

झारखण्ड केन्द्रीय विश्वविद्यालय, राँची
Central University of Jharkhand, Ranchi
(A Central University established by an Act of Parliament of India in 2009)

**ADVERTISEMENT FOR RECRUITMENT OF REGISTRAR, FINANCE OFFICER,
CONTROLLER OF EXAMINATIONS & LIBRARIAN**

Advt. No.CUJ/Advt./2016-17/03

Date: 24.05.2017

Central University of Jharkhand had advertised vide Advertisement No. CUJ/Advt./2015-16/21 dated 13/02/2016 the posts of Registrar, Finance Officer, Controller of Examinations & Librarian. It notified for information of all concerned that the above advertisement stands withdrawn due to administrative reasons and a new advertisement is hereby given.

As such applications are invited from the eligible citizens of India for the following positions:

Sl. No.	Name of the Post	No. of post/Category	Pay Band with Grade Pay	
			Pay Band (Rs.)	Grade Pay
1	Registrar	1 (UR)	37400-67000	10000/-
2	Finance Officer	1 (UR)	37400-67000	10000/-
3	Controller of Examination	1 (UR)	37400-67000	10000/-
4	Librarian	1 (UR)	37400-67000	10000/-

Kew: UR-Unreserved

Note: The candidates who already applied against the advertisement No. CUJ/Advt./2015-16/21 dated 13/02/2016, if interested, may apply afresh satisfying the Essential Qualifications set out in this advertisement. However, they need not pay the application processing fee, if already paid, for which they have to submit the proof of payment.

Essential Qualification/Desirable Qualification:

Sl. No.	Name of the Post	Essential Qualification/Desirable Qualification
1	Registrar	<p><u>Essential Qualifications:</u></p> <p>i. Masters Degree with at least 55% of marks or its equivalent grade 'B' in the UGC 7 point scale.</p> <p>ii. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years of service in the AGP of Rs.8000/- and above including as Associate Professor along with experience in educational administration,</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>Fifteen years of administrative experience of which 8 years shall be as</p>

		Deputy Registrar or an equivalent post. Age: Preferably below 57 years.
2	Finance Officer	<p><u>Essential Qualifications:</u></p> <p>i. Masters Degree with at least 55% of marks or its equivalent grade ‘B’ in the UGC seven point scale.</p> <p>ii. At least fifteen years of experience as Assistant Professor in the AGP of Rs.7000.00 and above or with 8 years of service in the AGP of Rs.8000.00 and above including as Associate Professor along with experience in Higher Educational Administration</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><u>Desirable Qualification:</u> Working experience of Budgeting & Financial Accounting etc. in Autonomous Bodies/ University shall be preferred.</p> <p>Age: Preferably below 57 years</p>
3	Controller of Examination	<p><u>Essential Qualifications:</u></p> <p>i. Master’s Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>ii. At least fifteen years if experience as Assistant Professor in the AGP of Rs. 7000.00 and above or with 8 years of service in the AGP of Rs. 8000.00 and above including as Associate Professor along with experience in Higher Educational Administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p style="text-align: center;">OR</p> <p>Fifteen years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><u>Desirable Qualification:</u> Preference will be given to candidates with adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations; working knowledge of examination software and results automation.</p>

		Age: Preferably below 57 years
4	Librarian	<p><u>Essential Qualifications:</u></p> <p>i. A Master's Degree in Library Science/ Information Science/Documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record.</p> <p>ii. At least 13 years as a Deputy Librarian in a University Library or Eighteen Year's experience as a college Librarian.</p> <p>iii. Evidence of innovative library service and organization of published work.</p> <p>iv. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in UGC Regulations on minimum Qualifications for appointment of teachers and other academic staff and measures for the maintenance of standards in higher education 2010.</p> <p style="text-align: center;">OR</p> <p>Deputy Librarian completing service of three years in the AGP of Rs. 9000 and otherwise eligible as per the API scoring system and PBAS methodology developed in UGC Regulations. 2016 (3rd Amendment) with a Ph.D.</p> <p><u>Desirable Qualification:</u></p> <p>A M.Phil/Ph.D Degree in Library Science/ Information Science/Documentation/Achieves and manuscript-keeping.</p> <p>Age: Preferably below 57 years.</p>

GENERAL INSTRUCTIONS/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 interview. More stringent criteria may be applied for short-listing the candidates to be called for 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. The statutory provision for relaxing of age, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC categories will be made applicable to them as per Govt. of India Rules..
4. Upper age limit for persons with disabilities shall be relaxable as per Govt. of India.
5. The SC/ST/OBC/PWD candidates are required to attach the relevant certificate as per format prescribed by the Govt. of India.
6. The panel of selected waitlisted candidates will be valid for one year from the date of approval of competent authority and University shall make appointments on consequential / new vacancies.

7. Separate application along with application fee should be submitted for each post applied for.
8. Any changers of address given in the application form should at one be communicated to the university.
9. The candidate will have to present himself/herself for an interview 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 calls 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.
10. Canvassing in any form on behalf of any candidate will disqualify such candidate.
11. Selection will be made on the basis of candidate's previous records and their performances in the interview.
12. Guidelines to the candidates, who are already employed in Govt. Organizations/PSUs, Autonomous Bodies:

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. The envelope should be superscripted with the name of the post, advertisement number and date.

13. Applications incomplete in any respect will not receive any consideration at all.
14. **NO INTERIM QUERIES regarding selection will be entertained.**
15. **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 some or all the posts advertised for any reasons whatsoever.
 - iii. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
 - iv. to draw up reserve panel/ waiting list(s), which will be valid for one year from the date of approval of the competent authority and may be used for appointments on consequential/new vacancies.
 - v. to consider applications received after last date.
 - vi. to decide criteria /procedure for short listing of the candidates.
 - vii. to consider the appointment on direct recruitment/on deputation/ contract basis.
 - viii. to relax any of the qualifications, experience, age, etc., in exceptionally deserving case of all posts on the recommendations of the Screening and selection committee.
 - ix. The selection committee may decide its own method of evaluating the performance of the candidates in interview where method of recruitment is interview.
16. University will not be responsible for any postal delay at any stage.
17. National (earlier New) Pension Scheme in accordance with the O.M.No. 1 (13)EV/2001, Govt. of India, Ministry of Finance, Department of Expenditure, dated 15.03.2004, will be applicable with subsequent amendments made or will be made from time to time.
18. In case of any dispute/suites or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts of Ranchi.

19. Application processing fee shall not be refunded under any circumstances.
20. The University shall verify the 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 candidates has a clandestine antecedents/background and has suppressed the said information, then his services shall be terminated.
21. 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.
22. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
23. All certificates, which are not in either English or Hindi, need to be translated preferably to either English or Hindi and the same shall be self-attested.
24. The appointment will be subject to the Provisions of the Central University of Jharkhand Act, statutes, Ordinance and other rules applicable to the University.

APPLICATION PROCESSING FEE:

Rs. 500/- (Rupees five hundred only) for General and OBC candidates and NO FEE for SC, ST, PH and Women candidates. The payment shall be made through bank Challan given along with this advertisement. The candidates, who have already paid Application Processing Fee, need not pay the application processing fee, for which they have to submit the proof of payment.

How to Apply:-

Interested candidates have to submit the **ONLINE APPLICATION FORM** made available in the university website following the instructions given therein before the last date of application. The hard copy of the online application alongwith -

- Self attested copies of the certificates for age proof, qualifications, experience, caste;
- Declaration Form;
- Endorsement by the Employer; and
- Duly filled in API form (**for the post of Librarian**)
- University copy of Bank Challan (the candidates already paid fee, if any, may submit the proof of payment other than bank challan)

should reach to the following address **within 10 days from the last date of application.**

**To,
The Registrar
Recruitment Cell
Central University of Jharkhand
Ratu-Lohardaga Road, CTI Campus
Brambe, Ranchi – 835205**

Last date for filling up online application form is 23rd June, 2017 up to 00.00 Hrs.

IMPORTANT NOTE:-

- 1. The post of Finance Officer: The appointment would be for tenure period of 18 months 21st day from the date of Joining. Applicants in service and those willing to join on deputation may kindly apply through proper Channel.**
2. Candidates who are applying for the post of **Librarian** need to fill up API form with the Application Form (Separate Application form which is uploaded into University Website)
3. Candidates are required to mention Advertisement No, Advertisement Date, and Name of the post applied in which post applied for on the top of the envelope.
- 4. Corrigendum / Addendum, if any, will be published only in the University website. Hence, all the applicants are advised to visit the University website regularly.**
- 5. For query, if any, please write to recruitment2017@cuja.ac.in.**

**Sd/-
REGISTRAR (I/c)**