



महाराणा प्रताप उद्यान विश्वविद्यालय, करनाल (हरियाणा) - 132001
MAHARANA PRATAP HORTICULTURAL UNIVERSITY, KARNAL (HARYANA) - 132001
(A State University Established Vide Haryana Act. No. 32 of 2016)

Advertisement No. 04/2026

Applications are invited from eligible candidates in the prescribed format for the post of Registrar (Academic Pay Level-14 (Rs.144200-218200/-) on tenurial basis for a period of four years in the University. The prescribed application form along with details of essential qualifications, general instructions and conditions etc. may be downloaded from University website: www.mhu.ac.in. The duly filled application form along with self-attested photocopies of supporting documents should be submitted to the **"The Registrar, Maharana Pratap Horticultural University, HTI Campus, Uchani, Karnal-132001 (Haryana) on & before 31.08.2026.** Application fee of Rs.1200/- (Rs.600/- Female of UR Category of Haryana State Only Rs.300/- Candidates of SC/BC-A/BC-B/EWS Category of Haryana State Only) paid through **online mode only** in the bank - **Bank of Baroda, SCF-27, Sector-13, Main Market, Karnal; A/c No. 96290100010750, IFS Code: BARB0DBKARN, MICR-132012106.** Persons with disability /ESM of Haryana shall be exempted from payment of application processing fee. No amount shall be accepted through cheque, cash, money order, postal order or any other mode. The dependent of ESM and DFF are required to pay the fee as for General, SC or BC-A & BC-B candidates as case may be.

Prescribed qualifications:-

1. Registrar:--

Essential Qualifications:-

- (i) At least 15 years' experience as Assistant Professor or eight years' experience as Associate Professor in recognized University or College along with experience in educational administration; or
 - (ii) Equivalent experience in research establishment or other institutions of higher education; or
 - (iii) Fifteen years of administrative experience of which at least eight years as Deputy Registrar or on an equivalent post.
- **Note: Those candidates who have applied for the post of Registrar against Advt. No 04/2025 need not to apply again. However, they are required to submit the requisite papers/ documents in support of their candidature, if required.**

BEFORE APPLYING FOR THE POST, THE CANDIDATES SHOULD GO THROUGH THE IMPORTANT INSTRUCTIONS/CONDITIONS CAREFULLY.

IMPORTANT INSTRUCTIONS/CONDITIONS:

1. The applicant must possess prescribed qualifications and experience on the last date of receipt of applications. The prescribed essential qualification does not entitle a candidate to be called for interview. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode of and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
2. The benefit of reservation will be given only to those SC/BCA/BCB/ESM/PwBD/ EWS/ESP candidates who are domicile of Haryana State. These candidates are required to submit SC/ BCA /BCB /ESM /PwBD /EWS /ESP Certificate duly issued by the Competent Authority of Haryana.
3. No TA/DA shall be paid by the University for physical presence in the University for Consideration in the selection process.
4. Candidates, who have obtained degrees or certificates required for fulfilling the eligibility conditions from any Institution declared fake by the University Grants Commission or not recognized by Haryana Government/ Govt. Regulatory Bodies and MHU, Karnal shall not be eligible for recruitment to the said posts advertised and no representation in this regard shall be entertained.
5. The eligibility of every candidate will be determined on the basis of qualifications acquired and communicated to the office by him/her up to the last date fixed for submitting of offline applications. No certificate/document will be accepted after the last date.
6. The university shall, in no way, be responsible for any error/ omission/ commission/ suppression of relevant information by the applicant knowingly/ unknowingly/ overtly/ covertly while filling up the application form and the documents required therein. Candidates must ensure that they fulfill all the eligibility conditions on the last date fixed for receipt of application. If on verification at any stage, before or after the selection, it is found that the candidate did not fulfill any of the eligibility condition(s) as on last date or it is found that the information furnished is false or incorrect, the candidature will be cancelled, and services will be terminated.
7. In case the applicant gets screened/ shortlisted/ selected/ appointed based on the credentials furnished by the applicant which are, on scrutiny, found to be incorrect/ inadmissible/ forged/ fabricated/falsified, applicant's candidature shall be liable to be cancelled at any stage of the recruitment/ at any time during the tenure of the service and appropriate legal action under applicable law shall be initiated against the applicant. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/ background and has suppressed the said information, then his/her services shall be terminated.

8. Canvassing in any form on behalf of any candidate shall disqualify the candidature.
9. Any changes/corrigendum/amendments/updation/cancellation notice related to the recruitment process shall be published on official website of MHU i.e. www.mhu.ac.in only and not in the newspapers. Therefore, candidates are advised to check the University website regularly.
10. Information uploaded on the University website shall not be provided to the candidate under RTI Act, 2005. The uploaded information on the University website shall remain for a specific period only. Therefore, the candidates are advised to download the information and keep it for future reference. During the recruitment process, neither any application under RTI Act, 2005 shall be entertained nor shall information be provided. Factual information under RTI Act shall be provided only after declaration of final result and completion of the entire recruitment process of this notification subject to condition. Reply shall not be provided for any inferential or speculative question.
11. All original documents in support of the claims should be produced for verification before/at the time of interview if called for.
12. No concession of fee is admissible to SC/BCA/BCB/EWS/ESM/Persons with Disabilities/Female belong to other States.
13. Candidates in service under any Central Govt. /State Govt./Central/State Universities should send their application through their employer. However, they may send an advance copy directly to the University and produce 'No Objection Certificate' as per Annexure-A at the time of interview failing which he/she shall not be interviewed.
14. Pay, ADA, HRA etc. are admissible as per University rules adopted from time to time.
15. Minimum age limit for the post is 18 years.
Evidence of age: The matriculation certificate or equivalent academic certificate thereto is the only acceptable document for evidence of age.
16. Qualification and age will be determined with regard to the closing date for receipt of applications.
17. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the closing date fixed for receipt of application. If on verification at any time before or after the written examination or interview or appointment, it is found that they do not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect, their candidature will be cancelled.
18. The Candidates who obtained their degrees, which are essential for eligibility, from Singhania University (Rajasthan), EILM University (Sikkim), Manav Bharti University (Himachal Pradesh), Vinayak Mission University (Sikkim), Global Open University (Nagaland) and Vinayak Mission University, Salem, Tamilnadu vide notification. D.O No. F 5-4/2014 (CPP-I/PU) dated 05.08.2014 and D.O No. F 10-6/2011 (PS) Misc. dated 06.07.2015 or any other latest amendments/circular/instructions by UGC/Govt. in this regard have been declared ineligible for appointment in the University. However, their candidature will be considered for the appointment in the University if they upload the certificate as per **Annexure – III**.
19. Furthermore, in case of candidates who are otherwise eligible, the benefit of such degrees towards marks/weightage/score would also be decided with documents/certificates submitted alongwith application form as per **Annexures-III**.

Documents to be attached with the Application Form

- i) One copy of latest coloured passport size photograph duly self-attested should be pasted on the application form.
- ii) Self-attested photocopy of essential qualifications and above/ diploma/ degree should be attached with the application form.
- iii) Self-attested photocopy of fresh Eligibility Certificate in case of DESM candidates duly issued by the respective Zila Sainik Board.
- iv) Self-attested copy of Sport Gradation Certificate in case of Outstanding Sports Persons duly issued by the competent authority.
- v) Self-attested photo copy of SC/BCA/BCB/Persons with Disabilities Certificates.
- vi) Self-attested photo copy of court order in the case of woman divorcee /legally separated woman.
- vii) Self-attested photo copy of death certificate of husband in the case of widow.

The candidates are advised that the self-attested photocopy of all certificates of qualifications should be attached with the application form.

An application form will be summarily rejected in the following events:-

- i) If a candidate makes more than one application form for a particular post.
- ii) If the application is not on the prescribed application form.
- iii) If the application is unsigned/incomplete.
- iv) If the application form is received in the University after the last date. University will not be responsible for any postal delay.
- v) If a candidate does not possess the qualification of Hindi/Sanskrit up to Matric standard/Higher Standard.
- vi) If a candidate does not possess the requisite academic qualification on the cut-off dates.
- vii) If a candidate is under age/overage on the cut-off date.
- viii) If the application form is without application fee.



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Annexure-A

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)
_____ in the capacity of
(Designation) _____ w.e.f. _____. 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.

Contact for any inquiries.

Sincerely,

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

Place: _____

Date: _____



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Annexure-III

(The candidate who have obtained their degrees from Singhania University (Rajasthan), EIILM University (Sikkim), Manav Bharti University (Himachal Pradesh), Vinayak Mission University (Sikkim), Global Open University (Nagaland) and Vinayak Mission University, Salem, Tamilnadu and want to claim the benefit of his/her degree are required to submit a certificate from their Universities.)

CERTIFICATE

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

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

Registrar or the Dean Academic Affairs
of the Concerned University