

**Bulletin of Information for Recruitment of Non-Teaching Posts  
on Deputation/Transfer basis.  
Advt. No. (03/2026)**



**Maharana Pratap Horticultural University, Karnal**

(Established under Haryana Act No.32 of 2016)

Website: <https://www.mhu.ac.in>

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**Advt.No. (03/2026)**

Applications are invited from the eligible and interested candidates working on regular basis in Central/State Universities/Institutes/Central & State Govt. Departments/Semi-Govt. Departments/PSUs for appointment of various Non-Teaching posts on Deputation/Transfer basis as per standard terms & conditions of the Haryana State Govt. The applications should reach through proper channel on or before **30.06.2026 up to 05:00 PM** at the address “**The Registrar, MHU, HTI Campus, Uchani (Karnal)**”. Applications received after the last date due to postal delay or any other reasons will not be considered. For details i.e. no. of posts, prescribed qualifications, pay scale, terms and conditions, application form, eligibility criteria etc. visit the University website [www.mhu.ac.in](http://www.mhu.ac.in).

(Prof. Surender Singh)  
REGISTRAR

**DETAIL OF POSTS**

<b><u>Detail of Non-Teaching Posts and Functional Pay Level (FPL)</u></b>					
<b>Sr. No.</b>	<b>Name of Post</b>	<b>Number of Posts</b>	<b>Category</b>	<b>Pay Scale</b>	<b>Qualifications</b>
1.	Assistant Comptroller	01	Gen.	FPL-11	Working on analogous post
2.	Accounts Officer	01	Gen.	FPL-9	Working as an Accounts Officer in the HSAS cadre with the Government of Haryana.
3.	Private Secretary	01	Gen.	FPL-8	(i) Working on analogous post OR (i) Five years' experience as P.A./Senior Scale Stenographer. <b>Note:-</b> Post of Private Secretary is for a period of Two year or till the joining back of regular employee (who is on deputation in another Department) whichever is earlier.
4.	Personal Assistant**	01	Gen.	FPL-6	(i) Working on analogous post OR (i) Bachelor's degree from recognized University or its equivalent (ii) Three years' experience as Senior Scale Stenographer /Stenographer working in a Govt./Semi Govt. University/ Educational Institution/Deptt./ Research Institution/PSU. (iii) Knowledge of Hindi/Sanskrit upto Matric Standard.
5.	Assistant	06	BCB-01, OSC-01, BCA-01, EWS-02, Gen(ESM)- 01	FPL-6	(i) Working on analogous post OR (i) Bachelor's Degree from recognized University (ii) At least 3 years' office experience as Clerk/Computer Operator/equivalent of working in a Govt./Semi Govt. University/ Educational Institution/ Deptt./ Research Institution/ PSU. (iii) Typing Speed of 30WPM in English or Computer test at the speed of 7000 depression per hour in MS Word. (iv) Knowledge of Hindi/Sanskrit upto Matric Standard.
6.	Accountant	02	EWS -01, DSC -01	FPL-6	(i) Working on analogous post OR

					(i) Bachelor's Degree in Commerce from recognized University (ii) At least 3 years' office experience as Clerk / Computer Operator/ equivalent of working in a Govt./ Semi Govt. University /Educational Institution/ Deptt./ Research Institution/PSU. (iii) Knowledge of computer applications viz. word processing spread Sheet and Computer-based accounting software.
7.	Senior Scale Stenographer	06	GEN-03, EWS-01, DSC-01, BCA-01	FPL-6	(i) Working on analogous post OR (i) Bachelor's degree from any recognized University (ii) Two years experience as Junior Scale Stenographer in a Govt./Semi Govt. University/Educational Institution/Deptt./Research/ Institution/PSU (iii) The candidate should be computer literate with Microsoft proficiency, excellent English shorthand speed of 100 WPM and accurate computer typing speed of 40 WPM or at a speed 80 WPM in Hindi to be transcribed at the speed 25 WPM (4% mistakes permissible)
	Store Keeper	11	PwD(Gen)=01, Gen=03, EWS=01 DSC-01 , OSC-01, ESM(Gen)=01, BCA=02, BCB=01	FPL-2	Working on analogous post/Clerk/Accounts Clerk

• Note: Standard terms & conditions of deputation prescribed in Haryana Civil Service (General) Rules, 2016 as amended from time to time will be applied.

\* If the candidate of Deprived Scheduled Castes is not available, then post will be filled from candidate of other Scheduled Castes. Similarly, if the candidate of Other Scheduled Castes is not available, then post will be filled from candidate of Deprived Scheduled Castes, as per Government instructions issued vide letter no. 22/163/2024-5HR-III dated 13.11.2024.

\*\* This is the lien vacancy initially up to 19.02.2027 or till the period the lien holder reverts back, whichever is earlier. In case the lien holder opts to be absorbed on his new appointment, the incumbent recruited against the lien vacancy may be considered for regularization.

**Note:**

1. In case any vacancy earmarked for EWS cannot be filled up due to non-availability of a suitable candidate belonging to EWS, the same will be filled from unreserved

- category.
2. In case no candidate under ESM category is found suitable for appointment, the vacancy reserved for ESM of a particular category will be filled from amongst the same category candidates, for example, if suitable candidate belonging to General category of ESM category is not available, then the post will be filled up from amongst the General category. The same position shall be followed in other category.
  3. Number of posts advertised may increase or decrease, including complete withdrawal without assigning any reason.
  4. The reservation has been given as per State Govt. Reservation Policy. However, the reservations of posts are s u b j e c t to change as per Govt. of Haryana Reservation Policy/norms came in force. Change, if any, will be notified through University Website.
  5. **Irrespective of the above qualifications, Hindi/Sanskrit in Matric Standard will be an essential subject for all posts.**

**General instructions:**

1. Please read the instructions and procedures carefully before filling the Application Form.
2. Candidates can apply separately for more than one post as per their qualifications.
3. The candidate should fill all details while filling the Application Form.
4. Candidates are advised to fill their application form carefully such as Name, Father's/ Mother's name, Date of Birth, Category, qualifications, marks obtained, year of passing, photo & signature, etc. After submission of application form, no change will be allowed. Candidate will be responsible for any mistake. No correspondence will be entertained in this regard.
5. Besides pay as mentioned in the Advertisement, ADA, HRA, Medical Allowance etc. are admissible as per University rules adopted from time to time on State Govt. pattern.
6. No TA/DA shall be paid by the University for any test/scrutiny/interview.
7. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
8. The number of posts indicated in the Advertisement can vary. The University reserves the right to decrease/increase the number of vacancies on administrative grounds.
9. If on verification at any stage starting from submitting application till appointment on deputation/transfer basis, it is found that any candidate does not fulfill any of the eligibility conditions or it is found that the information furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable to be criminally prosecuted. This is irrespective of whether the candidate was benefitted in his/her application from that particular eligibility condition or not.
10. The University reserves the right to call upon any candidate personally along with original certificates, photocopy of self-attested certificates, Passport size Photograph, Identity Proof i.e. Identity Card/ Driving License/Passport/Voter Card/ PAN Card/ Aadhaar Card etc.
11. Wherever CGPA/OGPA or grading system in a degree/diploma is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/ Institute. The candidate will have to produce a copy of these norms with respect to his/ her University/Institute at the time of verification of documents.
12. No correspondence will be entertained about the outcome of the application, at any stage.
13. Qualifications/eligibility conditions and other documents will be determined with regard to last date fixed to apply for the post as given in the Advertisement. The candidate who does not fulfill the qualifications/eligibility conditions on cutoff date need not apply.

14. The reservation policy as formulated/notified by the State Govt. of Haryana from time to time will be followed.
15. Serving Regular Employees must submit their application form (S) duly filled in all respects, along with self-attested photo copies of required documents and photo copies of gist of ACRs for the last ten (10)/available years, duly verified/attested by the HOD through proper channel so as to reach at the address “The Registrar, Maharana Pratap Horticultural University, at Horticulture Training Institute Campus, Uchani, Karnal- 132001” on or before **30.06.2026 up to 05:00 PM**. The application forms which are received after due date/not sent through proper channel will not be considered.

### **Fake Institutions: -**

Candidates, who have obtained degrees or diplomas or certificates for various courses from any Board/Institution/University declared fake by the University Grants Commission or not recognized by Haryana Government, shall not be eligible for being considered for filling up the posts advertised and no representation in this regard shall be entertained.

**Following certificates will be given by the employer/head of office/forwarding authority while forwarding the application form along with required documents of the concerned:**

- i. There is no vigilance case/departmental proceedings/court case pending/contemplated against him/her.
- ii. His/her complete ACRs for the last 10/available years duly attested by an authorized officer are enclosed.
- iii. His/her Integrity is beyond doubt.
- iv. No major/minor penalties imposed on him/her during the last 10 years/list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

### **DOCUMENTS TO BE ATTACHED WITH APPLICATION FORM**

- i) Self-attested photo copy of Matric showing Date of Birth.
- ii) Self-attested photo copy of essential qualifications and above/diploma/degree should be attached with the application form.
- iii) Self-attested photo copy of Experience Certificate issued by the concerned Appointing Authority.
- iv) Any other document, if required, to be attached at the time of submitting of application form.
- v) One copy of latest coloured passport size photograph duly self-attested should be pasted on the application form.

### **DOCUMENTS TO BE BROUGHT AT THE TIME OF SCRUTINY/INTERVIEW**

- i) All original certificates/documents/testimonials of educational qualifications and other documents attached with the application form.
- ii) Latest passport size photo, Identity Proof i.e. Identity Card/Driving License/Passport/ Voter Card/PAN Card/Aadhaar Card etc.

**NO OBJECTION CERTIFICATE**

To

The Registrar,  
Maharana Pratap Horticultural University,  
Karnal.

This letter is in reference to Mr./Ms./Mrs. \_\_\_\_\_ Son /daughter of Sh. \_\_\_\_\_  
\_\_\_\_\_ who has been an employee at \_\_\_\_\_ (Organization name)  
since \_\_\_\_\_ and presently working as (Designation) \_\_\_\_\_ w.e.f. to  
\_\_\_\_\_ in the pay scale of \_\_\_\_\_.

The undersigned has no objection if he/she applies for the post at Maharana  
Pratap Horticultural University, Karnal and he/she will be relieved from the job in case of  
selection.

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

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

Signature with Seal of Head of Institution  
Name of the Official  
Organization Address Contact Number

**MAHARANA PRATAP HORTICULTURAL UNIVERSITY (MHU), KARNAL  
(ESTABLISHED BY HARYANA ACT NO. 32 OF 2016)**

**Advertisement No. 03/2026**

APPLICATION FORM  
FOR GRADE 'A' 'B' & 'C' NON-TEACHING POSTS

*Note: (i) Do not detach any sheet  
Fill up all columns of all sheets.  
(ii) The application should either be filled  
neatly in the candidates' own hand or type written.*

A self attested  
coloured passport  
size photograph of  
the candidate must  
be pasted here. This  
is essential.

1. Post applied for  
(Give the full name of the post) \_\_\_\_\_
  
2. (i) Name in full  
(in block letters) \_\_\_\_\_
  
- (ii) Gender (Male/Female) \_\_\_\_\_
  
3. Present postal address  
(in block letters) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. (i) Aadhaar No. (desirable, but not mandatory) \_\_\_\_\_
  
- (ii) Mobile No. \_\_\_\_\_
  
5. (a) E-mail ID \_\_\_\_\_
  
6. Permanent Home Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
7. (a) Father's Name \_\_\_\_\_
  
- (b) Mother's Name \_\_\_\_\_
  
8. (a) Nationality of candidate \_\_\_\_\_
  
- (b) Name of country, if foreign national \_\_\_\_\_
  
- (c) Religion \_\_\_\_\_
  
- (d) Category \_\_\_\_\_

9. (a) Date of birth \_\_\_\_\_
- (b) Place of birth \_\_\_\_\_
- (c) Place of permanent domicile \_\_\_\_\_
- (d) Marital status \_\_\_\_\_
- (e) Do you belong to SC/BC(A)/BC(B) \_\_\_\_\_
- (f) Are you fall under ESM category \_\_\_\_\_
- (g) Are you fall under Freedom Fighter category \_\_\_\_\_
- (h) Are you fall under Eligible Sports Person  
Category \_\_\_\_\_
- (i) Are you 'Person with Disability' (PwD) \_\_\_\_\_

If so, attach certificate in support thereof.

10 (a) Name, designation and address of  
the present employer, if any. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Have you obtained the permission of your  
present employer for submitting this  
application/attending an interview, if any,  
and for accepting this appointment, if selected? \_\_\_\_\_

(c) If selected, please state when you can join \_\_\_\_\_

(d) Present Pay  
(i) Scale of pay/Pay Level \_\_\_\_\_

(ii) Basic pay \_\_\_\_\_

(iii) Allowances excluding house rent  
and city compensatory allowance.  
(give name and amount of each allowance) \_\_\_\_\_

(iv) Date of next increment \_\_\_\_\_

11. Names and addresses of two referees  
not in relation to you, to whom you are known  
personally (if you are employed, your present  
employer must be one of the referees)

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

12. Whether any of your relative is employed in \_\_\_\_\_  
 this University, If so, give details. \_\_\_\_\_

13. (a) What is your mother-tongue? \_\_\_\_\_

(b) Name the languages (both Indian and Foreign) which you can read, write or speak. Give particulars and state the examinations, if any, passed in each:

Read only	Speak only	Read and speak	Read, write and speak	Examination(s) passed

14. Have you ever been prosecuted/kept under detention or bound down/fined, convicted by a Court of Law of any offence or debarred/disqualified by any University, Public Service Commission from appearing at its examinations/selection? Is any case pending against you in any Court of Law at the time of filling up of this application form?

If the answer is 'Yes' full particulars of the case, detention, fine, conviction, sentence etc. should be given.

\_\_\_\_\_

\_\_\_\_\_

15. Employment Record:

Designation of post held and description of work	Period _____		Pay scale /Pay Level	Pay drawn (Basic pay+ allowances except HRA/CCA)	Full address of office/department	Reason for leaving the post
	From _____	To _____				

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16. Details of academic qualifications:

Examination					
Name of School or College					
Name of Board or University					
Year of passing					
University. Regd. No.					
Maximum marks					
Marks obtained					
Percentage marks					
Division					
Subjects					
Medium of instruction					
Position, distinction, prizes, scholarships etc.					

(Attach certified copies of the Detailed Marks Cards (or Transcripts) of all the examinations passed)

17. Have you applied for any other post in this University? If so, name all the posts including this one:-

(i) \_\_\_\_\_ (ii) \_\_\_\_\_  
(iii) \_\_\_\_\_ (iv) \_\_\_\_\_

18. From which newspaper or other source \_\_\_\_\_  
you have come to know of this vacancy.

19. Applicants for ministerial post may mention \_\_\_\_\_  
computer typing speed.

20. Any other details not mentioned above, which you think, will strengthen your claim for this  
appointment, (Attach separate sheet, if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

21. List of certificates and testimonials (attested copies) attached:-

(i) \_\_\_\_\_ (ii) \_\_\_\_\_  
(iii) \_\_\_\_\_ (iv) \_\_\_\_\_  
(v) \_\_\_\_\_ (vi) \_\_\_\_\_  
(vii) \_\_\_\_\_ (viii) \_\_\_\_\_

I certify that the above information is correct and complete to the best of my knowledge  
and belief. I am not aware of any circumstance which may impair my fitness for employment.



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

Date \_\_\_\_\_

(Thumb impression of the candidate  
if test is involved. In case of male  
Candidate left hand thumb impression  
and in case of female right hand thumb  
impression)

\_\_\_\_\_  
(Signature of the candidate)

## CHECK LIST

(The information in this Check List is to be furnished by the Employer in respect of the in-service candidate for the last 10 years and in case the service period is less than 10 years then from the date of joining.)

Year	Overall performance	Report about integrity	Report about work and conduct	Punishment awarded, if any	Whether any disciplinary/legal/Vigilance proceedings are pending against the official.

2. Does he fulfil the prescribed qualifications/experience requirement for the post?

Prescribed qualifications: Yes/No

Prescribed experience: Yes/No

It is also certified that the information furnished by the official in his application form is correct as per his service record.

Head of the Institution  
(S E A L)

\_\_\_\_\_

(Name in block letters)

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

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