



## CHANDRA SHEKHAR AZAD UNIVERSITY OF AGRICULTURE & TECHNOLOGY, KANPUR

### **Advertisement No. 5/2014**

Applications are invited from eligible candidates for various posts in different cadres: (A) **Three** post of **Programme Coordinator** (B) **Twenty** post of **Subject Matter Specialists** - Four in Horticulture, Three each in Soil Science & Agricultural Chemistry/ Soil Conservation, Agricultural Extension and Agronomy; Two each in Animal Husbandry & Dairying, Plant Protection and Home Science and one in Genetics & Plant Breeding; (C) **Eighteen** post of Farm Manager; (D) **Three** post of Programme Assistant (Computer); (E) **Sixteen** post of Programme Assistant (Lab Technician) and (F) **Eight** post of Stenographer-III/ Computer Operator. Details of requisite qualifications and terms & conditions, processing fee, and prescribed application proforma may be downloaded from university **website** ([www.csauk.ac.in](http://www.csauk.ac.in)). Application on prescribed format must reach Director, Administration & Monitoring through registered/ speed post on or before **October 10, 2014**.

**Director, Administration & Monitoring**

Application are invited from eligible candidates for following Krishi Vigyan Kendras (KVK) posts as per the details given below-

S. No.	Name of the post	UR	OBC	SC	ST	Total
<b>A</b>	<b>Programme Coordinator</b> 15600 - 39100 + RGP of Rs. 8000/-	2	1	-	-	3
<b>B</b>	<b>Subject Matter Specialist (SMS)/T-6</b> (post carrying Pay Scale of Rs. 15600 - 39100 + RGP of Rs. 5400/-)					
1.	Horticulture	3	-	1	-	4
2.	Soil Science & Agricultural Chemistry/ Soil Conservation	1	1	1	-	3
3.	Agricultural Extension	1	2	-	-	3
4.	Agronomy	2	-	-	1	3
5.	Animal Husbandry & Dairying	2	-	-	-	2
6.	Plant Protection	1	1	-	-	2
7.	Home Science	1	1	-	-	2
8.	Genetics & Plant Breeding	1	-	-	-	1
<b>C</b>	<b>Farm Manager/ T-4</b> 9300-34800 + GP of Rs. 4200	9	5	4	-	18
<b>D</b>	<b>Programme Assistant (Computer)/ T-4</b> 9300-34800 + GP of Rs. 4200	3	-	-	-	3
<b>E</b>	<b>Programme Assistant (Lab Technician/ T-4)</b> 9300-34800 + GP of Rs. 4200	8	3	4	1	16
<b>F</b>	<b>Stenographer-III/ Computer Operator</b> (5200-20200 + GP of Rs. 2400)	6	1	1	-	8

Abbreviations: **UR** = Unreserved; **OBC** = Other Backward caste; **SC** = Scheduled caste; **ST** = Scheduled Tribe

#### ELIGIBILITY QUALIFICATIONS:

##### **A. PROGRAMME COORDINATOR**

**Essential:**

- Doctorate Degree in the relevant subject of Agriculture/ Animal Husbandry/ Horticulture.
- Five years experience (excluding Doctorate degree during services subject to a maximum of three years) in Research/ Extension/ Teaching at the level of Training Associate/ Subject Matter Specialist or equivalent in the pay band of Rs. 15600-39100 with Grade Pay of Rs. 5400/ 6000/ 7000.

**Desirable:** Five years of working experience in Extension Education programmes.

##### **B. SUBJECT MATTER SPECIALIST**

**Essential:** Masters degree in concerned/ allied/ relevant discipline or equivalent qualifications from a recognized University.

**Desirable:**

- PhD degree in concerned/ allied/ relevant discipline
- Two years experience in Extension (after Masters Degree).

**C. FARM MANAGER/ T-4**

**Essential:** Bachelor Degree in Agriculture or equivalent qualifications from a recognized University.

**Desirable:**

- (i) 2-3 years experience in Farm Management
- (ii) Working knowledge of computer application.

**D. Programme Assistant (Computer)/ T-4**

**Essential:** Bachelor Degree in Computer Science/ Computer Application/ Information Technology or equivalent qualifications from a recognized University.

**Desirable:** 2-3 years experience of working in computer application or information technology

**E. PROGRAMME ASSISTANT (LAB TECHNICIAN/ T-4)**

**Essential:** Bachelor Degree in Agriculture/ Science with Botany and Chemistry or equivalent qualifications from a recognized University.

**Desirable:**

- (i) 2-3 years experience of working in the Laboratory and maintenance of equipments.
- (ii) Working knowledge of computer application.

**F. STENOGRAPHER-III/ COMPUTER OPERATOR**

**Essential:** 12<sup>th</sup> Class pass or equivalent from a recognized Board.

**Professional Efficiency:** The candidate will be given one dictation test in English or in Hindi at 80 w.p.m for 10 min. The candidates who opt to take the test in English will be required to transcribe the matter in 50 min. on computer and the candidates who opt to take the test in Hindi will be required to transcribe the matter in 65 min. on computer.



**CHANDRA SHEKHAR AZAD UNIVERSITY OF AGRICULTURE  
& TECHNOLOGY, KANPUR**

**APPLICATION FORM**

**Applicant's code Number** *(To be filled by office)*

Please affix your  
latest passport size  
self-attested  
photograph

**To be filled by the candidate**

Detail of processing Fee

Name of Issuing Branch	Draft Number	Date	Amount

**Advertisement No.**

**Name of Post & Discipline Applied for:**

**Sr. No. of Post Applied for:**

**Last date for receipt of application**


**1. Name in full** (in capital letters)

**First Name & Middle Name**

**Surname**

**2. Date of Birth** (DD/MM/YY)

Sex: Male/ Female

**3. Age as on last date** (DD/MM/YY)

**4. Father's name**

**5. Designation of the candidate** (if employed)

**6. Name of the Institution/Organization**  
where employed

**7. Actual place of posting**

**8. Full postal address** along with pin code  
for correspondence

**9. Please mention Telephone No.**

Fax No.

Mobile No.

Email-ID:


10. Permanent address with Pin code	
11. Are you a citizen of India? If so, whether by birth/ domicile.	
12. <b>Category</b> (Write SC/ST/OBC/ UR/General and Name of State)/ Sub Category (As per SC/ST/OBC/PH certificate issued by competent Authority)	
13. Have you ever been convicted by a court of law for any offence? If so, give details thereof.	
14. Have you ever been punished or debarred from service of Government, other organization. If so, give details thereof.	
15. Highest Degree with date	
16. Experience in relevant field (Years/Months)	
17. Indicate if you possess essential Qualification. If yes, give the full details.	
18. Indicate if you are Physically fit or Physical Handicapped. Accordingly, provide Medical Fitness Certificate or Certificate of Physical Handicap issued by competent Authority	
19. If selected, minimum initial pay acceptable	
20. If selected, please state when you can join	

21. Academic Qualifications

Exam/Degree/ Diploma*	Institute/ Board /University	Year of Completion	Subject(s) with major field	% Marks/ OCPA/ OGPA/ Class/ Division	Rank/Medal/ Award/ Distinction
High School/ Matriculation					
10+2/Intermediate					
Graduation					
Master					
Ph.D.					
NET qualified					
Post-Doctorate					
Other					

\*Please attach attested copies of Certificates, Testimonials and Degrees etc.

22. Employment Record & Experience

Designation*	Pay Scale	Nature of Work	Organization/Institution & place of posting	Period		Duration (Years/Months)
				From	To	


\*Please attach appointment letters and experience certificates (for In-service candidate)

23. **Experience in relevant field** (Experience in the field of preferential qualification including SRF/JRF etc.)

Name of relevant Field	Duration		Year
	From	To	

24. **Awards/Recognition/Fellowship received**

Name of the Award/ Recognition/ Fellowship	Awarding Organization (place/ country)	Year	International/ National/ Institutional/ Award/ Fellowship/ Recognition/ President/ Member

25. **Extension/ Monitoring and Research Co-ordination**

**a. Extension**

S. No.	Particulars	Individual (No.)	Group (No.)
1.	Popularization of new technologies		
2.	Innovation in extension technology and methods		
3.	Initiation of abortive extension programs		
4.	Trainings conducted and farmers benefited through awareness generation		
5.	Organizing Kisan Mela and Exhibition, TV-Radio talks, etc		

**b. Monitoring and Research/Extension/Coordination**

S. No.	Particulars	Individual (No.)	Group (No.)
1.	Assistance in project management and coordination		
2.	Preparation of review reports/proceedings and other assigned duties (specify)		
3.	Participation in institutional activities		
4.	Innovation in monitoring and coordinate methods		
5.	Any other relevant contribution not covered above		

26. **Special Attainments (Innovations - Technology development, Variety released, Patent, Prototype, Concept Methodology highlight any salient research story)**

Category	Title	Year	Details

27. **Seminars Symposia/Course /Workshop attended/organized**

Title of Seminars /Symposia/Course/Workshop	Place of Seminars/Symposia /Course /Workshop	Year	Duration	
			From	To
(A) As Organizing Director/Secretary				
(B) As Participant				

28. **Externally funded Projects**

Title	Duration	Year	As PI/Co-PI	Funding agency Name	Amount

29. **International Exposure**

S. No.	Particular	Event Name	Country Name	Period
1.	Experience of working in internationally important Organization abroad, for a period of 03 months and above			
2.	Paper/poster presentation in international event abroad– seminar/symposium/conference/ workshop, training/study mission of less than 03 months period			

30. **Publications\***

S. No.	Particulars	Give total no. only
1.	Research papers in international referred journals (NAAS rating 6.0 and above)	
2.	Research papers in national referred journals/ University Journals (NAAS rating less than 6.0)	
3.	Review articles in referred journals	
4.	Books (Published by Publishers)	
5.	Manuals (Published by Publishers/Institute)	
6.	Chapters in Books	
7.	Popular articles (in magazine, research paper in non-referred journals & published in Proceedings)	

\*Please attach a complete list of publications (along with NAAS Journal ID and rating)

31. **List of certificates, testimonials (attested copies) & other documents attached with application (✓) in the box:**

1.	Bank draft	
2.	List of publications	
3.	Score Card	
4.	Reservation Certificate (if applicable)	
5.	Testimonials, transcripts, certificates, degrees	
6.	Experience certificates along with detail of salary per month, grade etc	
7.	Other supporting documents	
<b>Total number of attached documents</b>		
<b>Total number of attached pages</b> (Please mark page number in all attached documents)		

**DECLARATION**

- A. I hereby declare that the entries in this application are true to the best of my knowledge & belief, and also that I have not concealed any fact or withheld any information regarding my past services and record and that if any entry is found be false or incorrect or that if at any time this is found to have been concealed, I will be disqualified for selection or if appointed, will be liable to termination without any notice or compensation.
- B. I certify that I have read Terms and Conditions carefully.

**Date and Place -----**

**Candidate's Signature -----**

**EMPLOYER REMARKS**

(For in-service candidates only)

The application Sri/Smt./Kr./Dr.-----is holding a permanent/temporary post of-----in the pay scale of Rs-----from the period----- to----- and his/ her basic pay is Rs.-----per month. His/her application is forwarded and he/she will be relieved in case he/she is selected for the post applied for.

Date-----

Place:-----

Signature  
Designation of the officer  
(With official seal)



## C. S. Azad University of Agriculture and Technology Kanpur -208 002 (U.P.)

(Application Form for different post of KVKs)

### IMPORTANT INSTRUCTIONS:

1. Before submission of 'Application Form', the candidate should see the details of posts, requisite qualifications & experience, terms & conditions, processing fee, and other details posted on the University website (www.csauk.ac.in).
2. Candidate should submit his/her 'Application Form' complete in all respects along with bank draft and essential and other supporting documents, through registered post/ speed post to **Director, Administration & Monitoring, C. S. Azad University of Agriculture and Technology Kanpur-208 002, Uttar Pradesh on or before October 10, 2014 up to 5:00 p.m.** The applications received after the last date shall stand rejected. Applicants should clearly note that the University will, in no case, be responsible for non receipt of their applications and any delay in receipt thereof on any account.
3. Candidates, who wish to apply for more than one post, should submit, separate Application Form for each post.
4. In-service candidate must send his/her application through proper channel. However, an advance copy of application (**along with bank draft and other documents**) should reach before the last date.
5. Candidate should attached following documents with the Application Form:
  - (i) Bank draft of prescribed application processing fee.
  - (ii) One latest coloured passport-size self-attested photograph should be pasted on the application form.
  - (iii) Certificate from Personnel Office for in-service candidate
  - (iv) Reservation Certificate (if applicable)
  - (v) Attested copies of essential qualifications including testimonials, transcripts, certificates, degrees, NET, etc.
  - (vi) Experience certificates
  - (vii) Other supporting documents
7. An application form will be summarily rejected in the following events:
  - (i) If a candidate submits more than one application form for a particular post.
  - (ii) If the application is not in the prescribed Form.
  - (iii) If the application is unsigned/incomplete.
  - (iv) If the experience certificate is without detail of salary per month received & not issued by competent authority.
  - (v) If attested copy of Reservation Certificate is not attached (for reserve posts).
  - (vi) If the application form is received in the University after the last date.
  - (vii) If a candidate does not possess the requisite academic qualifications on the closing date.
  - (viii) If bank draft of prescribed processing fee is not attached.

### PROCESSING FEE

#### For Sl. No. A and B:

Non-refundable application processing fee in the form of a bank draft of Rs. 1500/- (Rupees one thousand five hundred only) for General and OBC candidates and of Rs. 750/- (Rupees seven hundred fifty only) for SC/ST candidates.

#### For Sl. No. C, D, E and F:

Non-refundable application processing fee in the form of a bank draft of Rs. 1000/- (Rupees one thousand only) for General and OBC candidates and of Rs. 500/- (Five hundred only) for SC/ST candidates.

The Draft should be in favour of "**Comptroller, C.S. Azad University of Agric. & Tech., Kanpur**", payable at '**SBI, CSAU Branch, Kanpur (Code No. 3809)**' is essential. The prescribed processing fee will not be refunded under any circumstances.

## POSTAL ADDRESS FOR SUBMISSION OF APPLICATION & FURTHER ENQUIRIES

Candidate should submit his/her 'Application Form' complete in all respects along with bank draft and other essential and supporting documents through registered post/speed post only to "Director, Administration & Monitoring, C.S. Azad University of Agriculture & Technology, Kanpur – 208 002, Uttar Pradesh on or before October 10, 2014.

For any information and enquiry in this regard, candidates may contact "Director, Administration & Monitoring, C.S. Azad University of Agriculture & Technology, Kanpur at Phone 0512-2534156 PBX-193 (o); 0512-2533808 (fax).

## GENERAL INSTRUCTIONS, TERMS & CONDITIONS

- (1) The candidate must be a citizen of India.
- (2) The retirement age for all posts will be as University Rules.
- (3) Reservation Rules issued by State Government of U.P. will be applicable. The claimant for reservation must furnish the certificate as applicable, issued by the competent authority.
- (4) These posts are temporary but likely to continue.
- (5) The main responsibility of the recruited person will be related to extension activities only.
- (6) University reserves the right to increase or decrease the number of posts; filled, unfilled or cancel any of posts in any of the subjects/disciplines listed above without assigning any reason.
- (7) The last date for receiving the applications in the University office is **October 10, 2014 up to 5 p.m.** Applications received after the last date shall stand rejected. Applicants should clearly note that the University will, in no case, be responsible for non receipt of their applications and any delay in receipt thereof on any account.
- (8) In-service candidate should send his/her application through proper channel. However, an advance copy of application (**along with bank draft and other documents**) must reach the University before the last date.
- (9) Following documents should be attached with the Application:
  - Bank draft of prescribed processing fee.
  - One latest coloured passport-size self-attested photograph should be pasted on the application form.
  - Physically Handicap Certificate issued by Competent Authority.
  - Certificate from Personnel Office (for in-service candidate).
  - Attested copy of Reservation Certificate (if applicable) issued by Competent Authority
  - Attested copies of essential qualifications including Testimonials, transcripts, certificates, degrees, etc.
  - Experience certificates.
  - Other supporting documents.
- (10) An application form will be rejected in the following events:
  - If a candidate submits more than one application form for a particular post.
  - If the application is not in the prescribed Form.
  - If the application is unsigned/incomplete.
  - If the experience certificate is without detail of salary per month received & not issued by competent authority.
  - If attested copy of Reservation Certificate is not attached.
  - If the application form is received in the University after the last date.
  - If a candidate does not possess the requisite academic qualifications on the last date.
  - If bank draft of prescribed processing fee is not attached.
- (11) Candidate should submit his/her 'Application Form' complete in all respects along with bank draft and other essential and supporting documents through registered post/ speed post only to "**Director, Administration & Monitoring, C.S. Azad University of Agriculture & Technology, Kanpur – 208 002, Uttar Pradesh**
- (12) The envelope containing Application Form complete in all respects must be superscripted as "**Application for the post of .....**".
- (13) Having fulfilled the essential qualifications will not entitle an applicant to be called for interview.
- (14) No TA/DA shall be paid to the candidates for attending the interview.
- (15) The University is governed by the Act & Statutes of the Agriculture University Act 1958 of Uttar Pradesh, as amended from time to time.
- (16) Those who had applied for the post of Programme Assistant (now Programme Assistant (Lab Technician)/T-4) & Farm Manager earlier vide Advt. No. 2/2006 listed at Sl. No. 3 & 5 need to apply a fresh. These candidates are not required for processing fee if they submit a photo copy of Bank Draft or reference with full detail.
- (17) Age limit for the posts will be 40 years as on Sept. 01, 2014, except S.No. A. The relaxation in age for SC, ST, OBC and PH candidates will also be applicable as per U.P. Govt. rules.