



**VCSG UTTARAKHAND UNIVERSITY OF HORTICULTURE & FORESTRY  
BHARSAR, PAURI GARHWAL, UTTARAKHAND – 246123**

**Advertisement Notice No. UUHF/ Direct/ Registrar/ 03 of 2017**

**Dated: 26-07-2017**

The Govt. of Uttarakhand has established “VCSG Uttarakhand University of Horticulture & Forestry” (VCSG UUHF) by an Act of State Legislative Assembly [The Uttarakhand Krishi Evam Prodhayogik Vishwavidhyalaya (Amendment) Act, 2001 {Uttarakhand Act No. 13 of 2011}] dated 28th April, 2011 with Notification No. 732/XIII-II/2011-12 dated 26 September, 2011

The University invites applications from eligible candidates on prescribed application format for filling-up the post of Registrar through direct recruitment. The Application Format can be downloaded from University’s website ([www.uuhf.ac.in](http://www.uuhf.ac.in)). Duly filled applications along with recent passport size self-attested photograph, supporting enclosures (self-attested copies of degree certificates/ mark sheets/ experience certificates, reprints of important publications, etc.) and Application Fee of **Rs. 1000/- (Rs. 500/- for SC/ST candidates)** through Demand Draft drawn in favour of Comptroller, Uttarakhand University of Horticulture & Forestry payable at Punjab National Bank, Branch Pauri (Branch Code 1370) should reach by speed/ registered post to the **Registrar, VCSG Uttarakhand University of Horticulture and Forestry, Bharsar, Pauri Garhwal, Uttarakhand – 246123** latest by 26-08-2017. Applications submitted by hand or sent by email/ fax/ courier or by any other means shall not be accepted.

1. **Name of the Post:** Registrar (Rs. 15600-39100+ GP Rs. 6600)
2. **Number of Post:** 01 (Unreserved)
3. **Educational Qualifications, Experience & Desirable Qualifications**

**A. Essential:**

- (i) Bachelor’s Degree from a University established by law or an equivalent qualification recognized by the Government. Incumbent should have sound knowledge of Hindi & English Languages.
- (ii) Five years of experience as Deputy Registrar or equivalent post in any University, State Government or Higher Educational Institution  
or  
Fifteen years of financial, supervisory & administrative experience in any Government Department/ University/ Government Educational Institution.  
or  
Minimum fifteen years of teaching experience in any University or Degree College.

## **B. Preference:**

Masters degree in agriculture related subjects or working experience of credit based semester system and conduction of examinations in University.

## **4. Age Limit:**

- (i) Minimum 35 years & Maximum 45 years. Age relaxation in maximum age limit for Schedule Caste/ Schedule Tribes or any other category candidates shall be as prescribed by the State Government for the same.
- (ii) In the matter of a person who has given his services on a post in Centralized Services or University, the maximum age shall be extended to a limit that he had worked during his regular services in the age described in sub-section 4(i).

## **Important Information for Applicants**

1. The process of recruitment and appointment on the post advertised shall be as prescribed under the Act/ Statutes/ Service Rules of the University.
2. Application Fee as prescribed should be enclosed with the Application Form. Application Forms received without the prescribed Fee shall not be entertained. Fee once paid will not be refunded in any case.
3. Applications, if not on prescribed format or incomplete or received after due date will not be considered.
4. Self attested photocopy of supporting documents pertaining to age, educational qualifications, employment record, caste certificate (if applicable) etc should accompany the Application Form. However, original certificates should be produced at the time of interview for verification.
5. In-service candidates should send their application through proper channel. However, advance copy along with Application Fee should reach at the following postal address:-  
**Registrar, VCSG Uttarakhand University of Horticulture & Forestry, Bharsar, Pauri Garhwal, Uttarakhand – 246123** before the closing date.
6. The reservation policy of the Uttarakhand State Government shall be applicable.
7. Envelope containing application should be super scribed as “Application for the post of Registrar”.
8. No T.A./ D.A. will be paid to the candidates called for interview/ test.
9. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it may not be convenient or possible to interview all the candidates, the University, at its discretion, may screen the applications and shortlist the candidates on the basis of qualifications, experience, publications etc to be

called for the interview. For this purpose, the University may constitute a screening committee to scrutinize the applications to short list the candidates.

10. Canvassing in any form may lead to cancellation of candidature.
11. Qualifications/ experiences etc. shall be reckoned as on last date of submission of applications.
12. If at any time even after the selection and the appointment of the candidate or during the tenure of his/ her service, it is found/ detected that any document/ information submitted by the candidate is incorrect or that the candidate has concealed/ suppressed any information, then appropriate action shall be taken against him/ her as per rules which may even lead to termination of his/ her candidature/ services.
13. The University reserves the right to fill or not to fill the post advertised without giving any reasons thereof.
14. The University shall not be responsible for postal delay, if any with regard to receiving of application by post.
15. The area of jurisdiction for any legal dispute shall be District Court at Dehradun and High Court of Uttarakhand
16. The candidates are advised to visit the University website i.e. [www.uuhf.ac.in](http://www.uuhf.ac.in) regularly for information related to recruitment of the post advertised.

Registrar  
VCSG UUHF



## VCSG Uttarakhand University of Horticulture & Forestry Bharsar, Pauri Garhwal

### **Application Format for the Post of Registrar**

**(Note: Please carefully go through the instructions given in the advertisement before filling up the Application Form)**

<b>Advertisement No:</b>  <b>Last Date of Receipt of Application Form:</b>	Registration No: (For Office use Only)	Self attested latest passport size photograph is to be pasted here
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1. Name of the post applied for: .....

2. Details of payment of Application Fee:

Demand Draft Number & Date	Amount (in Rs.)	Name of the Bank Payable at	Issuing Branch's Name with Branch Code
		Punjab National Bank, Pauri (Pauri Garhwal) Branch Code: 1370	

### 3. Personal Details of the Applicant:

(a) Name (in capital letters)	First Name			Middle Name	Surname		
(b) Date of Birth	Day	Month	Year	Age as on closing date	Years	Month(s)	Day(s)
c) Father's Name							
d) Mother's Name							
e) State of domicile							
f) Category (UR/ SC/ ST/ OBC)							
g) Nationality							
h) Gender	(Male/ Female/ Transgender)						
i) Marital Status	(Married/ Unmarried)						
j) Permanent address							
k) Address for Correspondence							
E-mail:							
Mobile number:							
Telephone no. with STD Code							

#### 4. Educational Qualifications (Class X onwards):

S.N.	Examination passed	Name of the Board/ University	Passing Year	% Marks/ OGPA/ CGPA	Subjects studied	Sl. No. of documentary proof enclosed
1.	High School					
2.	Intermediate					
3.	Graduation					
4.	Post-Graduation					
5.	Ph.D					
6.	Any other					

5. Whether qualified ASRB/ UGC/CSIR NET or SLET/SET of Uttarakhand State: .....  
Year of qualifying ..... (Sl. No. of documentary proof enclosed)

#### 6. Professional Experience in Chronological Order (giving current position/employment first)

Post held	Nature of Employment *	Name, & Address of the Employer/ Institution	Basic Pay/ Pay Band & AGP	Period of Employment		No. of Years & Months	Nature of Work/ Duties	Sl. No. of documentary proof enclosed
				from	to			
1	2	3	4	5		6	7	8

\* Please mention whether Regular / Temporary/ Contract/ Other

#### 7. Present Position

Designation	Name & Address of the Employer/ Institution	Type of the Institution #	Present Salary			Sl No. of documentary proof enclosed
			Pay Band	Basic Pay	AGP	

# Please mention whether Organization/ Institution/ University is a State Govt./ Central Govt./ Private etc.

**8. Publications, if any (Give number only)\*:**

<b>Publications</b>	<b>Published</b>	<b>Accepted/in print</b>	<b>Communicated</b>
Book(s)			
Book Chapter(s)			
Research Paper(s)			
Number of research paper(s) in peer reviewed journals			
Article(s)			
Conference proceeding/ abstract(s)			

\*Attach list of publications with complete citation & NAAS/ any other ratings.

**9. Details of the Training Programmes attended \*:**

<b>Name of the Programme</b>	<b>Year</b>	<b>Duration(in days)</b>	<b>Organising Institution</b>

10. Membership of Professional Societies, if any	
11. References: Give name & address of two referees	1.  2.
12. Total number of self attested testimonials attached	
13. International exposure as Researcher/ Teacher at university level, if any:	
14. Any other information: <i>(attach separate sheets if required)</i>	

## **Declaration**

I ..... Son/ Daughter/ Wife of .....hereby declare that the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any time even after my selection and the appointment or during the tenure of my service, it is found/detected that any document/ information submitted by me is incorrect or that any information is concealed/ suppressed by me, then appropriate action shall be taken against me as per rules which may even lead to termination of my services.

**Place:**

**(Signature of the Applicant)**

**Date:**

## **Endorsement by the Employer (For in service candidates)**

The applicant Dr./Mr./Mrs./Ms. \_\_\_\_\_ who has submitted this application for the post of (Name of the Post)\_\_\_\_\_ has been working in this organization on the post of \_\_\_\_\_ on temporary / contract / permanent basis with effect from \_\_\_\_\_ in the pay scale of (mention pay band, present basic pay and academic grade pay, if applicable) \_\_\_\_\_.

Certified that no disciplinary / vigilance action is contemplated or pending against the said applicant. There is no objection to his/her application being considered by the VCSG UUHF, Bharsar. In the event of his/ her selection on the said post, he/ she shall be relieved to join on the said post in VCSG UUHF, Bharsar.

**Place:**

**(Signature of Forwarding Officer)**

**Date:**

**Name:**

**Designation:**

**Seal:**