmacy Act, 1948.
- ii) The candidate should be registered in the register of pharmacists maintained by a State Pharmacy Council.

Note- NET is not required for Pharmacy discipline.

Note:

As a proof of experience, the candidates are required to submit Form No. 16 for the claim period or Salary statement from the employer alongwith bank statement for the correspondence period duly certified by the employer in addition to the Experience Certificate