



RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY

Jhansi-Gwalior Road, Jhansi-284003

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

Website : www.rlbcu.ac.in Email- registrar.rlbcu@gmail.com Phone no.:- 0510-2730555

Advertisement No: RLBCAU/05/2023

Dated: 15.05.2023

RECRUITMENT FOR VARIOUS POSITIONS

The Rani Lakshmi Bai Central Agricultural University (RLBCAU), Jhansi invites applications from eligible candidates in the prescribed application form for the regular posts of various Statutory, Teaching and Non-teaching positions as per following details:

STATUTORY AND TEACHING POSITIONS:

Position	Level	Discipline	UR	OBC	SC	ST	EWS
Comptroller	14 as	On deputation	01	-	-	-	-
Director of Research	per 7th		01	-	-	-	-
Director of Education	CPC		01	-	-	-	-
Dean College of Agriculture	pay		01	-	-	-	-
Professor	matrix.	Horticulture	01	-	-	-	-
Associate Professor	13 A as per 7th CPC pay matrix.	Agricultural Extension & Communication	01	-	-	-	-
		Agronomy & Agrometeorology	01	-	-	-	-
		Entomology	-	-	01	-	-
		Forest Products & Utilization	-	01	-	-	-
		Fruit Science	01	-	-	-	-
		Soil Science	-	-	-	-	01
Assistant Professor	10 A as per 7th CPC pay matrix.	Vegetable Science	01	-	-	-	-
		Agricultural Extension & Communication	-	01	-	-	-
		Agronomy & Agrometeorology	-	-	-	-	01
		Entomology	01	-	-	-	-
		Genetics & Plant Breeding	01	-	-	-	-
		Plant Pathology	-	01	-	-	-
Soil Science	-	-	01	-	-		

NON-TEACHING POSITIONS:

S. No	Position	Level as per 7th CPC pay matrix	No. of vacancies	UR	OBC	SC	ST	EWS
1.	Executive Engineer (Civil)	11	01	01	-	-	-	-
2.	Senior Computer Operator/Programmer	10	01	01	-	-	-	-
3.	Junior Account Officer	8	02	02	-	-	-	-
4.	Assistant	7	06*	03	01	01	-	01
5.	Hindi Translator	6	01	01	-	-	-	-
6.	Livestock/ Farm Assistant	5	03	02	01	-	-	-
7.	Upper Division Clerk	4	06*	02	02	01	-	01
8.	Field Cum Lab Assistant	3	08	05	02	-	01	-
9.	Data Entry Operator	2	12*	07	03	01	-	01

*One post in each identified for persons with disability (PH)

Comptroller:

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

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

Experience Requirements:

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

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

Maximum Age Limit: Preferably below 57 years. As per provisions in section 43 (b) of the Rani Lakshmi Bai Central Agricultural University Act-2014, the first Comptroller shall be appointed by the visitor for a term of 3 years, subject to the date of superannuation being 62 years.

Director of Research

Essential:

- (i) Doctorate degree in any branch Agricultural Science including Agricultural Engineering/ Fisheries/ Veterinary Science and relevant basic sciences.
- (ii) Minimum 15 years' experience of Teaching/ Research/ Extension Education in the concerned discipline, out of which at least 10 years should be in Agricultural University/ICAR system and at least 5 years in the rank of Professor, or equivalent.
- (iii) Outstanding contributions in research as evidenced by published papers in Professional National/ International journals of repute books or technology developed.

Desirable:

- (i) Administrative experience on a responsible position in an Agricultural University/College/Institute.
- (ii) Conducting/ guiding of research projects.
- (iii) Familiarity with latest advances in Agricultural developments.

Age: Preferably below 57 years as on last date of advertisement.

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

Director of Education

Essential:

- (i) Doctorate Degree in any branch of Agricultural Science including Agricultural Engineering/ Fisheries/ Veterinary Sciences including and relevant basic sciences.
- (ii) Minimum 15 years' experience of Teaching/ Research Extension Education in the concerned discipline out of which at least 10 years should be in Agricultural University/ICAR system and at least 5 years should be in the rank of Professor, or equivalent.
- (iii) Outstanding contributions as evidenced by published papers in Professional National/ International journals of repute/ books or technology developed.

Desirable:

- (i) Experience of guiding post-graduate research work.
- (ii) Administrative experience on a responsible position in an agricultural University/College/Institute.
- (iii) Familiarity with latest advances in Agricultural developments.

Age: Preferably below 57 years as on last date of advertisement.

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

Dean College of Agriculture**Essential:**

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

Desirable:

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

Age: Preferably below 57 years as on last date of advertisement.

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

Professor**Essential:**

Doctoral degrees in relevant subject including relevant basic sciences.

- (i) 10 years' experience in the relevant subject out of which 8 years should be as Scientist/Lecturer/Extension Specialist or in an equivalent position in the PB-3 of Rs. 15,600-39,100 with Grade Pay of Rs. 5,400/-, Rs. 6,000/-, Rs. 7,000/-, Rs. 8,000/- and 2 years as Associate Professor/ Senior Scientist or in an equivalent position in the Pay Band-4 of Rs. 37400-67000 with Grade Pay of Rs. 8700/ 9000.
- (ii) The candidate should have made contribution to Research/Teaching/Extension Education as evidenced by published work with a minimum of 10 publications as research/policy papers and/or books.

Desirable:

- (i) Adequate experience of teaching and guiding post-Graduate students.
- (ii) Outstanding contribution as evidenced by published works in reputed journals.
- (iii) Familiarity with modern tools and applications in scientific technologies in the field.

Age: Preferably below 57 years as on last date of advertisement

Associate Professor**Essential:**

- (i) Doctoral degree in relevant subject including relevant basic Sciences.
- (ii) 8 years' experience in the relevant subject as Scientist/Lecturer/Extension Specialist or in an equivalent position in the PB-3 of Rs. 15,600-39,100 with Grade Pay of Rs. 5,400/ Rs. 6,000/ Rs. 7,000/ Rs. 8,000.

- (iii) The candidate should have made contribution to Research/ Teaching/Extension Education as evidenced by published work with a minimum of 7 publications as research/policy papers and/or books/innovations and impact.

Desirable:

- (i) Adequate experience of teaching and guiding post-Graduate students.
(iii) Familiarity with modern tools and applications in scientific technologies in the field.

Age: Preferably below 47 years as on last date of advertisement

Assistant Professor

Essential:

- (i) Master's degree in the relevant disciplines and with at least 60% marks or equivalent grade point. Evidence of the National Eligibility Test (NET) conducted by ICAR-ASRB, UGC-CSIR.

OR

Doctorate degree in the relevant subject including relevant basics sciences with 2 published research papers in scientific general with NAAS rating of more than 4.0.

Desirable:

- (i) Experience of research in reputed ICAR Institutes/Agricultural Universities/government institutions with evidence of published research papers.
(ii) Knowledge of Computer applications.

Age: Preferably below 40 years as on last date of advertisement (Age may be relaxed as per provisions of Section 10 of Recruitment rules for Teaching Employees).

Executive Engineer

Essential:

- i. Bachelor's degree in Engineering (Civil) from a recognized University/ Institute or equivalent.
ii. Eight years of experience in relevant field as Assistant Engineer from CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous organization/ University System/ reputed private organizations.

Relaxation of two years in experience will be given to those possessing post-graduate qualification in Construction Management/ Structural Engineering or equivalent fields.

Desirable:

- i. At least two years' experience as Executive Engineer, In Charge of time bound construction projects of multistory buildings and have experience in planning/ estimation/ tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparation/ checking of estimates, drawings, structural details, bill of quantities, substitute/ deviation items statements and other associated issues related with building and constructions.
ii. Knowledge of Computer Aided Design (CAD) and latest Management Technology/ other relevant software.

Age: 50 years (Age may be relaxed as per provisions of Section 10 of Recruitment rules for Teaching Employees) as on last date of advertisement.

Senior Computer Operator/Programmer

Essential:

M. Tech. (Computer Engineering/Computer Science)/ MCA/M.Sc. in Computer Science with at least 55% marks or its equivalent grade.

Desirable:

Three years' experience in systems network administration and programming in a University/ Research Establishment/ Other institution of higher education.

Age: 40 years as on last date of advertisement.

Assistant

Essential:

- i. Bachelor's degree from a recognized University /Institute.
- ii. Two years' experience in Administration/ Finance & Accounts in Central/ State Governments University/ Research Institution or Autonomous organization.
- iii. Knowledge of Computer Applications.

Selection will be based on written test, skill test.

Age: 35 years as on last date of advertisement.

Hindi Translator

Essential:

Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

or

Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

or

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;

or

Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

or

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level

(ii) Three years' experience of using/ applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice versa, preferably of technical or scientific literature under central/ state governments/ autonomous body/ statutory organizations/ PSUs/ Universities or recognized research or educational institutions

or

Three years' experience of teaching in Hindi and English or research in Hindi or English under central/ state governments/ autonomous body/ statutory organizations/ PSUs/ Universities or recognized research or educational institutions.

Desirable Qualifications:

Studied one of the languages other than Hindi included in the 8 Schedule of the Constitution at 10 Level from a recognized Board.

Age: Not exceeding 30 years as on last date of advertisement. (Relaxable for Government Servants upto five years in accordance with the instructions or orders issued by the Central Government.)

Selection will be based on written test, skill test.

Upper Division Clerk:**Essential:**

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

Age: 35 years as on last date of advertisement.

Selection will be based on written test, skill test.

Livestock/ Farm Assistant

Essential: Bachelor's degree in science or other relevant field from a recognized University;

- Desirable:** i. Bachelor's degree in Agriculture or allied science
ii. Relevant experience in Science Laboratories/ Farm of Academic/ Research institution/Universities.

Age: 35 years as on last date of advertisement.

Selection will be based on written test.

Field Cum Lab Assistant**Essential:**

10+2 or its equivalent examination preferably with Science or Agriculture from a recognized Board/
Two years Diploma in Agriculture after matriculation;

Desirable: Bachelor's degree preferably in Science/Agriculture. Relevant experience in Scientific Laboratories/Farm of Academic/ Research institution/ Universities.

Age: 35 years as on last date of advertisement.

Selection will be based on written test.

Data Entry Operator**Essential:**

- i. Bachelor's degree from a recognized University /Institute.
- ii. A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer.
- iii. Knowledge of Computer Applications.

Age: 35 years as on last date of advertisement.

Selection will be based on written test, skill test, typing test, computer aptitude/ trade test.

Junior Account Officer

Essential:

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

Note: The same qualification will be applicable in case of deputation/promotion.

Age: 35 years as on last date of advertisement.

Selection will be based on written test, skill test.

Section 10: *Relaxation of age and experience*

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

Closing date for receipt of applications will be **17 June, 2023**



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Website : www.rlbcu.ac.in Email- registrar.rlbcu@gov.in

Phone no.:- 0510- 2730555

A. GENERAL INSTRUCTION TO CANDIDATES

1. The candidate must be a citizen of India.
2. A separate application form must be submitted for each post/item in the advertisement.
3. Applicants must apply on the prescribed application form available on University Website (www.rlbcu.ac.in). Applications received in any other form will be rejected.
4. **Before filling-up the Application Form, the candidates are advised to read General/Special Instructions, Essential Information and other important conditions carefully.**
5. Application Form, downloaded from the University website www.rlbcu.ac.in, complete in all respects and duly supported with attested copies of all certificates/testimonials obtained by the candidate should reach **the Registrar, Rani Lakshmi Bai Central Agricultural University, Gwalior Road, Jhansi-284003** before last date of receipt. Applicant should necessarily indicate his/her telephone/cell phone number/e-mail address and also invariably intimate to the University about any change in the correspondence or permanent/residential address.
6. Application form must accompany with a **(NON-REFUNDABLE) Bank Draft of Rs. 1000/= (Rs. 500/= for ST/SC/PwD) in case of Statutory and teaching positions and Group A Non-Teaching positions and Rs. 600/= (Rs. 300/= for ST/SC/PwD) in case of remaining non-teaching positions drawn in favour of RLBCAU payable at Jhansi.** Women candidates are exempted from payment of prescribed fee. No other means of payment i.e., IPO/money orders will be accepted. The date of bank draft should not be prior to the date of issue of the advertisement and the same should be valid for a period of three months. Candidate must write his/her name on the back side of the Bank Draft. The candidate should also indicate Advt. No. & date, his/her name and the name of the post for which applied on the back of the Bank Draft. The application fee once paid is not refundable in any case.
7. The candidate on deputation/ Foreign Service should get his/her application forwarded from his/her parent office under intimation to office in which he/she is on deputation/Foreign Service.
8. Applicant from abroad may indicate the approximate date of his/her return to India.
9. In case of selection of in-service candidates, their services shall be regulated in accordance with the statutory provisions of the University as are in vogue or as may come into force from time to time.
10. Applications, which are incomplete/not on the prescribed, form/received after the due date/received without the prescribed application fee shall not be considered. The University shall not be responsible for any postal delay or loss in transit.
11. The crucial date for determining the age limit of candidates for each post will be as on last date of advertisement.
12. Applications should be submitted in the prescribed proforma strictly typed/hand written. Candidates before applying for the post(s) must satisfy that they are eligible to apply and fulfill the criteria / essential qualification / age etc. prescribed for the post(s). Candidates not fulfilling the requisite eligibility requirements prescribed here-in-above, as on the last date of receipt of Application Forms, need not to apply. If any information furnished by the candidates is found false at any stage, his/her appointment will be cancelled.

13. Candidates are advised to send their applications by speed/registered post addressed to **the Registrar, Rani Lakshmi Bai Central Agricultural University, Gwalior Road, Jhansi--284003.**
14. Applicants are advised to super-scribe the words (in capital letters) **“APPLICATION FOR THE POST OF _____”** at the top of the envelope containing the Application Form.
15. Closing date for receipt of applications will be **17 June, 2023.**
16. RLBCAU is an autonomous organization. The service conditions of the appointee(s) shall be governed in accordance with the Statutes and Rules of the University as are in force with amendments or as may come into force from time to time, together read with the provisions of Government of India Rules.
17. It will be open to the University to consider names of suitable person(s) (who may not have applied for the post in response to this Advertisement) for the posts advertised here-in- above.
18. The University will not be responsible for any postal delay. Applications received after expiry of the last date will not be considered and entertained at all.
19. Persons employed may be posted/transferred to any Institution within the jurisdiction of the RLB Central Agricultural University.
20. Any interim enquiry regarding applications will not be entertained.
21. Candidate is advised to visit the University website www.rlbcau.ac.in regularly for updates (Corrigendum or Addendum or Cancellation to this advertisement). They may also be communicated through their registered e-mail address. No other form of communication will be used.
22. Canvassing in any manner shall lead to disqualification.
23. **The University reserves the right to:**
 - a. Withdraw any advertised post(s) under any category at any time without assigning any reason thereof.
 - b. Draw reserve panel(s) against the possible vacancies in future;
 - c. To fix criteria for screening the applications so as to reduce the number of candidates to be called for interview;
 - d. Relax the age/qualifications/experience at its discretion.
24. Only the candidates short listed by the screening committee will be called for interview by determining the ratio between the number of vacancies and number of candidates. The ratio shall not normally exceed 1:20 maximum and minimum ratio shall not be less than 1:3 for each post subject to the condition that a minimum of 60% marks in the screening is secured by the candidate to be eligible for the interview call for all above mentioned posts. The screening will be done on the basis of a score card prescribed for each post (Annexure-I, II, III, IV). The weightage to score card marks and interview will be in the ratio of 70: 30 for the post of Professor/Associate Professor and 80:20 for the post of Assistant Professor.
25. Call letters to attend the interview will be sent to the shortlisted candidates by e-mail only. No correspondence will be made with applicants who are not shortlisted/ not called for interview. Therefore, the candidates are advised to check the university website and their e-mail regularly.
26. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/ suitability of the candidates, mode of selection, and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
27. The following categories of persons shall not be eligible to apply for any position in the University:
 - i) Who has been convicted by any Court of Law or any criminal proceedings are pending against him;

- ii) Who has entered into or contracted a marriage with a person having a spouse living;
- iii) Who, having a spouse living, has entered into or contracted a marriage with any person. Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
- iv) Who is not a citizen of India; and
- v) Any other category of person disqualified for appointment by the Government of India/UGC from time to time.

28. Instructions for Completion of Part-B

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

B. SPECIAL INSTRUCTIONS/CLARIFICATIONS

1. The direct recruitment to the posts of Assistant Professor and Associate Professor in the University shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees. However, the qualification pertains to specific post shall governed by the UGC norms.
2. The candidates from Non-Government organizations are required to submit form-16 for claiming their monthly emoluments in support of their claimed experience.
3. As per act, statutes and rules of the university, the appointing authority for all regular teaching posts is Board of Management of the University.
4. All appointments made shall be provisional and subject to verification of certificates through proper channels. The University shall verify the documents and antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found at any point of time that any documents / information submitted by the candidate is false or the candidate has suppressed any relevant information, the services of the selected candidate shall be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Panel Code for production of false certificates.
5. Any type of corrigendum/addendum/amendments/notice/updation etc. related to this advertisement shall be uploaded on university websites www.rlbcu.ac.in only. Further, the university will not send any further information/call letters by post/newspapers. RLBCU will not be responsible for invalid/wrong e-mail ID and Mobile No. mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and regularly check their e-mail, SMS and RLBCU website: www.rlbcu.ac.in for updates.
6. Mere fulfilling eligibility conditions will not entitle any candidate to be called for interview. Stringent criteria will be applied for shortlisting the candidates. The University reserves the right to place reasonable limit on the total number of candidates to be called for interview.
7. This advertisement contains department/discipline wise vacant positions. However, each department/discipline may require a particular specialization, therefore, the university reserves the right to shortlist/select candidates as per requirement of specialization/research area.

8. Candidates who have been awarded Ph.D. from foreign Universities should enclose "Equivalence Certificate", issued by the Association of Indian Universities, New Delhi, without which their candidature will not be considered and application will be rejected. However, the persons who have acquired Ph.D. degree from Foreign University through nomination by MHRD's foreign scholarship programme will be exempted from the Equivalency Certificate.
9. All the qualifications and experience will be counted up to the last date of applications. Any additional qualification and experience acquired after the closing date will not be taken into account at the time of screening/selection.
10. The University reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the university either to fill or not to fill the post and the decision of the university in this regard will be final.
11. The University may increase or decrease number of advertised posts without prior notice.
12. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the applicant.
13. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
14. Higher initial pay may be considered for exceptionally qualified and deserving candidates if recommended by the selection committee.
15. Applicants not found suitable for higher positions may be considered for lower position in the same area of specialization.
16. The reservations/relaxations to SC/ST/OBC/PWD/EWS candidates will be provided as per the existing Govt. of India/UGC rules. The SC/ST/OBC/PWD/EWS candidates must upload and attach the relevant certificate as per format prescribed by the Government of India. OBC certificate (Non-Creamy Layer) and EWS certificate should be issued on or after 01.04.2023. If the relevant certificates for respective reserved categories are not uploaded with the application, the application shall be rejected.
17. A candidate belonging to any reserved category who desires to be considered for any unreserved post also besides the posts under reserved category, will have to submit separate forms for unreserved posts and reserved posts.
18. Any candidate belonging to SC/ST/OBC/PWD, who wish to apply for any unreserved post, will not be given any relaxation of marks (10th/12th/Degrees/Diploma/NET etc.) and age etc.
19. In case the applicant wants to claim benefits under the PwD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be attached with the application.
20. The process of selection may be by a presentation/ seminar/interview or a combination thereof.
21. It is the responsibility of the candidate to assess his own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. In case the candidate who do not meet the minimum eligibility criteria and still apply will do so at their own risk and cost. Please note that the university is not responsible for incorrect entries and fee once paid will not be refunded in any circumstances.
22. The University will not send any information by post. RLBCAU will not be responsible for any loss of e-mail sent, due to invalid/wrong e-mail ID mentioned by the candidates or for delay/ non receipt of information related to call letter for document verification/interview etc. Therefore, it is the responsibility of the candidate to provide correct email ID & Mobile No. and regularly check e-mail, SMS and website: www.rlbcou.ac.in from time to time.
23. Any change of address from the one given in the application form should be communicated to the university.
24. The salary of retired/superannuated persons, if selected, will be fixed as per UGC letter No. F.71-6/2012(CU) Dated 03.04.2013 i.e., after deducting pension from last pay drawn.

25. The applicants serving in Government/ Semi-Government organizations/Public Sector Undertakings/ Autonomous Organizations submit their application through proper channel. However, to avoid delay they may send the advance copy. The candidate who does not apply through proper channel must submit NOC from their employer at time of Interview, failing which their candidature will not be considered.
26. In case of in-service candidates from private sector, relieving letter from the employer at the time of joining must be submitted.
27. The age of the superannuation for all the posts is as per UGC norms.
28. The university employees are covered under "National Pension System" introduced by the Government of India. Those who are appointed on deputation, payment of both leave salary and pension contribution will be as per rules.
29. Candidates shall have to produce original documents at the time of appearing in interview.
30. The University reserves the right to place the curriculum vitae of any person for any post for the consideration of selection committee; to consider "in-absentia" or interview through "Video Conferencing".
31. After the interview in case of selections the appointment will be provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to SC/ST/OBC (non-creamy layer)/PWD/EwS is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate.
32. The University will get verified all the certificates in support of qualification, experience etc. submitted by candidates, from the issuing authority. If any document is found to be false/ fake/ incorrect/ malafide at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his/her candidature which shall lead to termination of his/her appointment, if already appointed
33. The appointment of a fresh candidate will be subject to police verification. In case, the report of the police with regard to his/her conduct, character, antecedent etc. is not found to be satisfactory, the provisional appointment shall be withdrawn/cancelled/terminated forthwith without notice.
34. The candidate shall attend the interview at the designated place and time at his/her own expenses. However, the outstation candidates belonging to the SC/ ST/ PwD categories shall be reimbursed to and fro rail fare (sleeper class) for self only for attending interview. In case any station is not connected by rail, ordinary bus fare (shortest route) shall be paid on production of ticket. However, fare for first 30 KM of the journey shall not be reimbursed. The above-mentioned concessions shall not be admissible to those SC/ ST/ PwD candidates who are already in Central/ State Government Service/ or holding any other employment.
35. In case of any disputes, any suites or legal proceedings against the University in regard to this recruitment, the territorial jurisdiction shall be restricted to the Courts in Uttar Pradesh at District Court at Jhansi and Allahabad High Court at Prayagraj.
36. Candidates applied for Junior Account Officer may need to send details of their earlier application, otherwise their earlier application will not be entertained. They may also apply afresh.

Registrar
registrar.rbcu@gov.in



RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY

Jhansi-Gwalior Road, Jhansi-284003

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

Website : www.rlbcau.ac.in Email- vcrlbcau@gmail.com

APPLICATION FORM FOR THE POST OF COMPTROLLER

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

1. Personal details: Use CAPITAL LETTERS and write clearly

Name									
Date of Birth			Age as on last date of advertisement						
Place of Birth	City / Village			State	Country				
Father's Name									
Mother's Name									
Nationality				Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married					
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender			Category	SC	ST	OBC	UR	EWS
If differently abled, indicate the relevant particulars				Yes/ No	Percentage of disability	Sl. No. of proof of enclosure			
a. Blindness or low vision:									
b. Hearing impairment:									
c. Locomotor disability or cerebral palsy (includes all cases of Orthopedically handicapped)									

2. Educational Qualifications: Attach self-attested photocopy of marks sheet & degree of each examination

	Name of the Board /University	Year	Marks Obtained	Maximum marks	% marks or CGPA	Division	Subjects studied
Matriculation (10 th)							
Higher Secondary /(10+2)							
Bachelor's degree							
Master's degree							
M.Phil. in							

Ph. D. in							
Any other exam passed							

3. Work Experience: (Please start from first appointment to the present position). Add additional rows, if needed.

Post held	Pay Scale/ Band	Basic Pay p.m. + GP/AGP	Gross Salary p.m.	Employer (Name & address of the Organization)	Experience			Nature of Assignment
					From	To	Total Experience (Years & Months)	

Your important / unique contribution(s) in the previous assignment?

3. Details of the Training Programmes attended:

Name of the Programme	Year	Duration (in days)	Organising Institution

4. Details of the Management Development Programmes attended:

Name of the Programme	Year	Duration (in days)	Organising Institution

5. Details of the Orientation Programmes / Training Programmes / Workshops

Name of the Programme	Year	Duration (in days)	Organising Institution

6. Details of the Refresher Programmes attended:

Name of the Programme	Year	Duration (in days)	Organising Institution

7. Involvement in Research & Publications, if any:

Publications	Number	Publisher/ Journal	Communicated
Books			
Research Papers			
Articles			
Others			
Research Projects undertaken			
Major Research Projects Completed			
Major Research Projects ongoing			
Research Supervisions			
No. of Ph.Ds produced			
No. of Candidates enrolled for Ph.D			
Participations in Seminars / Conferences/ Workshops			
No. of Papers presented in a national Seminars/conferences			
No. of Papers presented in a international Seminars/conferences			

8. Any other Experience of Administrative work, if any (please furnish details):

Capacity	Nature of work	Duration in years

9. Key Achievements/ any other Information/ Qualifications considered to be relevant to the post applied for:

10. References: Please provide names of three persons who are not related to you and are familiar with your work / professional experience / accomplishment:

	1	2	3
Name and Address			
Contact Address			

Email:			
Phone (landline) With STD Code:			
Mobile Phone no.			
Fax with STD code			

11. Have you ever been punished during your studies at College/University? (Yes/No):
12. Have you ever been punished during your service or convicted by a court of law? (Yes/No):
13. Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? (Yes/No) :
14. Do you have any case pending against you in any court of law? (Yes/No) :

15. Contact Details of the Applicant:

Address for Correspondence		Permanent Address	
Name:		Name:	
House No:		House No:	
Street:		Street:	
City:		City:	
State:		State:	
Pin Code:		Pin Code:	
Email:		Email:	
Phone No. (With STD Code)		Phone No. (With STD Code)	

16. Declaration

I, _____ son/daughter of _____ hereby declare that all the particulars given in this application form are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature / appointment may be cancelled by the university without assigning any reason thereof.

Signature of the applicant

Name in Capital letters

Date: _____

Place: _____

Note:

1. Unsigned application is liable to be rejected and no correspondence will be entertained.
2. The University shall not be responsible, if any column is not filled up properly and legibly.

17. Endorsement by the EMPLOYER

(In case of in-service candidates, whether in permanent/contract/temporary capacity, the application must be endorsed/forwarded by the Head of the Department/Employer, failing which application is liable to be rejected.)

Forwarded to the Rani Lakshmi Bai Central Agricultural University, Jhansi - 284003

The applicant Dr./Mr./Mrs/Ms. _____, who has submitted this application for the post of _____ in the Rani Lakshmi Bai Central Agricultural University, Jhansi, has been working in this organization namely _____ as _____ (name of the post), in a temporary / contract/ permanent capacity with effect from _____ in the Scale of Pay/Pay Band of Rs. _____. He /She is drawing a basic pay of Rs. _____. His/ Her next increment is due on _____.

Further, it is certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his / her application being considered by the Rani Lakshmi Bai Central Agricultural University, Jhansi.

(Signature of the forwarding officer)

Name: _____

Designation: _____

Place: _____

Date: _____

(Seal)

18. Checklist of Documents Enclosed

Sl. No	Documents	Tick (✓)
1.	Matric / Secondary / High School (10 th Class) Marks Sheet	
2.	Matric / Secondary / High School (10 th Class) Certificate	
3.	Sr. Secondary / Intermediate (12 th Class) Marks Sheet	
4.	Sr. Secondary / Intermediate (12 th Class) Certificate	
5.	Bachelor's Degree Marks Sheet	
6.	Bachelors' Degree	
7.	Master's Degree Marks Sheet	
8.	Master's Degree	
9.	M. Phil. Marks Sheet	
10.	M. Phil Degree	
11.	Ph. D. Degree	
12.	Experience Certificate(s) from previous employers:	
13.	Endorsement from the present employer	
14.	DD for the application fees (in original)	
15.	SC / ST / OBC / Handicapped Certificate	
16.	Others, if any:	



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

Sl. No.

(APPLICATION FOR THE POST OF DEAN / DIRECTOR)

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

Affix
Passport Size
Photograph
(Attested)

For office use only :

Received DD No..... dated..... drawn on

is submitted for deposition to RLB CAU account on

Dealing Asstt.

PART – A

(General information of the Candidate)

1.	Full Name (in block letters):						
2.	Father's / Husband's Name:						
3.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; vertical-align: top;"> (a) Full postal address for correspondence with pin code. Please mention Telephone No., Fax No. and e-mail ID : (Any change in address should be communicated at once to the Registrar, Rani Lakshmi Bai Central Agricultural University, Jhansi-284003 with full particulars of previous reference and post applied for) </td> <td style="width: 60%; vertical-align: top;"> Telephone No: Mobile No : Fax No : E-mail : Pin Code : </td> </tr> <tr> <td colspan="2" style="vertical-align: top;"> (b) Permanent home address :</td> </tr> <tr> <td colspan="2" style="height: 40px;"> </td> </tr> </table>	(a) Full postal address for correspondence with pin code. Please mention Telephone No., Fax No. and e-mail ID : (Any change in address should be communicated at once to the Registrar, Rani Lakshmi Bai Central Agricultural University, Jhansi-284003 with full particulars of previous reference and post applied for) Telephone No: Mobile No : Fax No : E-mail : Pin Code :	(b) Permanent home address :	
(a) Full postal address for correspondence with pin code. Please mention Telephone No., Fax No. and e-mail ID : (Any change in address should be communicated at once to the Registrar, Rani Lakshmi Bai Central Agricultural University, Jhansi-284003 with full particulars of previous reference and post applied for) Telephone No: Mobile No : Fax No : E-mail : Pin Code :						
(b) Permanent home address :							
.....							

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

PART – B

1. Academic Qualifications:

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

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

2.1 Employment Record (Starting from present position):

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

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

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

3. Service in Remote areas:

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

4. In-service Award/Recognition:

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

5. Teaching/Research/Extension/Administration:

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

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

5.1 Teaching as Major function:

5.1.1 Teaching:

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

5.1.2 Designing of course curriculum*:

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

3.					
4.					
5.					
6.					
7.					

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

5.1.3 Innovation in Teaching:

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

OR

5.1 Research as Major function:

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

OR

5.1 Extension Education as Major function:

5.1.1 Technology Application, Demonstration and Adoption:

Activity	Outcome/Impact with Supporting Evidence

5.1.2 Extension Approaches for Technology Dissemination:

Activity	Program Details	Salient Achievement/ Outcome with Supporting Evidence

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

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

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

6. Experience in Administration and Guiding Students:

6.1 Research guidance as Major Guide/Advisor:

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

6.2 Administrative Experience:

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

7. Monitoring and Research Coordination:

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

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

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

9. Externally Funded Projects:

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

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

(Enclose separate sheet(s) if required):

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

11. International Exposure:

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

12. Institution Building/Service Function:

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

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

Sl. No.	PI/Co-PI/ other	Title	Institutions	Year of sanction	Duration	Amount	Funding Agency	Status of project

1.								
2.								
3.								
4.								

14. Publications:

14.1 Identify 15 best research papers published in referred journals for allocation of score according to NAAS journal rating-2023 on a scale of 1 to 20.0 For journals not covered in NAAS but have international impact factor, applicant can indicate score as (6+ impact factor) (Enclose separate sheet(s) if required):

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

14.2. Other publications:

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

6.					
7.					

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

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

15. Any other academically related Information:

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

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

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

1.
2.
3.
4.
5.

17. Additional information not mentioned else where:

1.
2.
3.

18. Declaration:

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

Date :
Place :

Candidate's signature

19. Endorsement by the EMPLOYER

(In case of in-service candidates, whether in permanent/contract/temporary capacity, the application must be endorsed/forwarded by the Head of the Department/Employer, failing which application is liable to be rejected)

Forwarded to the Rani Lakshmi Bai Central Agricultural University, Jhansi - 284003

The applicant Dr./Mr./Mrs/Ms. _____, who has submitted this application for the post of _____ in the Rani Lakshmi Bai Central Agricultural University, Jhansi, has been working in this organization namely _____ as _____ (name of the post), in a temporary / contract/ permanent capacity with effect from _____ in the Scale of Pay/Pay Band of Rs. _____.

He /She is drawing a basic pay of Rs. _____ His / Her next increment is due on _____.

The entries made in Part-A and Part-B in the application of Dr. _____ have been verified from the records and are found correct. Further, it is also certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant.

There is no objection for his / her application being considered by the Rani Lakshmi Bai Central Agricultural University, Jhansi for the post of _____.

(Signature of the forwarding officer)

Name: _____

Designation: _____

Place: _____

Date: _____

(Seal)



RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY

Near Pahuj Dam, Gwalior Road, JHANSI-284 003

Phone: 0510-2730555

Sl. No.

(APPLICATION FORM FOR THE POST OF PROFESSOR/ ASSOCIATE PROFESSOR/ ASSISTANT PROFESSOR)

<p>1. (a) Advertisement No.:</p> <p>(b) Item No. of the post :</p> <p>(c) Name of the post applied for :</p> <p>(d) Scale of pay & AGP :</p> <p>2. (a) DD. No. & Date :</p> <p>(b) Name of the Bank :</p> <p>(c) Amount :</p> <p>3. Last date for submission of application</p>	<p>Affix Passport Size Photograph (Attested)</p>
---	--

For office use only :

Received DD No..... dated..... drawn on

is submitted for deposition to RLB CAU account on

Dealing Asstt.

PART – A

(General information of the Candidate)

1.	Full Name (in block letters) :						
2.	Father's / Husband's Name :						
3.	(a) Full postal address for correspondence with pin code. Please mention Telephone No., Fax No. and e-mail ID : (Any change in address should be communicated at once to the Registrar, RLB Central Agricultural University, Near Pahuj Dam, Gwalior Road Jhansi-284003 with full particulars of previous reference and post applied for) <div style="text-align: right;">PIN Code</div>					 Telephone No : Mobile No : Fax No : E-mail :
	PIN Code						
	(b) Permanent address :						
					 PIN Code	
4.	(a) Date of birth :						
	(b) Place of birth : Village						
	Town.....		State				
	(c) Sex : Male/Female						
5.	(a) Nationality :						
	(b) Religion :						
6.	Community (Write SC/ST/ OBC/General). A certificate from the concerned authority should be attached in case of SC/ST/OBC :					
7.	(a) Are you a citizen of India ? If so, by birth or by domicile :					
	(b) If not domiciled in the Indian Union, have you taken steps to obtain declaration of eligibility from the Govt. of India ?					
	(c) If you are abroad, approximate date of return to India:					
8.	Have you ever been convicted by a court of law for any offence ? (If yes, give the circumstances and the sentence)					

9.	Have you ever been debarred from appearing at any examination/selection by the UPSC / Govt./ University / Board or any Educational Institute / Authority ? (If so, give particulars)
10.	Have you ever been punished / dismissed / discharged from any Govt. Department / Public Sector Organization / Quasi-Govt. Organization / University? (If yes, give particulars in detail)
11.	If selected, how much time would you require for joining the post?
12.	In case selected for appointment, will you execute a bond to serve this University for a specified period as per RLB CAU norms.
13.	If selected, are you prepared to accept the minimum initial pay offered ? If no, state what is the lowest initial pay that you would accept :
14.	Give the names, professions and present addresses (in full) of two referees well acquainted (not relatives) with the candidate	
	(a) Name in full :
	Designation & present address :
	Present address :

PIN code :

--	--	--	--	--	--

(b) Name in full :

Designation present address :

Present address :

PIN code :

--	--	--	--	--	--

PART – B

1. Academic Qualifications:

1.1 Academic Performance:

Exam/Degree/ Diploma	Division / Class/Grade	% of marks / O.G.P.A.	Year of passing	Subject(s) with Major field of specialization	Board / University	Rank/Medal/Award , if any
Matriculation or Equivalent						
HS/10+2 or Equivalent						
Bachelor's degree						
Master's Degree or Equivalent						
Doctorate Degree						
NET (For Asstt. Professor) only						
Any other degree / diploma relevant to the post						
Post-Doctoral fellowships (National/ International)						
					Candidate's Response	Name of Awarding Agency
National Talent Search Scholarship/INSPIRE or other Scholarship as defined by the Council/ASRB					Yes/No	
Merit Scholarship at the Graduate level					Yes/No	
JRF at the Master's Level/Merit scholarship in the ICAR DUs					Yes/No	
SRF of ICAR or JRF of CSIR/UGC at the Ph.D. level or other national level fellowships, GATE qualified					Yes/No	

1.2 Position in the University

	Candidate's Response	Awarding Agency name
First Position/Gold Medal in the University/IITs/NITs/Institutes of National Importance at the Graduate, Master's and Ph.D. degrees. (Except faculty/college/department Gold medal)	Yes/No	
1.3 Ph.D. Thesis Award. Maximum 2 marks each		
ICAR-Jawaharlal Nehru Award for P.G. Outstanding Doctoral Thesis.	Yes/No	
Best Doctoral Thesis Award given by National/International level Academic Bodies/Institutions/ Universities.	Yes/No	
1.4 Post-Doctoral Fellowships and other Qualifications		
Fellowships, which are competitive and are awarded by International Institutions, like Fulbright/Humboldt/DAAD/ FAO/CGIAR/EU/Overseas Universities	Yes/No	
Fellowships awarded by National Institutions like DBT/DST/Boyscast/ CSIR/ICAR/UGC/MHRD/INSA	Yes/No with duration	
PG diploma in Management/Computer Application of MBA	Yes/No	
any other Diploma/Degree relevant to the post (as mentioned in at point no. I under Academic Qualification)	Yes/No	

Note: 1. Please enclose self-attested photocopies of (i) Date of Birth Certificate (ii) All Qualifications.

2. Provide evidence of Class/Division with appropriate conversion formula of the awarding University and other academic achievements listed above.

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

2.1 Employment Record (Starting from present position):

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

4.							
5.							
6.							
7.							
8.							

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

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

3. Service in Remote areas:

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

4. In-service Award/Recognition:

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

5. Teaching/Research/Extension/Administration:

(Applicable for the all posts, except for the post of Assistant Professor)

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

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

5.1 Teaching as Major function:

5.1.1 Teaching:

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

5.1.2 Designing of course curriculum* :

Sl. No.	Details of the course	Whether new course or revised	The name of the degree programme	Years	Name of the University
1.					
2.					
3.					

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

5.1.3 Innovation in Teaching:

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

OR

5.1 Research as Major function:

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

OR

5.1 Extension Education as Major function:

5.1.1 Technology Application, Demonstration and Adoption:

Activity	Outcome/Impact with Supporting Evidence

5.1.2 Extension Approaches for Technology Dissemination:

Activity	Program Details	Salient Achievement/ Outcome with Supporting Evidence

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

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

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

6. Experience in Administration and Guiding Students:

(Applicable for the all posts, except for the post of Assistant Professor)

6.1 Research guidance as Major Guide/Advisor:

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

6.2 Administrative Experience:

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

7. Monitoring and Research Coordination:

(Applicable for the all posts, except for the post of Assistant Professor)

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

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

Sl. No.	Category	Title	Year	Details if any	Any other Information
1.					
2.					
3.					
4.					

9. Externally Funded Projects:

(Applicable for the all posts, except for the post of Assistant Professor)

Sl. No.	PI/Co-PI/ other	Title	Year of sanction	Amount	Funding Agency	Status of project
1						
2.						
3.						
4.						
5.						
6.						

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

(Enclose separate sheet (s) if required):

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

3.						
----	--	--	--	--	--	--

11. International Exposure:

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

12. Institution Building/Service Function: *(Applicable for all posts, except for the post of Assistant Professor)*

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

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

(Applicable for the all posts, except for the post of Assistant Professor)

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

14. Publications:

14.1 Identify 15 best research papers published in referred journals for allocation of score according to NAAS journal rating-2023 on a scale of 1 to 20.0 For journals not covered in NAAS but have international impact factor, applicant can indicate score as (6+ impact factor) (Enclose separate sheet (s) if required):

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

14.2. Other publications:

Sl. No.	Author/Authors	Year	Book or Book chapter/Manual with name of publisher	No of pages	ISBN No. if any
1.					
2.					

3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

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

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

15. Any other academically relevant information not mentioned else where:

1.
2.
3.

15.1 Games & Sports/Arts/Extra Curricular activities*: (Enclose separate sheet(s) if required)
(Applicable only for the post of Assistant Professor)

Sl. No.	Name of activity/ Programme	Level of participation (District/Inter-	Details of programme (Date/Year of participation)	Venue of programme	Any other information

		University/ State/National)			
1.					
2.					
3.					

15.2 Radio/TV programmes*: (Enclose separate sheet (s) if required)

(Applicable only for the post of Assistant Professor)

Sl. No.	Name of the Programme (TV/Radio)	Topic	Details of programme (Date/Year of broadcast)	Venue of programme	Any other information
1.					
2.					
3.					

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

1.
2.
3.
4.
5.

17. Declaration:

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

Date :

Place :

Candidate's signature

18. Endorsement by the EMPLOYER

(In case of in-service candidates, whether in permanent/contract/temporary capacity, the application must be endorsed/forwarded by the Head of the Department/Employer, failing which application is liable to be rejected.
S.No. 4)

Forwarded to the Rani Lakshmi Bai Central Agricultural University, Jhansi- Gwalior Road, Jhansi - 284003

The applicant Dr./Mr./Mrs/Ms. _____, who has submitted this application for the post of _____ in the Rani Lakshmi Bai Central Agricultural University, Jhansi, has been working in this organization namely _____ as _____ (name of the post), in a temporary / contract/ permanent capacity with effect from _____ in the Scale of Pay/Pay Band of Rs. _____. He /She is drawing a basic pay of Rs. _____. His / Her next increment is due on _____.

The entries made in Part-A and Part-B in the application of Dr. _____ have been verified from the records and are found correct.

Further, it is also certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his / her application being considered by the Rani Lakshmi Bai Central Agricultural University, Jhansi for the post of _____.

(Signature of the forwarding officer)

Name: _____

Designation: _____

Place: _____

Date: _____

(Seal)



FORM OF CASTE CERTIFICATE FOR SC/ST

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

*The Constitution Scheduled Castes Order, 1950.

*The Constitution Scheduled Tribes Order, 1950.

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

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

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

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

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

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

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

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

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

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

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

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

*The Constitution (Sikkim) Scheduled Castes Order, 1978

*The Constitution (Sikkim) Scheduled Tribes Order, 1978

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

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

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

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

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

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

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

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

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

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

Place _____

Signature _____

Date _____

Designation _____

(with seal of Office)

State/Union Territory _____

* Please delete the words, which are not applicable.

@ Please quote specific Presidential Order

% Delete the Paragraph, which is not applicable

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

The following Officers are authorised to issue caste certificates :

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

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

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

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

District Magistrate: _____

Deputy Commissioner etc.: _____

Dated:

Seal:

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

** As amended from time to time.

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

PwD Certificate Proforma

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

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

Certificate No :

Date:

This is to certify that Mr./Ms _____
son/daughter of Mr./Mrs. _____

Age _____ male/female, Registration

No. _____ is a case of

_____.

Passport size
photograph

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

_____.

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

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

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

Information/Guidelines:

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

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

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

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

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

Signature with seal of Office _____

Name _____

Designation _____

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

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

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

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



Annexure I

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

SCORE-CARD GUIDELINES FOR DEAN/ DIRECTOR

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

	<p>One mark each for national/international award (recognized) such as by ICAR/CSIR/UGC/ DBT/National Institutes, Ministries of Central Government, FAO of the UN or reputed foreign countries etc.)</p> <p>*A half mark each for Institutional or recognized professional societies fellow/award/ recognition; President/ Chairman/ Member/ Member Secretary of important committees and other decision/ policy making bodies/committees of national level. (excluding official duty/assignment at institutional level); Reviewer for peer-reviewed NASS listed journals; and Conference prize/medal such as best paper or best poster.</p> <p style="text-align: right;">Maximum of 2 marks</p> <p>One marks for Fellowship of any one of the recognized National Academies viz., National Academy of Agricultural Sciences, National Academy of Medical Sciences, Indian Academy of Sciences, Indian National Academy of Engineering, Indian National Science Academy, National Academy of Sciences or equivalent National/ International Academies</p> <p style="text-align: right;">Maximum of 1 marks</p>											
E	Teaching/Research/Extension/	10 marks										
	<p>Identify one primary and one secondary area of work :</p> <table border="1" data-bbox="268 801 1197 974"> <thead> <tr> <th>Area of Work</th> <th>Major and Minor area of function</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>A. Teaching/ Research/Extension</td> <td>Teaching/ Research/ Extension as major function</td> <td>7.0</td> </tr> <tr> <td>B.</td> <td>Teaching/ Research/ Extension as minor function</td> <td>3.0</td> </tr> </tbody> </table> <p>Note: Scientists devoting more than 75% of time on an activity would be considered as Major Function, and devoting less than 25% of time on an activity would be considered as Minor Function.</p> <p>A.1 Marks for Teaching as Major Function. Maximum 07 marks</p> <ul style="list-style-type: none"> • For teaching as the major function, the candidate must have taught 3 courses with a total 8 credit hr load during each academic year. Half mark for each year of teaching as specified herein. Maximum 5 marks • Designing of course curriculum – new courses added or revised Each programme award 0.5 mark. Maximum 1 mark • Innovation in teaching methods/and development of teaching aids/e-courses. Each programme award 0.5 mark. Maximum 1 mark <p>P.S. Aggregate award under E.A.1 is limited to 07 marks</p> <p>A.2. Marks for Research as Major Function. Maximum 07 marks</p> <p>A.2.1 Research projects:</p> <p>Research project associated with for a minimum period of 3 years as evidenced by research projects completed and reports submitted. One mark for each project completed. Maximum 4.0 marks</p> <p>A.2.2 Leadership in research initiatives</p> <p>One mark for acting as PI of each project, and 0.5 mark for acting as Co- PI for each project. Maximum 3.0 marks</p> <p>A.3. Award of Marks for Extension as Major Function. Maximum 07 marks</p> <p>A.3.1 Technology application, demonstration and adoption</p> <p>One mark for each of the following activities. Marks will be awarded for those activities that are confirmed by successful outcome. Marks shall be awarded, only if there is documentary proof for the matching achievements.</p>	Area of Work	Major and Minor area of function	Marks	A. Teaching/ Research/Extension	Teaching/ Research/ Extension as major function	7.0	B.	Teaching/ Research/ Extension as minor function	3.0		
Area of Work	Major and Minor area of function	Marks										
A. Teaching/ Research/Extension	Teaching/ Research/ Extension as major function	7.0										
B.	Teaching/ Research/ Extension as minor function	3.0										

	<ul style="list-style-type: none"> • involvement in technology application programs through organizing/coordinating activities related to technology assessment and refinement e.g., on farm trials and report on technology refinement, • Extent of adoption of the technology in adopted areas • Participatory Rural Appraisal (PRA) and Participatory Technology Development (PTD), (iii) yield gap analysis and impact assessment for providing feedback to research and development in the form of report. • Development of innovative extension methodologies, management cases and documentation success stories. • New methodology developed or innovation introduced which led to improvement in extension/technology adoption. Maximum 5 marks <p>A.3.2 Extension approaches for technology dissemination</p> <p>Half mark for each of the following function. Marks will be awarded for those functions that are confirmed by successful outcome.</p> <ul style="list-style-type: none"> • formation of Formal Village Organizations/Farmer Field Schools/ establishment of Farmers Producer/Commodity Interest Groups, • introduction of innovative extension methods and institutional innovations supporting adoption of introduced technologies including commercialization and mass dissemination of technologies, • founding of e-linkages/connectivity, creating and use of electronic and web based knowledge portals and products, • organization or coordination of interface meetings, demonstrations, farmers meeting/field day/technology week, exhibition, TV & Radio talks and Maximum 2 marks <p>B Teaching/ Research/ Extension as minor function</p> <p>For any of the teaching/research/extension as the Minor Function mentioned by the applicant, the award of marks will be calculated as narrated above and distributed for the major function. Each total thus obtained will be multiplied by 0.25 for awarding marks for the Minor Function limited to 3 marks only. Maximum 3 marks</p>								
F	<p>For Dean/ Director/ Professor post weightage is to be given to experience in administration and guiding Ph.D. students</p> <table border="1" data-bbox="268 1352 1182 1559"> <tr> <td data-bbox="268 1352 592 1458">Research Guidance for Master's/ Doctoral dissertation as major Guide</td> <td data-bbox="592 1352 1054 1458">(1 mark for each PhD student and ½ mark for PG guidance subject to a maximum of 4.5 marks)</td> <td data-bbox="1054 1352 1182 1458">4.5 marks</td> </tr> <tr> <td data-bbox="268 1458 592 1559">Administrative experience</td> <td data-bbox="592 1458 1054 1559">Administrative experience ½ mark each for each year of Administrative experience (subject to a maximum of 3.5 marks)</td> <td data-bbox="1054 1458 1182 1559">3.5 marks</td> </tr> </table>	Research Guidance for Master's/ Doctoral dissertation as major Guide	(1 mark for each PhD student and ½ mark for PG guidance subject to a maximum of 4.5 marks)	4.5 marks	Administrative experience	Administrative experience ½ mark each for each year of Administrative experience (subject to a maximum of 3.5 marks)	3.5 marks	8 marks	
Research Guidance for Master's/ Doctoral dissertation as major Guide	(1 mark for each PhD student and ½ mark for PG guidance subject to a maximum of 4.5 marks)	4.5 marks							
Administrative experience	Administrative experience ½ mark each for each year of Administrative experience (subject to a maximum of 3.5 marks)	3.5 marks							
G	<p>Monitoring and Research Coordination</p> <ul style="list-style-type: none"> • Assistance in project management and coordination • Assistance in monitoring (Physical, financial and scientific) targets • Preparation of review reports, proceedings and other assigned duties(specify) • Participation in institutional activities/meetings • Innovation in monitoring and co-ordination methods. Any other relevant contribution not covered above • One mark for individual effort and a half mark for collaborative effort <p>Maximum of 2.5 marks</p>	2.5 mark							
H	<p>Special Attainments</p>	2.5 marks							
	<p>One mark for each novel technology developed (patent, prototype, genetic stock, variety, process, concept, methodology/ new inventions/ gene pool identified etc.</p>								

	Half mark for each success story of technology disseminated or commercialized individual effort carries marks as indicated above, joint effort carries half the marks. Maximum of 2.5 marks		
I	Externally Funded Projects	6 marks	
	Only those projects supported from external sources on the basis of applicant's competence should be mentioned, such as ICAR Cess Fund Schemes, Competitive Grand Projects (CGP) under World Bank, projects funded from DST, DBT/UGC and national/international organizations/ agencies etc –projects with more than ₹ 20.0 lakhs support alone will be considered. 2 marks for Principal Investigator (PI) per project and one mark for Co PI/associated scientist per project. AICRP will not be considered as individual project. Each IRP will carry ½ mark for PI Maximum of 6 marks		
J	Summer/Winter School/Refresher Course and Seminar/ Symposium etc.	1.5 marks	
	Half mark for each course organized as Course Director or Course Coordinator (Marks shall be given only for organization of Winter School/Summer School/ Refresher Course/ICAR-CAS training of not less than 10 days) One mark for Chairman/Organizing Secretary/Convener for organizing Seminar Symposium (Workshop / Trainings organized as part of duty of the post, and simple participation, or delivering lecture or paper presentation will not be considered). Maximum of 1.5 marks		
K	International Exposure	1 mark	
	One mark for each one- month experience of working/associating in internationally important organization / laboratory. Period spent abroad towards Masters / PhD/ Post-Doctoral experience will not be considered. Half mark for paper / poster presentation in international event- seminar/Symposium/ Conference / Workshop etc. Maximum of 1 marks		
L	Institution Building/Service Functions	3.0 mark	
	Only clearly defined contributions as a leader in institutional building shall be considered. For example, creation of totally new institution, laboratory, field facility etc., that has bearing on improved standards or resource generation can be given. Likewise, in case of adding new equipments, mention can be made as to how many other scientists are benefited by such addition. Similarly, encouraging HRD, plan implementation and/or monitoring of progress to show better results, successful execution of major projects, etc. can be given. Service Functions: Service provided for following miscellaneous tasks by applicant qualify for award of marks: i) Preparation of review reports, proceedings and other similar works. ii) Duties performed for at least one year or more as warden, Library I/c, Student Welfare Officer, Animal House I/C, Farm I/C, Common Instruments Lab. I/C, Assistance, PME Cell iii) Assistance at least for one year in coordination and monitoring progress of work of RAC, IMC, QRT, BOM, PME Cell, Academic Council and similar Advisory Committees of the Institute/University. iv) Production and distribution of seeds/seeds/culture/planting materials /diagnostic services/ store purchase/maintenance of farms each at least for one year. • 0.50 mark for each of the above criteria. Maximum of 3.0 marks		

M	Inter-Institutional Projects	2 marks	
	Mention only those projects, which are running at more than one institution and candidate, as PI or CoPI is associated in project planning, review and progress of the work of all the canters in different institutions. Projects with more than ₹ 10.00 lakhs support will be considered. *One mark for each project. Maximum of 2 marks		
N	Publications (Referred Articles) (NAAS 2023)	12 marks	
	<ul style="list-style-type: none"> Identify 15 best research papers published in referred journals for allocation of score according to NAAS journal rating on a scale of 1 to 20.0. The NAAS score for each publication will be added and the sum divided by 15 to get average marks. For research publications where NAAS Journal ID is not available, the Screening Committee shall be empowered to give marks not more than 0.2 for each publication For journals not covered in NAAS but have international impact factor, applicant can indicate score as (6 + impact factor) Maximum of 12 marks		
O	Other Publications	5 marks	
	<ul style="list-style-type: none"> Two marks to first author and one mark to co-authors for each book/monographs of minimum 100 pages published-authored/edited. (Maximum of 3 marks) One mark to first author and a half mark for co-authors for each book chapters and training manual (Maximum of 1 marks) Half mark for each conference proceeding paper/popular article/ bulletin/short communication (Maximum of 1 mark) Maximum of 5 marks (3+1+1)		
P	Any Other academically relevant information	1 mark	
	TOTAL (A to P)	70	
	INTERVIEW	30	
	GROSS TOTAL	100	

Signature of candidates

RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY

Jhansi-Gwalior Road, Jhansi-284003

SCORE-CARD GUIDELINES FOR PROFESSOR

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

	<p>duty/assignment at institutional level); Reviewer for peer-reviewed NASS listed journals; and Conference prize/medal such as best paper or best poster.</p> <p style="text-align: right;">Maximum of 2 marks</p> <p>One marks for Fellowship of any one of the recognized National Academies viz., National Academy of Agricultural Sciences, National Academy of Medical Sciences, Indian Academy of Sciences, Indian National Academy of Engineering, Indian National Science Academy, National Academy of Sciences or equivalent National/ International Academies</p> <p style="text-align: right;">Maximum of 1 marks</p>											
E	Teaching/Research/Extension/	10 marks										
	<p>Identify one primary and one secondary area of work :</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 30%;">Area of Work</th> <th style="width: 40%;">Major and Minor area of function</th> <th style="width: 30%;">Marks</th> </tr> </thead> <tbody> <tr> <td>A. Teaching/ Research/ Extension</td> <td>Teaching/ Research/ Extension as major function</td> <td>7.0</td> </tr> <tr> <td>B.</td> <td>Teaching/ Research/ Extension as minor function</td> <td>3.0</td> </tr> </tbody> </table> <p>Note: Scientists devoting more than 75% of time on an activity would be considered as Major Function, and devoting less than 25% of time on an activity would be considered as Minor Function.</p> <p>A.1 Marks for Teaching as Major Function. Maximum 07 marks</p> <ul style="list-style-type: none"> • For teaching as the major function, the candidate must have taught 3 courses with a total 8 credit hr load during each academic year. Half mark for each year of teaching as specified herein. Maximum 5 marks • Designing of course curriculum – new courses added or revised Each programme award 0.5 mark. Maximum 1 mark • Innovation in teaching methods/and development of teaching aids/e-courses. Each programme award 0.5 mark. Maximum 1 mark <p>P.S. Aggregate award under E.A.1 is limited to 07 marks</p> <p>A.2. Marks for Research as Major Function. Maximum 07 marks</p> <p>A.2.1 Research projects:</p> <p>Research project associated with for a minimum period of 3 years as evidenced by research projects completed and reports submitted. One mark for each project completed. Maximum 4.0 marks</p> <p>A.2.2 Leadership in research initiatives</p> <p>One mark for acting as PI of each project, and 0.5 mark for acting as Co- PI for each project. Maximum 3.0 marks</p> <p>A.3. Award of Marks for Extension as Major Function. Maximum 07 marks</p> <p>A.3.1 Technology application, demonstration and adoption</p> <p>One mark for each of the following activities. Marks will be awarded for those activities that are confirmed by successful outcome. Marks shall be awarded, only if there is documentary proof for the matching achievements.</p> <ul style="list-style-type: none"> • involvement in technology application programs through organizing/coordinating activities related to technology assessment and refinement e.g., on farm trials and report on technology refinement, • Extent of adoption of the technology in adopted areas • Participatory Rural Appraisal (PRA) and Participatory Technology Development (PTD), (iii) yield gap analysis and impact assessment for providing feedback to research and development in the form of report. 	Area of Work	Major and Minor area of function	Marks	A. Teaching/ Research/ Extension	Teaching/ Research/ Extension as major function	7.0	B.	Teaching/ Research/ Extension as minor function	3.0		
Area of Work	Major and Minor area of function	Marks										
A. Teaching/ Research/ Extension	Teaching/ Research/ Extension as major function	7.0										
B.	Teaching/ Research/ Extension as minor function	3.0										

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

I	Externally Funded Projects	6 marks	
	<p>Only those projects supported from external sources on the basis of applicant's competence should be mentioned, such as ICAR Cess Fund Schemes, Competitive Grand Projects (CGP) under World Bank, projects funded from DST, DBT/UGC and national/international organizations/ agencies etc –projects with more than ₹ 20.0 lakhs support alone will be considered.</p> <p>2 marks for Principal Investigator (PI) per project and one mark for Co PI/associated scientist per project. AICRP will not be considered as individual project.</p> <p>Each IRP will carry ½ mark for PI Maximum of 6 marks</p>		
J	Summer/Winter School/Refresher Course and Seminar/ Symposium etc.	1.5 marks	
	<p>Half mark for each course organized as Course Director or Course Coordinator (Marks shall be given only for organization of Winter School/Summer School/ Refresher Course/ICAR-CAS training of not less than 10 days)</p> <p>One mark for Chairman/Organising Secretary/Convener for organizing Seminar Symposium (Workshop / Trainings organized as part of duty of the post, and simple participation, or delivering lecture or paper presentation will not be considered).</p> <p>Maximum of 1.5 marks</p>		
K	International Exposure	1 mark	
	<p>One mark for each one- month experience of working/associating in internationally important organization / laboratory. Period spent abroad towards Masters / PhD/ Post-Doctoral experience will not be considered.</p> <p>Half mark for paper / poster presentation in international event- seminar/Symposium/ Conference / Workshop etc.</p> <p>Maximum of 1 marks</p>		
L	Institution Building/Service Functions	3.0 mark	
	<p>Only clearly defined contributions as a leader in institutional building shall be considered.</p> <p>For example, creation of totally new institution, laboratory, field facility etc., that has bearing on improved standards or resource generation can be given. Likewise, in case of adding new equipments, mention can be made as to how many other scientists are benefited by such addition. Similarly, encouraging HRD, plan implementation and/or monitoring of progress to show better results, successful execution of major projects, etc. can be given.</p> <p>Service Functions: Service provided for following miscellaneous tasks by applicant qualify for award of marks:</p> <p>v) Preparation of review reports, proceedings and other similar works.</p> <p>vi) Duties performed for at least one year or more as warden, Library I/c, Student Welfare Officer, Animal House I/C, Farm I/C, Common Instruments Lab. I/C, Assistance, PME Cell</p> <p>vii) Assistance at least for one year in coordination and monitoring progress of work of RAC, IMC, QRT, BOM, PME Cell, Academic Council and similar Advisory Committees of the Institute/University.</p> <p>viii) Production and distribution of seeds/seeds/culture/planting materials /diagnostic services/store purchase/maintenance of farms each at least for one year.</p> <p>• 0.50 mark for each of the above criteria. Maximum of 3.0 marks</p>		

M	Inter-Institutional Projects	2 marks	
	<p>Mention only those projects, which are running at more than one institution and candidate, as PI or CoPI is associated in project planning, review and progress of the work of all the centres in different institutions. Projects with more than ₹ 10.00 lakhs support will be considered. *One mark for each project.</p> <p style="text-align: right;">Maximum of 2 marks</p>		
N	Publications (Referred Articles) (NAAS 2023)	12 marks	
	<p>Identify 15 best research papers published in referred journals for allocation of score according to NAAS journal rating on a scale of 1 to 20.0. The NAAS score for each publication will be added and the sum divided by 15 to get average marks.</p> <p>For research publications where NAAS Journal ID is not available, the Screening Committee shall be empowered to give marks not more than 0.2 for each publication</p> <p>For journals not covered in NAAS but have international impact factor, applicant can indicate score as (6 + impact factor)</p> <p style="text-align: right;">Maximum of 12 marks</p>		
O	Other Publications	5 marks	
	<ul style="list-style-type: none"> • Two marks to first author and one mark to co-authors for each book/monographs of minimum 100 pages published-authored/edited. (Maximum of 3 marks) • One mark to first author and a half mark for co-authors for each book chapters and training manual (Maximum of 1 marks) • Half mark for each conference proceeding paper/popular article/ bulletin/short communication (Maximum of 1 mark) <p style="text-align: right;">Maximum of 5 marks (3+1+1)</p>		
P	Any Other academically relevant information	1 mark	
	TOTAL (A to P)	70	
	INTERVIEW	30	
	GROSS TOTAL	100	



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

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

SCORE-CARD GUIDELINES FOR ASSOCIATE PROFESSOR

	Details	Maximum Score	Score awarded
1	Academic Qualifications	10 marks	
1.1	Academic Performance Distribution of marks for each of the academic achievements would be as follows:		
•	From 60% and up to 70% marks or 6 to 7 OGPA on the scale of 10 or equivalent at 10+2 and B Graduate, Master's, Ph.D. degrees. 0.5 marks each		
•	>70% and up to 80% marks or 7 to 8 OGPA on the scale of 10 or equivalent at 10+2 and Graduate, Master's, Ph.D. degrees. 0.75 marks each		
•	>80% marks or more than 8 OGPA on the scale of 10 or equivalent at 10+2 and Graduate, Master's, Ph.D. degrees. 1 mark each		
•	National Talent Search Scholarship/INSPIRE or other Scholarship as defined by the Council/ASRB 1 mark each		
•	Merit Scholarship at the Graduate level 1 mark each		
•	JRF at the Master's Level/Merit scholarship in the ICAR Dus 1 mark each		
•	SRF of ICAR or JRF of CSIR/UGC at the Ph.D. level or other national level fellowships, GATE qualified 1 mark each		
	P.S.: Aggregate score for attributes covered under item #1.1 is limited to 8 marks only.		
1.2	Position in the University. Maximum 2 marks each		
•	Grant 1 mark each for First Position/Gold Medal in the University/IITs/NITs/Institutes of National Importance at the Graduate, Master's and Ph.D. degrees. (Except faculty/college/department Gold medal) Maximum 2 marks each		
1.3	Ph.D. Thesis Award. Maximum 2 marks each		
•	Grant 2 marks for the ICAR-Jawaharlal Nehru Award for P.G. Outstanding Doctoral Thesis.		
•	Grant 1 mark for the Best Doctoral Thesis Award given by National/International level Academic Bodies/Institutions/ Universities.		

	Maximum 2 marks each		
1.4	Post-Doctoral Fellowships and other Qualifications. Maximum 3 marks each		
•	Grants 3 marks for each Fellowships, which are competitive and are awarded by International Institutions, like Fulbright/Humboldt/DAAD/ FAO /CGIAR/EU/Overseas Universities		
•	Grant marks as explained below for each Fellowships awarded by National Institutions like DBT/DST/Boyscast/CSIR/ICAR/UGC/MHRD/INSA: <ul style="list-style-type: none"> ○ 1.5 marks for fellowship of 3 to < 6 months' duration ○ 2 marks for fellowship of >= 6 months' duration 		
•	Grants 1 mark each, for PG diploma in Management/Computer Application of MBA or any other Diploma/Degree relevant to the post Maximum 3 marks		
•	P.S.: Aggregate score for attributes covered under item #1 is limited to 10 marks only.		
2	Employment Record and Experience	5 marks	
	Marks are assigned for the number of years of service over and above the prescribed number of years required for a particular post. For Associate Professor 8 years' experience in the relevant subject as Scientist/Lecturer/Extension Specialist or in an equivalent position in the PB-3 of Rs. 15,600-39,100 with Grade Pay of Rs. 5,400/ Rs. 6,000/ Rs. 7,000/ Rs. 8,000. is prescribed with PhD qualification.8 years of service no marks Every additional year of Service 1.0 marks subject to a maximum of 5 marks.		
3	Service in Remote Areas/ Disadvantageous area	2 marks	
	Marks for Service in remote areas namely, the Andaman, Nicobar, Lakshadweep, Minicoy and Amindivi islands; State/ Union Territories in the Northeastern region, Ladakh Division of J&K State, Sikkim, Pangi Sub Division of Chamba, and Lahaul & Spiti districts of Himachal Pradesh. * half mark for each year of Completed Service in a remote area subject to a maximum of 2 marks. Marks are assigned for Service rendered in original centre/station in disadvantageous areas (other than those in remote areas). The decision for classification of place of posting shall solely depend on the screening committee in consultation with the Vice-Chancellor. *0.25 mark for each year of completed service in disadvantageous area. Maximum of 2 marks.		

4	In-service Award/Recognition	3.0 marks	
	One mark each for national/international award (recognized) such as by ICAR/CSIR/UGC/ DBT/National Institutes, Ministries of Central Government, FAO of the UN or reputed Foreign countries etc.) *A half mark each for Institutional or recognized professional societies fellow/award/recognition; President/ Chairman/ Member/ Member Secretary of important Committees and other decision/ policy making bodies/committees of national level.(excluding official duty/assignment at institutional level); Reviewer		

	<p>for peer-reviewed NASS listed journals; and Conference prize/medal such as best paper or best poster.</p> <p style="text-align: right;">Maximum of 2 marks</p> <p>One marks for Fellowship of any one of the recognized National Academies viz., National Academy of Agricultural Sciences, National Academy of Medical Sciences, Indian Academy of Sciences, Indian National Academy of Engineering, Indian National Science Academy, National Academy of Sciences or equivalent National/ International Academies</p> <p style="text-align: right;">Maximum of 1 marks</p>											
5	Teaching/Research/Extension/	10 marks										
	<p>Identify one primary and one secondary area of work :</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 20%;">Area of Work</th> <th style="width: 60%;">Major and Minor area of function</th> <th style="width: 20%;">Marks</th> </tr> </thead> <tbody> <tr> <td>A. Teaching/ Research/ Extension</td> <td>Teaching/ Research/ Extension as major function</td> <td style="text-align: center;">7.0</td> </tr> <tr> <td>B.</td> <td>Teaching/ Research/Extension as minor function</td> <td style="text-align: center;">3.0</td> </tr> </tbody> </table> <p>Note: Scientists devoting more than 75% of time on an activity would be considered as Major Function, and devoting less than 25% of time on an activity would be considered as Minor Function.</p> <p>A.1 Marks for Teaching as Major Function.</p> <p style="text-align: right;">Maximum 07 marks</p> <ul style="list-style-type: none"> • For teaching as the major function, the candidate must have taught 3 courses with a total 8 credit hr load during each academic year. Half mark for each year of teaching as specified herein. <p style="text-align: right;">Maximum 5 marks</p> <ul style="list-style-type: none"> • Designing of course curriculum – new courses added or revised Each programme award 0.5 mark. Maximum 1 mark. • Innovation in teaching methods/and development of teaching aids/e-courses. Each programme award 0.5 mark.– Maximum 1 mark. <p>P.S. Aggregate award under E.A.1 is limited to 07 marks</p> <p>A.2. Marks for Research as Major Function.</p> <p style="text-align: right;">Maximum 07 marks</p> <p>A.2.1 Research projects: Research project associated with for a minimum period of 3 years as evidenced by research projects completed and reports submitted. One mark for each project completed.</p> <p style="text-align: right;">Maximum 4.0 marks</p> <p>A.2.2 Leadership in research initiatives One mark for acting as PI of each project, and 0.5 mark for acting as Co- PI for each project.</p> <p style="text-align: right;">Maximum 3.0 marks</p> <p>A.3. Award of Marks for Extension as Major Function.</p> <p style="text-align: right;">Maximum 07 marks</p> <p>A.3.1 Technology application, demonstration and adoption</p>	Area of Work	Major and Minor area of function	Marks	A. Teaching/ Research/ Extension	Teaching/ Research/ Extension as major function	7.0	B.	Teaching/ Research/Extension as minor function	3.0		
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A. Teaching/ Research/ Extension	Teaching/ Research/ Extension as major function	7.0										
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	<p>One mark for each of the following activities. Marks will be awarded for those activities that are confirmed by successful outcome. Marks shall be awarded, only if there is documentary proof for the matching achievements.</p> <ul style="list-style-type: none"> • involvement in technology application programs through organizing/ coordinating activities related to technology assessment and refinement e.g., on farm trials and report on technology refinement, • Extent of adoption of the technology in adopted areas • Participatory Rural Appraisal (PRA) and Participatory Technology Development (PTD), (iii) yield gap analysis and impact assessment for providing feedback to research and development in the form of report. • Development of innovative extension methodologies, management cases and documentation success stories. • New methodology developed or innovation introduced which led to improvement in extension/technology adoption. <p style="text-align: right;">Maximum 5 marks</p> <p>A.3.2 Extension approaches for technology dissemination</p> <p>Half mark for each of the following function. Marks will be awarded for those functions that are confirmed by successful outcome.</p> <ul style="list-style-type: none"> • formation of Formal Village Organizations/Farmer Field Schools/ establishment of Farmers Producer/Commodity Interest Groups, • introduction of innovative extension methods and institutional innovations supporting adoption of introduced technologies including commercialization and mass dissemination of technologies, • founding of e-linkages/connectivity, creating and use of electronic and web-based knowledge portals and products, • organization or coordination of interface meetings, demonstrations, farmers meeting/field day/technology week, exhibition, TV & Radio talks and <p style="text-align: right;">Maximum 2 marks</p> <p>B Teaching/ Research/ Extension as minor function</p> <p>For any of the teaching/research/extension as the Minor Function mentioned by the applicant, the award of marks will be calculated as narrated above and distributed for the major function. Each total thus obtained will be multiplied by 0.25 for awarding marks for the Minor Function limited to 3 marks only.</p> <p style="text-align: right;">Maximum 3 marks</p>					
6	<p>Experience in research guidance</p> <table border="1" data-bbox="316 1520 1136 1655"> <tr> <td data-bbox="316 1520 606 1655">Research Guidance for Master's/Doctoral dissertation as major Guide</td> <td data-bbox="606 1520 1024 1655">(1 mark for each PhD student and ½ mark for PG guidance subject to a maximum of 4 marks)</td> <td data-bbox="1024 1520 1136 1655">4.5 marks</td> </tr> </table>	Research Guidance for Master's/Doctoral dissertation as major Guide	(1 mark for each PhD student and ½ mark for PG guidance subject to a maximum of 4 marks)	4.5 marks	5 marks	
Research Guidance for Master's/Doctoral dissertation as major Guide	(1 mark for each PhD student and ½ mark for PG guidance subject to a maximum of 4 marks)	4.5 marks				
7	Monitoring and Research Coordination	3 marks				
	<ul style="list-style-type: none"> • Assistance in project management and coordination • Assistance in monitoring (Physical, financial and scientific) targets • Preparation of review reports, proceedings and other assigned duties (specify) • Participation in institutional activities/meetings • Innovation in monitoring and co-ordination methods. <p>Any other relevant contribution not covered above</p> <ul style="list-style-type: none"> • One mark for individual effort and a half mark for collaborative effort <p style="text-align: right;">Maximum of 3 marks</p>					

8	Special Attainments	3 marks	
	<p>One mark for each novel technology developed (patent, prototype, genetic stock, variety, process, concept, methodology/ new inventions/ gene pool identified etc. Half mark for each success story of technology disseminated or commercialized individual effort carries marks as indicated above, joint effort carries half the marks.</p> <p style="text-align: right;">Maximum of 3 marks</p>		
9	Externally Funded Projects	5 marks	
	<p>Only those projects supported from external sources on the basis of applicant's competence should be mentioned, such as ICAR Cess Fund Schemes, Competitive Grand Projects (CGP) under World Bank, projects funded from DST, DBT/UGC and national/international organizations/ agencies etc –projects with more than ₹ 20.0 lakhs support alone will be considered.</p> <p>2 marks for Principal Investigator (PI) per project and one mark for Co PI/associated scientist per project. AICRP will not be considered as individual project for claim in this regard.</p> <p style="text-align: right;">Maximum of 5 marks</p>		
10	Summer/Winter School/Refresher Course and Seminar/Symposium etc.	2 marks	
	<p>One mark for each course organized as Course Director or Course Coordinator (Marks shall be given only for organization of Winter School/Summer School/Refresher Course/ICAR-CAS training of not less than 10 days)</p> <p>One mark for Chairman/Organising Secretary/Convener for organizing Seminar Symposium</p> <p>(Workshop / Trainings organized as part of duty of the post, and simple participation, or delivering lecture or paper presentation will not be considered).</p> <p style="text-align: right;">Maximum of 2 marks</p>		
11	International Exposure	1 mark	
	<p>One mark for each one- month experience of working/associating in internationally important organization / laboratory. Period spent abroad towards Masters / PhD/ Post- Doctoral experience will not be considered.</p> <p>Half mark for paper / poster presentation in international event- seminar/ Symposium/ Conference / Workshop etc.</p> <p style="text-align: right;">Maximum of 1 mark</p>		
12	Institution Building/Service Functions	3.0 mark	
	<p>Only clearly defined contributions as a leader in institutional building shall be considered.</p> <p>For example, creation of totally new institution, laboratory, field facility etc., that has bearing on improved standards or resource generation can be given. Likewise, in case of adding new equipments, mention can be made as to how many other scientists are benefited by such addition. Similarly, encouraging HRD, plan implementation and/or monitoring of progress to show better results, successful execution of major projects, etc. can be given.</p> <p>Service Functions:</p> <p>Service provided for following miscellaneous tasks by applicant qualify for award of marks:</p> <p>i) Preparation of review reports, proceedings and other similar works.</p>		

	<ul style="list-style-type: none"> ii) Duties performed for at least one year or more as warden, Library I/c, Student Welfare Officer, Animal House I/c, Farm I/c, Common Instruments Lab. I/c, Assistance, PME Cell iii) Assistance at least for one year in coordination and monitoring progress of work of RAC, IMC, QRT, BOM, PME Cell, Academic Council and similar Advisory Committees of the Institute/University. iv) Production and distribution of seeds/seeds/ culture/planting materials /diagnostic services/store purchase/maintenance of farms each at least for one year. <p>• 0.50 mark for each of the above criteria.</p> <p style="text-align: right;">Maximum of 3.0 marks</p>		
13	Inter-Institutional Projects	2 marks	
	<p>Mention only those projects, which are running at more than one institution and candidate, as PI or CoPI is associated in project planning, review and progress of the work of all the centres in different institutions. Projects with more than ₹ 10.00 lakhs support will be considered.</p> <p>*one mark for each project.</p> <p style="text-align: right;">Maximum of 2 marks</p>		
14.1	Publications (Referred Articles) (NAAS 2023)	10 marks	
	<p>Identify 10 best research papers published in referred journals for allocation of score according to NAAS journal rating on a scale of 1 to 20.0. The sum total of the NAAS score for 10 publications will be multiplied by 0.143 to obtain marks.</p> <p>For research publications where NAAS Journal ID is not available, the Screening Committee shall be empowered to give marks not more than 0.5 for each publication</p> <p>For journals not covered in NAAS but have international impact factor, applicant can indicate score as (6 + impact factor)</p> <p style="text-align: right;">Maximum of 10 marks</p>		
14.2	Other Publications	5 marks	
	<ul style="list-style-type: none"> • Two marks to first author and one mark to co-authors for each book/monograph of minimum 100 pages published-authored/edited. (Maximum of 3 marks) • one mark to first author and a half mark for co-authors for each book chapters and training manual (Maximum of 1 marks) • Half mark for each conference proceeding paper/popular article/ bulletin/short communication (Maximum of 1 mark) <p style="text-align: right;">Maximum of 5 marks (3+1+1)</p>		
15.	Any Other academically relevant information	1 mark	
	TOTAL (1 to 15)	70	
	INTERVIEW	30	
	GROSS TOTAL	100	



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

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

SCORE-CARD GUIDELINES FOR ASSISTANT PROFESSOR

S. No.	Details	Maximum Score	Marks awarded
1.	Academic Qualifications	47.0	
a)	X STD <ul style="list-style-type: none"> • >80 % and above marks or more than 8.0 OGPA on the scale of 10 or equivalent. 5.0 • >70 % & up to 80% marks or 7.0 to 8.0 OGPA on the scale of 10 or equivalent. 4.0 • > 60% & up to 70% marks or 6.0 to 7.0 OGPA on the scale of 10 or equivalent. 2.5 • < 60 % marks 1.5 		
b)	XII STD <ul style="list-style-type: none"> • >80 % and above marks or more than 8.0 OGPA on the scale of 10 or equivalent. 5.0 • >70 % & up to 80% marks or 7.0 to 8.0 OGPA on the scale of 10 or equivalent. 4.0 • > 60% & up to 70% marks or 6.0 to 7.0 OGPA on the scale of 10 or equivalent. 2.5 • < 60 % marks 1.5 		
c)	Graduation <ul style="list-style-type: none"> • >80 % and above marks or more than 8.0 OGPA on the scale of 10 or equivalent. 10.0 • >70 % & up to 80% marks or 7.0 to 8.0 OGPA on the scale of 10 or equivalent. 9.0 • > 60% & up to 70% marks or 6.0 to 7.0 OGPA on the scale of 10 or equivalent. 8.0 • < 60 % marks 5.0 		
d)	Post Graduation <ul style="list-style-type: none"> • >80 % and above marks or more than 8.0 OGPA on the scale of 10 or equivalent. 13.0 • >70 % & up to 80% marks or 7.0 to 8.0 OGPA on the scale of 10 or equivalent. 12.0 • > 60% & up to 70% marks or 6.0 to 7.0 OGPA on the scale of 10 or equivalent. 10.0 • < 60 % marks 8.0 		
e)	Ph.D.	9.0	
f)	National Talent Search Scholarship/INSPIRE or other Scholarship as defined by the ICAR/ University.	1.0	
g)	Award/Medal (First position/Gold medal in the University at Graduate, Master's and Ph.D. degrees).	2.0	
h)	JRF (M.Sc.)/SRF (Ph.D.) of ICAR or other National Level fellowships/ Merit Scholarship in the ICAR Deemed Universities. (1 Mark each)	2.0	
2.	Employment Record and Experience	3.0	
	Post-doctorate work experience will be counted as experience. Period for obtaining PhD will be excluded irrespective of study leave. *One mark for each year of service/experience with a maximum of 3 marks	3.0	
3.	Service in Remote Areas/Regional Centers	2.0	

	Marks are assigned for service rendered in the following remote areas namely, the Andaman, Nicobar, Lakshadweep, Minicoy and Amindivi, islands; States/Union Territories in the Northeastern region, Ladakh Division of J&K State, Sikkim, Pangi Sub-Division of Chamba, and Lahaul & Spiti districts of Himachal Pradesh. * 1 mark for each year of completed service in remote area with a maximum of 2 marks	2.0	
4.	Award/Recognition	1.0	
	One mark each for national/international award (recognized) such as by ICAR, CSIR, DBT/National Institutes, Ministries of State or Central Government, FAO of the UN etc. during studies/ Research	1.0	
5.	Teaching/Research/Extension/Administrative	No marks	
6.	Experience in Administration and Guiding Students	No marks	
7.	Monitoring and Research Coordination	No marks	
8.	Special Attainments	2.0	
	<ul style="list-style-type: none"> • One mark for each novel technology developed (patent, prototype, genetic stock, variety, process, concept, methodology etc.) • A half mark for each success story of technology disseminated or commercialized. Individual effort carries marks as indicated above; joint effort carries half the marks.		
9.	Externally Funded Projects	No marks	
10.	Participation in Seminar/Symposium etc	3.0	
	Half mark for each for participation and oral presentation in Summer/ Winter School/ Refresher course/ training/ Seminar/ Symposium etc. (if organized 1 mark)	3.0	
11.	International Exposure	1.0	
	Half mark for each one-month experience of working or associating with internationally important organization/laboratory. Period spend abroad towards Masters/Ph.D./Post-Doctoral experience will not be considered.	1.0	
12.	Institution building/Service Functions	No marks	
13.	Inter-Institutional Projects	No marks	
14.1	Publications (Referred Articles) (NAAS 2023)	8.0	
	<ul style="list-style-type: none"> • Identify five best research papers published in referred journals for allocation of score according to current NAAS rating (latest). Journal ID on a scale of 0.50 to 20.0. The sum total of the NAAS score for 05 publications will be multiplied by 0.25 to obtain marks. • For journal rating not covered by NAAS, but having International Impact Factor (Thomson Reuters), applicant can indicate score as 6 + International Impact Factor (Thomson Reuters). • For research publications, where NAAS Journal rating/International Impact Factor (Thomson Reuters) is not available, award 0.5 marks for each publication. Note: First author will be awarded full marks for each paper, whereas co-authors will get 75% for each paper.	8.0	
14.2	Other Publications	3.0	
	Half mark for each book chapters/ popular article/ bulletins/ short communication published.	3.0	
15	Any other additional relevant information in support of your candidature	2.0	

15.1	Sports/Games/Arts/Extra-Curricular activities	5.0	
	District/Inter University	1.0	
	State Level	2.0	
	National Level	3.0	
	Extra-Curricular Activities Subject to a maximum of 5 marks	1.0	
15.2	Radio/TV Programmes of Academic importance	3.0	
	Each Radio Program	1.0	
	Each TV Program	1.5	
	Total (1 TO 15)	80.0	
	Interview	20.0	
	Gross Total	100.00	



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

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

APPLICATION FORM FOR THE POST OF Executive Engineer/ Senior Computer Operator/Programmer

Advertisement No.....Date Post Applied for	Fix your latest photograph and sign across
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Details of Fee Payment (Demand Draft of Rs.1000/- only for General and OBC category (Rs.500/= in case of ST/SC/PwD) drawn in favour of RLBCAU payable at Jhansi. Women candidates are exempted from payment of prescribed fee.

Draft Number	Date of Issue	Amount	Name of the Bank and Issuing Branch	Name of the Bank on which Drawn

1. Personal details: Use CAPITAL LETTERS and write clearly

Name						
Date of Birth	Day	Month	Year	Age as on date of advertisement	Year	Month
Place of Birth	City / Village			State	Country	
Father's Name						
Mother's name						
Nationality	Gender			Category		Marital Status
	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender			<input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> General		<input type="checkbox"/> Single <input type="checkbox"/> Married

If differently abled, indicate the relevant particulars	Yes/ No	Percentage of disability	Sl. No. of proof of enclosure
d. Blindness or low vision:			
e. Hearing impairment:			
f. Locomotor disability or cerebral palsy (includes all cases of Orthopedically handicapped)			

3. Educational Qualifications: Attach self-attested photocopy of marks sheet & degree of each examination

	Name of the Board /University	Year	Marks Obtained	Maximum marks	Percentage or CGPA	Division	Subjects studied
Matriculation (10 th)							
Higher Secondary/ (10+2)							
Bachelor's degree (Name of degree)							
Master's degree (Name of degree)							
M. Phil. in							
Ph. D. in Topic:							
Any other exam passed							

4. Past Work Experience: (Please start from first appointment to the present position). **Add additional rows, if needed.**

Post held	Pay Scale/ Band	Basic Pay p.m. + GP/AGP	Gross Salary p.m.	Employer (Name & address of the Organization)	Experience			Nature of Assignment
					From	To	Total Experience in Years/ Months	

Your important / unique contribution(s) in the previous assignment?

5. Details of the Training Programmes attended:

Name of the Programme	Year	Duration (in days)	Organising Institution

6. Details of the Management Development Programmes attended:

Name of the Programme	Year	Duration (in days)	Organising Institution

7. Details of the Orientation Programmes / Training Programmes / Workshops

Name of the Programme	Year	Duration (in days)	Organising Institution

8. Details of the Refresher Programmes attended:

Name of the Programme	Year	Duration (in days)	Organising Institution

9. Involvement in Research & Publications, if any:

Publications	Numbers	Publishers / Journals	Communicated
Books			
Research Papers			
Articles			
Others			
Research Projects undertaken			
Major Research Projects Completed			
Major Research Projects ongoing			
Research Supervisions			
No. of Ph.Ds produced			
No. of Candidates enrolled for Ph.D			
Participations in Seminars / Conferences/ Workshops			
No. of Papers presented in a National Seminars/conferences			
No. of Papers presented in a International Seminars/conferences			

9. Any other Experience of Administrative work, if any (please furnish details) :

Capacity	Nature of work	Duration in years

10. Key Achievements/ any other Information/ Qualifications considered to be relevant to the post applied for:

11. References: Please provide names of three persons who are not related to you and are familiar with your work / professional experience / accomplishment:

	1	2	3
Name and Address			
Contact Address			
Email:			
Phone (landline) With STD Code:			
Mobile Phone no.			
Fax with STD code			

12. Have you ever been punished during your studies at College/University? (Yes/No):

13. Have you ever been punished during your service or convicted by a court of law? (Yes/No):

14. Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? (Yes/No) :

15. Do you have any case pending against you in any court of law? (Yes/No) :

16. Contact Details of the Applicant:

Address for Correspondence		Permanent Address	
Name:		Name:	
House No:		House No:	
Street:		Street:	
City:		City:	
State:		State:	
Pin Code:		Pin Code:	
Email:		Email:	
Phone/ Cell No. (With STD Code)		Phone/ Cell No. (With STD Code)	

17. Declaration

I, _____ son/daughter of _____ hereby declare that all the particulars given in this application form are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature / appointment may be cancelled by the university without assigning any reason thereof.

Signature of the applicant

Name in Capital letters

Date: _____

Place: _____

Note:

3. Unsigned application is liable to be rejected and no correspondence will be entertained.
4. The University shall not be responsible, if any column is not filled up properly and legibly.

18. Endorsement by the EMPLOYER

(In case of in-service candidates, whether in permanent/contract/temporary capacity, the application must be endorsed/ forwarded by the Head of the Department/Employer, failing which application is liable to be rejected.)

Forwarded to the Rani Lakshmi Bai Central Agricultural University, Jhansi- Gwalior Road, Jhansi - 284003

The applicant Dr./Mr./Mrs/Ms. _____, who has submitted this application for the post of _____ in the Rani Lakshmi Bai Central Agricultural University, Jhansi, has been working in this organization namely _____ as _____ (name of the post), in a temporary/contract/permanent capacity with effect from _____ in the Scale of Pay/Pay Band of Rs. _____. He /She is drawing a basic pay of Rs. _____. His / Her next increment is due on _____.

Further, it is certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his / her application being considered by the Rani Lakshmi Bai Central Agricultural University, Jhansi.

(Signature of the forwarding officer)

Name: _____

Designation: _____

Place: _____

Date: _____

(Seal)

19. Checklist of Documents Enclosed

Sl. No	Documents	Tick (✓)
1.	Matric / Secondary / High School (10 th Class) Marks Sheet	
2.	Matric / Secondary / High School (10 th Class) Certificate	
3.	Sr. Secondary / Intermediate (12 th Class) Marks Sheet	
4.	Sr. Secondary / Intermediate (12 th Class) Certificate	
5.	Bachelor's Degree Marks Sheet	
6.	Bachelors' Degree	
7.	Master's Degree Marks Sheet	
8.	Master's Degree	
9.	M. Phil. Marks Sheet	
10.	M. Phil Degree	
11.	Ph. D. Degree	
12.	Experience Certificate(s) from previous employers:	
13.	Endorsement from the present employer	
14.	DD for the application fees (in original)	
15.	SC / ST / OBC / Handicapped Certificate	
16.	Others, if any:	



RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY
Near Pahuj Dam, Gwalior Road, JHANSI-284 003, UTTAR PRADESH
Phone: 0510-2730555

Part-A

Sl. No.

**(APPLICATION FORM FOR JUNIOR ACCOUNT OFFICER/UDC/ASSISTANT/DATA ENTRY OPERATOR/LIVESTOCK FILED
FARM ASSISTANT/HINDI TRANSLATOR)**

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

Affix
Passport Size
Photograph
(Self-Attested)

For office use only :

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

Dealing Asstt.

Part-B
(General information of the Candidates)

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

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

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

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

Date:

Signature of the applicant

List of Enclosures:

18. Endorsement by the EMPLOYER

(In case of in-service candidates, whether in permanent/contract/temporary capacity, the application must be endorsed/ forwarded by the Head of the Department/Employer, failing which application is liable to be rejected.)

Forwarded to the Rani Lakshmi Bai Central Agricultural University, Jhansi- Gwalior Road, Jhansi - 284003

The applicant Dr./Mr./Mrs/Ms. _____, who has submitted this application for the post of _____ in the Rani Lakshmi Bai Central Agricultural University, Jhansi, has been working in this organization namely _____ as _____ (name of the post), in a temporary/contract/permanent capacity with effect from _____ in the Scale of Pay/Pay Band of Rs. _____. He /She is drawing a basic pay of Rs. _____. His / Her next increment is due on _____.

Further, it is certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his / her application being considered by the Rani Lakshmi Bai Central Agricultural University, Jhansi.

(Signature of the forwarding officer)

Name: _____

Designation: _____

Place: _____

Date: _____

(Seal)

SYLLABUS OF WRITTEN EXAMINATION

Note:

1. **Compensatory time of 30 minutes for candidate who are (i) visually handicapped, (ii) candidates suffering from cerebral palsy and (iii) orthopedically handicapped with locomotor Disability of 40% or more. Assistance be provided to visually impaired candidates.**
2. **Step-II (Skill Test - Qualifying nature): Marks will not be added in written examination, but the candidate has to qualify the skill test).**

Junior Accounts Officer (Level 08)

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

Subject	No. of Questions	Duration
General Intelligence & Reasoning	25	90 Minutes
General Knowledge	25	
English and Hindi comprehension	25	
Knowledge of Accounts, Business & Commerce and Mathematics	25	

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

1. **General Intelligence & Reasoning (25 questions):** It would include questions of both verbal and non-verbal type. This component will include questions of analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concept, arithmetic reasoning, verbal and figure classification, arithmetical number series, non-verbal series, coding and decoding statement, conclusion, syllogistic reasoning etc.
2. **General Knowledge (25 questions):** Questions in this component will be aimed at testing the candidate's general awareness of the environment around him/ her and its application to its society. Questions may also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected from an educated person. The test will also include questions relating to India and its neighboring countries, particularly pertaining to history, culture, geography, economic scene, general policy and scientific research etc.
3. **English and Hindi Comprehension (25 questions):** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.
हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे: पर्यायवाची/विलोम शब्द पर आधारित प्रश्न, वाक्यांश के लिए एक शब्द पर आधारित प्रश्न, वाक्य-अशुद्धि संशोधन पर आधारित प्रश्न, मुहावरे/लोकोक्तियों पर आधारित प्रश्न, अनेकार्थी शब्द पर आधारित प्रश्न, वर्तनी की त्रुटि, परिभाषा शब्दावली-प्रशासन से संबंधित अंग्रेजी शब्दों के समानार्थक हिन्दी शब्द।
4. **Knowledge of Accounts, Business & Commerce and Mathematics (25 questions):** Questions in this paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work, Banking, book keeping and accounts etc.

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

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

Assistant (Level 07)

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

Subject	No. of Questions	Duration
General Intelligence & Reasoning	25	90 Minutes
General Knowledge	25	
Mathematics	25	
English and Hindi	25	

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

- 1. General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. This component will include questions of analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concept, arithmetic reasoning, verbal and figure classification, arithmetical number series, non-verbal series, coding and decoding statement, conclusion, syllogistic reasoning etc.
- 2. General Knowledge:** Questions in this component will be aimed at testing the candidate's general awareness of the environment around him/ her and its application to its society. Questions may also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected from an educated person. The test will also include questions relating to India and its neighboring countries, particularly pertaining to history, culture, geography, economic scene, general policy and scientific research etc. Constitution of India. These questions will be such that they do not require a special study of any discipline.
- 3. Mathematics:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real-life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation.
- 4. English and Hindi:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

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

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

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

Upper Division Clerk (Level 04)

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

Subject	No. of Questions	Duration
General Knowledge	20	90 Minutes

General English and Hindi	20	
Numerical Ability	10	
General Intelligence & Reasoning	20	
Knowledge of Rules of Government of India	30	
Total	100	

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

SYLLABUS:

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

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

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

Livestock/Farm Assistant (Level 05)

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

Subject	No. of Questions	Duration
General Knowledge	20	90 Minutes
General English	20	
Quantitative Aptitude	20	
Agriculture	40	

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

SYLLABUS:

- A. General Knowledge:** - Question in this component will be aimed at testing the candidate's general awareness of the environment around him/her and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of any person of graduate level. The test may also include questions relating to India and its neighboring countries especially pertaining History, Culture, Geography, Economy Science, general Policy & Scientific Research.
- B. General English:** - Candidates' ability to understand correct English, his/her basic comprehension and writing ability, etc., may be tested. Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject
- C. Quantitative Aptitude:** - The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio and Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and Distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, triangles, Quadrilaterals, regular Polygons, Circle, Right Prism, Right Circular Cone, Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard identities, Complementary angles, height and distances, Histogram, Frequency polygon, Bar diagram & pie chart, etc.
- D. Agriculture:-** Agro-ecosystems, Agronomic principles and practices and Agro-Meteorology; Dryland Farming and Agro-forestry; Soils Testing and Fertility Management; Integrated Farming Systems; Climate Change and its impact on Indian agriculture; Diversity of cereal crops, Pulses, Oilseeds, Forage Crops, Horticultural Crops; Principles of Plant breeding, Role of PPV & FRA; Seed Production; Tissue Culture and Plant Propagation Techniques; Major diseases and their management of selected crop plants; Rice, Wheat, Maize, Sugarcane, Potato, Citrus and Papaya; Weeds and their management. Concept of Animal Breeding; Animal Cloning; Basics of Animal Health; Animal Production; Livestock, Poultry, Duckery, Small ruminants; Bee keeping; Fisheries-Fresh water and Marine fish resources. Farm Machinery; Agri-energy; Ergonomics and Women – friendly equipment; Post-Harvest Technology; Information and Communication Technologies in agriculture; Agri-business; Basic agricultural extensions mechanism; KVK; socio-economic aspects of agriculture and allied sectors. Human Resource Development in Agricultural Research, Education and Extension; Role of ICAR, NAARM and Agricultural University in Indian Agriculture; Indigenous Knowledge Systems in Agriculture.

Field Cum Lab Assistant (Level 03)

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

Subject	No. of Questions	Duration
General Knowledge	25	90 Minutes
Mathematics	25	
Science	25	
Social Science	25	

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

- A. General Knowledge:** Questions may be designed to test knowledge of current events relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Science, General Policy & Scientific Research.
- B. Mathematics:-** Matric level questions on Number System, Fundamental Arithmetical Operations,

Algebra, Geometry, Mensuration, Trigonometry and Statistical Charts.

C. Science:- Matric level questions on Physical and Chemical Substances- nature and Behaviour, World of Living, Natural Phenomenon, Effects of Current and Natural Resources.

D. Social Science:- Matric level questions on India and the Contemporary World, Democratic Politics, Understanding Economic Development and Disaster Management.

Hindi Translator (Level 06)

Subject	No. of Questions	Duration
General English	25	120 Minutes
सामान्य हिंदी	25	
Descriptive Paper/ वर्णनात्मक पेपर	50	

General English: Antonyms, Homonyms, Synonyms, Error Correction (Underlined Part), Sentence Arrangement, Spelling Test, Sentence Arrangement, Spotting Errors, Para Completion, Idioms and Phrases, Fill in the blanks, Data Interpretation, Spelling Test, Sentence Completion, Transformation, Passage Completion, Prepositions, Error Correction (Phrase in Bold), Word Formation, Direct and Indirect speech, Active and Passive Voice, Theme Detection, Situation Reaction Test, Pie – Charts, Bar Graphs and Line Graphs.

सामान्य हिंदी: पर्यायवाची/विलोम शब्द पर आधारित प्रश्न, वाक्यांश के लिए एक शब्द पर आधारित प्रश्न, वाक्य-अशुद्धि संशोधन पर आधारित प्रश्न, मुहावरे/लोकोक्तियों पर आधारित प्रश्न, अनेकार्थी शब्द पर आधारित प्रश्न, वर्तनी की त्रुटि, परिभाषा शब्दावली-प्रशासन से संबंधित अंग्रेजी शब्दों के समानार्थक हिन्दी शब्द, रिक्त स्थान भरें (क्रिया, पूर्व सर्ग, लेख, आदि का उपयोग करके), व्याकरण, वाक्य पूरा करना, शब्दों का सही उपयोग।

Descriptive Paper/ वर्णनात्मक पेपर

Translation from Hindi to English/ हिंदी से अंग्रेजी में अनुवाद

Passage for translation from English to Hindi/ अंग्रेजी से हिंदी में अनुवाद के लिए मार्ग

Essay each in Hindi & English/ हिंदी और अंग्रेजी में प्रत्येक निबंध

Data Entry Operator (Level 02)

Subject	No. of Questions	Duration
English Language (Basic Knowledge)	25	90 Minutes
General Intelligence	25	
Quantitative Aptitude (Basic Arithmetic Skill)	25	
General Awareness	25	

English Language: Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting misspelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

General Intelligence: It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Numerical operations, Other sub-topics, if any .

Quantitative Aptitude:

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Geometry: Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

Trigonometry: Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like $\sin 2\theta + \cos 2\theta = 1$ etc.,

Statistical Charts: Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart.

General Awareness: Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

Skill Test for Data Entry Operator: Skill Test is mandatory for Data Entry Operators. No candidate is exempted from appearing in the Skill Test. The medium of Typing Test will be Hindi or English. The candidates will have to opt for the medium of Typing Test (*i.e.*, either Hindi or English) before skill test. The choice of Typing Test given by the candidate shall be treated as final and no change in the medium of Typing Test will be entertained later. Candidates opting for English medium should have typing speed of 35 words per minute (w.p.m.) and those opting for Hindi medium should have typing speed of 30 words per minute (w.p.m.). 35 w.p.m. and 30 w.p.m. correspond to about 10500 key depressions per hour and about 9000 key depressions per hour respectively. The speed will be adjudged on the accuracy of typing on the computer of a given text passage in 10 minutes. PwD candidates (in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy) will be given compensatory time of 5 minutes. Therefore, duration of Typing Test for such candidates will be 15 minutes.

METHOD OF ANSWER IN THE TEST

1. The candidate is required to write his/her Roll No. and Set No., if any, at the appropriate places provided in the OMR Sheet in Ball Point Pen only. In addition, he/she is also required to fill up Roll No. in the space provided on the OMR Sheet by darkening the appropriate ovals by Ball Point pen only.

NOTE: Please note that any error in darkening the Roll No. or writing set number will result in wrong evaluation of the OMR Sheet. He/she may take further note that non-filling of Set No., if any, Roll No. and other vital details would lead to non-evaluation of OMR Sheet and cancellation of his/her candidature. Hence, the candidate should be careful in darkening Roll No. and writing set number.

2. The candidate, within 10 minutes of the issue of the Question Booklet, shall check the Question Booklet to ensure that it contains all the pages in correct sequence and that no page/question is missing. In case of faulty Question Booklet, the candidate shall immediately bring it to the notice of the Superintendent / Invigilators to obtain a fresh Question Booklet.
3. Each question shall be followed by four alternative answers. The candidate is required to identify the one which he/she feels to be the correct answer and record the answer by darkening the appropriate circle in the OMR Sheet with Ball Point Pen only.

For example, if out of 4 alternatives (1) (2) (3) & (4) given against question No. 15, the candidate identifies (2) as the correct answer, he/she is required to darken the circle No. 2 only in the OMR sheet as given below:

Q. No. 15
 1 2 3 4

4. The answer will be treated incorrect if more than one circle is darkened improperly. Any other method of marking such as tick mark, cross mark, use of dot, line mark and half-filled circle or marks outside the circle shall not be evaluated.
5. **NEGATIVE MARKING:** There will be negative marks for wrong answers in the objective tests. One-Fourth of the Correct Answer (i.e., 0.25 marks) will be deducted for each wrong answer.
6. If any question is not attempted, the candidate is required to leave all the circle against that question as blank. Such an answer will be awarded zero mark.
7. Inner cover page of the Question Booklet or the blank space / page at the end of Question Booklet may be used for rough work.
8. No page from the Question Booklet is to be torn or removed. If a candidate is found tearing any page from the Question Booklet, he/she shall be liable to punishment for adopting unfair means and shall not be allowed to continue in the Test.

NOTE: i. If the candidate commits any error in writing / filling the Roll No., Set No. etc. on the answer sheet, it will not be possible to rectify the error and the answer sheet will be evaluated accordingly.

ii. The decision of the University regarding Question(s)/ Key will be final.

IMPORTANT: Candidates to note that since answers are to be marked by ball pen, it will not be possible to change any answer after marking it. (use of whitener for change in answer is not allowed)

TA/DA

No TA/DA will be admissible for attending the Written Examination. Travelling and other expenses must be borne by the candidates themselves.

GENERAL TERM AND CONDITIONS

1. The prescribed minimum qualifying marks for candidates in written examination shall be 50% for UR and OBC Category and 40% for SC/ST/PwD/Ex-serviceman.
2. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the

minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.

3. If circumstances so warrant, the University reserves the right to modify or remove the condition of Minimum Qualifying Marks prescribed for one or more Non-Teaching posts at any stage and/or for any component and/or for any Section. **The decision of the University shall be final and binding on each candidate.**

IMPORTANT NOTE: *If required, the University shall hold Skill Test for any Non-Teaching Positions even for such Non-Teaching posts for which the University has not mentioned about Skill Test while advertising the various Non-Teaching Positions vide Advertisement No. RLBCAU/05/2023 dated 15th May, 2023. The decision of the University shall be final and binding on each candidate.*

4. 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/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled (a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor 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.
5. Incomplete applications will not be considered and will be REJECTED.
6. Candidates belonging to SC/ST/OBC/EWSs/PwDs category should submit proper caste/ EWSs certificate as per the proforma prescribed by the Govt. of India only.
7. The appointment of the candidate on the basis of marks in written examination (with syllabus) and skill test, if any; verification of her/his Character & Antecedents; and if applicable her/his Caste/Tribe/Community Certificate from the respective authorities through proper channel. If the verification reveals anything adverse about her/his character and antecedents and/or that the claim to belong to the Scheduled Caste/Scheduled Tribe/Other Backward Class (Non-Creamy Layer), as the case may be, is false, her/his services will be terminated forthwith without assigning any reasons thereof and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.
8. The list of candidates to be called for Written Examination and details regarding Date, Time, Venue of Written Examination and Admit Card shall be notified on the University Website (www.rlbcu.ac.in). Therefore, the candidates are advised to check the University Website regularly.
9. **USE OF UNFAIR MEANS:** Candidates are not permitted to use mobile phone, calculators or any other electronic / electrical device. Candidates, therefore, **MUST NOT** bring mobile phone, calculators or any other electronic / electrical device inside the examination premises. Possession of these items, whether in use or not, will be considered as “**use of unfair means**” in the examination and appropriate action will be taken by the University against such candidates.
10. Success in the examination confers no right for selection unless the University is satisfied after such verification, as may be considered necessary about the candidate, having regard to her/his conduct in service, that she/he is eligible and suitable in all respects for appointment to the post for which the examination is conducted.
11. The Compensatory time for PwD candidates availing scribe/reader/lab assistant shall be given as per rules, if any.
12. **Action against Candidates found Guilty of Misconduct:** Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

A candidate will be disqualified, if she/he has been declared by the University to be guilty of:

- a) Obtaining support of his/her candidature by any means; or
- b) Impersonating; or
- c) Procuring impersonation by any person;
- d) Submitting fabricated documents or documents which have been tampered with; or
- e) Making statements which are incorrect or false or suppressing material information; or
- f) Resorting to any other irregular or improper means in connection with his/her candidature for the selection; or
- g) Using unfair means during the test; or
- h) Writing irrelevant matter including obscene language or pornographic matter, in the script(s); or
- i) Misbehaving in any other manner in the examination hall; or
- j) Harassing or doing bodily harm to the staff employed by the University for the conduct of their test; or
- k) Bringing mobile Phone/communication device in the Examination Hall/Interview Room; or
- l) Attempting to commit or, as the case may be, abetting the University of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
 - i. to be disqualified by the University from selection for which he/she is a candidate; and/or
 - ii. to be debarred either permanently or for a specified period by the:
 - University from any Examination or Selection held by them.
 - University from taking admission under the courses offered by them.
 - iii. if he/she is already in service under Government to disciplinary action under the appropriate rules.

13. Resolution of Tie Cases

- a) The tie is resolved by the University by referring to the total marks in the Written Examination i.e. a candidate having more marks in the written examination gets preference over the candidate(s) with less marks.
- b) If the tie still persists then the marks in Knowledge of Rules of Government of India & RLBCAU Act and English are referred to i.e., a candidate having more marks in the concerned subject will be given preference.
- c) If the tie still persists, the candidate older in age gets preference.
- d) If the tie still persists, it is finally resolved by referring to the alphabetical order of names i.e. a candidate whose name begins with the alphabet which comes first in the alphabetical order gets preference.

14. University Decision Final:

The decision of the University in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

15. **Court's Jurisdiction:** In case of any disputes, any suites or legal proceedings against the University in regard to this recruitment, the territorial jurisdiction shall be restricted to the Courts in Uttar Pradesh at District Court at Jhansi and Allahabad High Court at Prayagraj.

NOTE:

1. *The candidates applied for any non-teaching positions should ensure that they fulfill all the eligibility conditions for admission to the written examination. Their admission at all the stages of written examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination and skill test (wherever applicable), it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the University.*
2. *The candidates must carry at least one latest photo bearing identification proof such as Driving License / Voter Card / Aadhaar Card / Identity Card issued by University / College, Income Tax Pan Card in original to the Examination Centre, failing which they will not be allowed to appear for the same.*
3. *Any attempt to influence the authorities by way of recommendations will ab-initio disqualify the candidate.*