



झारखण्ड केन्द्रीय विश्वविद्यालय, राँची
Central University of Jharkhand, Ranchi
(भारतीय संसद के अधिनियम, 2009 द्वारा स्थापित)
(A Central University established by an Act of Parliament of India in 2009)

VACANCY CIRCULAR

Advt. No.: CUJ/Advt./13/2019-20

Date: 10th September, 2019

Subject: Filling up of the post of Internal Audit Officer on Deputation basis in Central University of Jharkhand

Application in the prescribed pro-forma (as per annexure of the advertisement) are invited from eligible officers for filing up of the post of Internal Audit Officer (IAO) on deputation basis in the Central University of Jharkhand, Ranchi as per the details given below:

1.	Name of the post with pay level	:	Internal Audit Officer (IAO) – Level-12 of the Pay Matrix (7th CPC)
2.	Period of Deputation	:	Initially for three years ; could be extended as per extent rules prescribed by DoPT/University on the subject, as per requirement.
3.	Age Limit	:	Not exceeding 56 years.
4.	Job Description	:	To Audit all the financial matter of the university according to the latest Rules & Regulation of Government of India.
5.	Eligibility / Essential / Desirable Criteria	:	(i) By drawing officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central/State Govt./holding analogous posts on regular basis; or (ii) With three years regular service in Pay Matrix : Level-11 (7 th CPC) or equivalent in the area of Audit and Accounts in any Govt. Department / Autonomous Bodies; or (iii) With five years regular service in pay Matrix : Level-10 (7 th CPC) or equivalent in the area of Audit and Accounts in any Govt. Department / Autonomous bodies.

6.	How to apply	:	Complete Application should be sent through proper channel in prescribed Proforma, made available in the University website, to Recruitment Cell, Central University of Jharkhand, Ratu-Lohardaga Road, CTI Campus, Brambe, Ranchi – 835205 (Jharkhand) . The duly completed application should be sent along with: (a) Up-to-date copies of ACRs/APARs for the last five years duly attested on each page by a Group-A Officer. (b) Cadre clearance (c) Vigilance Clearance (d) Details of minor/major penalty imposed on the officer by the Competent Authority for the last 10 years, if any. (e) Statement of Bio-data in the prescribed proforma (as per Annexure) in duplicate copies signed by the volunteering officer and forwarded through proper channel.
7.	Pay & Allowances	:	Admissible as per guidelines of DoPT O.M. No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 amended from time to time.
8.	Accommodation	:	Residence will be allotted strictly according to availability/vacancy in accordance with extant Rules / Guidelines of the University.
9.	Closing date for submission of Online Application Form	:	17:00 hrs on 30.09.2019

Note: *It would be mandatory to serve the deputation term and premature relieving would not be considered except in rare or exceptional circumstances.”*

2. Applications of interested and eligible officers may be forwarded latest by **30th September, 2019**. Cadre Controlling Authorities are requested that the applications of only those officers are forwarded who can be spared on being selected. Any queries regarding the application may be addressed to recruitment2019@cuja.ac.in.

GENERAL INFORMATION:

1. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for test/interview. More stringent criteria may be applied for short-listing the candidates to be called for test/interview. Applicants having higher qualification and merit will be given preference.

2. 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. Suppression of factual information, supply of fake document, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his candidature.
3. Any changes of address given in the application form should at one be communicated to the University.
4. The candidate will have to present himself/herself for an interview/test if called for, at the place and time mentioned at his/her own expenses. However, the outstation candidates belonging to SC/ST/PWD categories will be reimbursed second class rail fare, and in case any station is not connected by rail, ordinary bus fare shall be paid by shortest route subject to production of train/bus ticket.
5. **Canvassing in any form on behalf of any candidate will disqualify such candidate.**
6. The candidate(s) employed in Govt. Organizations/PSUs, Autonomous Bodies should send the online copy of application along with relevant documents and endorsement of the employer through their offices.
7. Applications incomplete in any respect will not receive any consideration at all.
8. **NO INTERIM QUERIES will be entertained.**
9. **The University reserves the right:**
 - i. to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
 - ii. to fill or not to fill up the post advertised for any reasons whatsoever.
 - iii. to consider applications received after last date.
 - iv. to decide criteria /procedure for short listing of the candidates.
 - v. to relax any of the qualifications, experience, age, etc., in exceptionally deserving case on the recommendations of the Screening and selection committee.
 - vi. The selection committee may decide its own method of evaluating the performance of the candidates in interview.
10. University will not be responsible for any postal delay at any stage.
11. In case of any dispute/suites or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts of Ranchi.
12. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
13. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
14. The appointment will be subject to the Provisions of the Central University of Jharkhand Act, statutes, Ordinance and other rules applicable to the University.
15. Corrigendum /Addendum, if any, will be made only in the University website. Hence, all the applicants are advised to visit the University website regularly.

**Sd/-
REGISTRAR**

**APPLICATION PROFORMA FOR THE POST OF INTERNAL AUDIT OFFICER IN
THE CENTRAL UNIVERSITY OF JHARKHAND**

1. Name & Designation :
2. Date of Birth :
3. Gender :
4. Educational Qualifications :
5. Mobile No. :
6. E-mail ID :
7. Service / Organization :
8. Details of employment in the chronological order. Enclosed a separate sheet duly authenticated by the Department. If space below is insufficient.

Department / Institution / Organization	Post held	From	To	Scale of Pay and basic therin	Nature of duties performed

9. Details of current employment :
10. Basic Pay, Pay Scale & Grade Pay :
11. Details of courses/training programmes attended, if any:
12. Language known :
13. Details of previous ex-cadre deputation, if any :
14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be:
15. Remarks:

Date:

(Signature of candidate)

Address:

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

Signature of the Head of Department
(with stamp)