

**झारखण्ड केन्द्रीय विश्वविद्यालय, राँची**

**Central University of Jharkhand, Ranchi**

(A Central University established by an Act of Parliament of India in 2009)

**ADVERTISEMENT FOR REGULAR APPOINTMENT OF NON-TEACHING POSITIONS**

Adv. No.CUJ/Advt./2017-18/03

Date: 24.05.2017

Central University of Jharkhand invites application from eligible citizens of India for the following position to be filled by direct recruitment:

Sl. No.	Name of the Post	No. of posts & Categories	Pay Band with Grade Pay	
			Pay Band	Grade Pay
1	Deputy Librarian	01 (UR)	37400-67000	8000 (AGP)
2	Deputy Registrar	01 (UR)	15600-39100	7600
3	Assistant Librarian	01 (UR) [Post is reserved for PWDs (VH)]	15600-39100	6000 (AGP)
4	Assistant Registrar	01 (on deputation basis)	15600-39100	5400
5	Medical Officer (Female)	01 (UR)	15600-39100	5400
6	Information Scientist	01 (UR)	15600-39100	5400
7	Public Relation Officer	01 (UR)	15600-39100	5400
8	Section Officer	02 (UR)	9300-34800	4600
9	Private Secretary	02 (UR)	9300-34800	4600
10	Security Officer	01 (UR)	9300-34800	4600
11	Assistant	02 (OBC)	9300-34800	4200
12	Personal Assistant	02 (1-UR, 1-OBC)	9300-34800	4200
13	Junior Engineer (Civil/Electrical)	02 (UR)	9300-34800	4200
14	Hindi Translator	01 (UR) [Post is reserved for PWDs (OA, OL, OAL, BL, BLOA)]	9300-34800	4200
15	Professional Assistant	01 (UR)	9300-34800	4200
16	Senior Technical Assistant	03 (2-UR, 01-OBC) [1 post is reserved for PWDs (HH)]	9300-34800	4200
17	Senior Technical Assistant (Computer)	01 (UR)	9300-34800	4200
18	Technical Assistant	01 (UR)	5200-20200	2800
19	Semi/Jr. Prof. Assistant	01 (UR)	5200-20200	2800
20	Pharmacist	01 (UR)	5200-20200	2800
21	Security Inspector	01 (UR)	5200-20200	2800
22	Laboratory Assistant	07 (5-UR, 1-SC, 1-OBC)	5200-20200	2400
23	Upper Division Clerk	03 (2-UR, 1-SC)	5200-20200	2400
24	Library Assistant	01 (UR)	5200-20200	2000
25	Lower Division Clerk	08 (4-UR, 2-SC, 1-ST, 1-OBC)	5200-20200	1900

		[1 post is reserved for PWDs (HH)]		
26	Lower Division Clerk (for taking care the job of Guest House and Hostel )	02 (1-UR, 1-OBC)	5200-20200	1900
27	Driver	03 (2-UR, 1-OBC)	5200-20200	1900
28	Laboratory Attendant	09 (7-UR, 1-OBC, 1-ST) [1 post is reserved for PWDs (LV)]	5200-20200	1800
29	Library Attendant	02 (1-UR, 1-OBC)	5200-20200	1800
30	M.T.S.	02 (UR)	5200-20200	1800

**Abbreviations: OH = Orthopedically Handicapped, VH = Visually Impaired, HI = Hearing Impaired, LV = Low Vision, OA=One Arm, BA=Both Arms, OAL=One Arm and One Leg, BLA=Both Legs & Arms, BLOA=Both leg & one arm**

**Essential Qualification/Desirable Qualification:**

Sl. No.	Name of the Post	Essential Qualification/Desirable Qualification
1	Deputy Librarian	<p><b>Essential:</b> Persons, who have knowledge or experience of academic or educational or institutional administration and are working in Universities or other institutions of higher or technical education or research establishment:</p> <ol style="list-style-type: none"> <li>1. Master's Degree in Library Science/ Information Science/Documentation from a recognized University with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale and consistently good academic record.</li> <li>2. At least five years' as an Assistant Librarian in a University/College.</li> <li>3. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.</li> </ol> <p><b>Desirable:</b></p> <p>(i) An M.Phil/Ph.D. Degree in Library Science/ Information Science/ Documentation/Archives and manuscript-keeping/Computerization of library.</p> <p>(ii) Operational knowledge of Library Automation and Networking.</p> <p>(iii)Operational knowledge of Computer and Internet</p> <p><b>Upper Age Limit: Preferably below 50 years</b></p>
2	Deputy Registrar	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Master's Degree with at least 55% of marks or its equivalent grade of 'B' in UGC seven-point scale.</li> <li>2. Nine years' of experience as Assistant Professor in AGP of Rs. 6000 and above with experience in educational administration,</li> </ol> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p>

		<p style="text-align: center;"><b>OR</b></p> <p>Five years' of administrative experience as Assistant Registrar or in an equivalent post.</p> <p><b>Desirable:</b> Relevant Experience in the areas of Establishment / Examinations / Finance.</p> <p><b>Upper Age Limit: Not exceeding 50 years</b></p>
3	Assistant Librarian	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Master's Degree in Library Science/ Information Science / Documentation Science from a recognized University with at least 55% marks (or its equivalent grade of 'B' in the UGC 7 point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.</li> <li>2. UGC NET/SLET/SET qualified in the relevant subject. Candidates having Ph.D Degree in accordance with UGC Regulation 2009 shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.</li> </ol> <p><b>Desirable:</b> One year experience of Computer Application in library automation.</p> <p><b>Upper Age Limit: Preferably below 40 years</b></p>
4	Assistant Registrar (to be filled up on deputation basis)	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven-point scale along with a good academic record.</li> <li>2. Officers holding analogous posts on regular basis or with 5 years regular service in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4600/4800 in the Central/State Government, Universities and other autonomous organizations.</li> </ol> <p><b>Upper Age Limit: Not exceeding 56 years</b></p>
9	Medical Officer (Female)	<p><b>Essential :</b> MBBS degree of a recognized University / Institute and having registered with Medical Council of India with at least 3 years' experience in general practice/in Hospital attached with a Medical College/Corporate Hospital.</p> <p><b>Desirable :</b> Post Graduate Medical Qualification in Gynecology</p> <p><b>Upper Age Limit : Not exceeding 40 years</b></p>
6	Information Scientist	<p><b>Essential:</b> First Class B.E./B.Tech (Computer Science Degree/Information Technology) or equivalent</p> <p style="text-align: center;"><b>OR</b></p> <p>First Class Master's Degree in Computer Applications (MCA) or equivalent.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree in Library &amp; Information Science (M.Lib. I.Sc.)</p> <p style="text-align: center;"><b>OR</b></p>

		<p>Bachelors Degree in Library and Information Science B.Lib or B.L.I.Sc) with three years' experience in the field and Post Graduate Diploma in Computer Application (PGDCA).</p> <p><b>Desirable:</b> Three years' experiences in Library Automation preferably in University/Institute/ College/PSU etc.</p> <p><b>Upper Age Limit: Preferably below 40 years</b></p>
7	Public Relation Officer	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Master's Degree in Public Relations/ Mass Communication and Journalism with at least 55% marks or its equivalent grade of B in the UGC seven-point scale.</li> </ol> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree in any discipline with at least 55% marks or its equivalent and P.G. Diploma in Public Relations/Mass Communication and Journalism.</p> <ol style="list-style-type: none"> <li>2. At least five years' experience as PRO/APRO in any University or a Govt./PSU/Corporate Sector organization or 5 years' experience in the editorial Department/Centre of any established newspaper, National News Agency, Radio or Television or Film Media</li> <li>3. Good working knowledge or computer applications.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of 2 or more Indian languages with proficiency in English and Hindi.</li> </ol> <p><b>Upper Age Limit: Not exceeding 40 years</b></p>
8	Section Officer	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Graduate from a recognized University.</li> <li>2. Must have at least 10 (ten) years' experience of which three years' experience as Assistant in PB-2 (Rs. 9300-34800) + Grade Pay Rs. 4200 in Govt. / autonomous organizations.</li> </ol> <p><b>Desirable:</b> Working knowledge in Computer.</p> <p><b>Upper Age Limit: Not exceeding 35 years</b></p>
9	Private Secretary	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Graduate from a Recognized University with Proficiency in English &amp; Hindi and should be able to manage Secretarial duties independently.</li> <li>2. Must possess a speed of 120/40 w.p.m. in English/Hindi Shorthand and Typing respectively.</li> <li>3. Three years' experience as Personal Assistant in Pay Band of Rs.9,300-34,800 plus grade pay Rs.4,200/- in Central / State Governments, University / Research Institution or Autonomous organization.</li> <li>4. Working knowledge in computer.</li> </ol>

		<b>Upper Age Limit: Not exceeding 35 years</b>
10	Security Officer	<ol style="list-style-type: none"> <li>1. A Graduate from a Recognized University.</li> <li>2. Having 5 years of experience in Police/Home Guard/NCC 'C' Certificate holders or Armed Forces or other similar organization.</li> <li>3. Should have valid arms license and Driving License of LMV (Desirable)</li> <li>4. Should be of sound health.</li> <li>5. Should be conversant with security rules and regulations.</li> </ol> <p><b>Upper Age Limit: Not exceeding 45 years</b></p>
11	Assistant	<ol style="list-style-type: none"> <li>1. A Graduate from a recognized University.</li> <li>2. Must have at least 5 (five) years' experience as Upper Division Clerk in Govt./ autonomous organizations.</li> </ol> <p><b>Preference:</b> Working knowledge in Computer.</p> <p><b>Upper Age Limit: Not Exceeding 35 years</b></p>
12	Personal Assistant	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. A Graduate from a Recognized University with proficiency in English &amp; Hindi and should be able to manage Secretarial duties independently.</li> <li>2. Must possess a speed of 100/40 w.p.m. in English/Hindi shorthand and typing respectively.</li> <li>3. Working knowledge in computer.</li> </ol> <p><b>Desirable:</b> At least one year experience as Stenographer in Central / State Governments, University / Research Institution or Autonomous Organization.</p> <p><b>Upper Age Limit: Not Exceeding 35 years</b></p>
13	Junior Engineer (Civil/Electrical)	<p><b>Essential:</b> Bachelor's degree in Civil/Electrical Engineering from a recognized University/Institute with at least three years' experience in supervision of erection/maintenance of electrical/civil works.</p> <p style="text-align: center;"><b>OR</b></p> <p>Three years' Diploma in Civil/Electrical Engineering from a recognized University/Institute with at least five years' experience in supervision of erection/maintenance of electrical/civil works.</p> <p><b>Desirable:</b> Working knowledge of computer.</p> <p><b>Upper Age Limit: Not Exceeding 35 years</b></p>
14	Hindi Translator	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at</li> </ol>

		<p>the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p style="text-align: center;"><b>AND</b></p> <p>2. Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p><b>Upper Age Limit: Not Exceeding 35 years</b></p>
15	Professional Assistant	<p><b>Essential:</b> Master Degree in Library &amp; Information Science or equivalent degree in Library &amp; Information Science with 55% marks from a recognized University/Institute with at least 3 years working experience in university Library System</p> <p><b>Desirable:</b> PGDCA or good knowledge of Working knowledge in Computer. Applications in libraries and digitization.</p> <p><b>Upper Age Limit: Not Exceeding 35 years</b></p>
16	*Senior Technical Assistant	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Graduation with 55% marks in the concerned discipline from a recognized University</li> <li>2. Five years professional experience in the relevant field</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>1. Masters degree with 55% marks in the concerned discipline from a recognized University</li> <li>2. Three years professional experience in the relevant field</li> </ol> <p><b>Upper Age Limit: Not Exceeding 35 years</b></p>

17	*Senior Technical Assistant (Computer)	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Graduation with 55% marks in the concerned discipline from a recognized University</li> <li>2. Five years professional experience in the relevant field</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>1. Masters degree with 55% marks in the concerned discipline from a recognized University</li> <li>2. Three years professional experience in the relevant field</li> </ol> <p><b>Upper Age Limit: Not Exceeding 35 years</b></p>
18	*Technical Assistant	<p><b>Essential:</b></p> <p>Graduation with 55% marks in the concerned discipline from a recognized University</p> <p><b>Desirable:</b></p> <p>One year experience in the relevant field</p> <p><b>Upper Age Limit: Not Exceeding 32 years</b></p>
19	Semi Professional Assistant	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Bachelor's degree in Library &amp; Information Science/ Bachelor's degree in Library Science or equivalent.</li> <li>2. Knowledge of Computer Applications</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Master in Library &amp; Information Science/ Master in Library Science or equivalent</li> <li>2. PG Diploma in Library Automation and Networking or PGDCA.</li> <li>3. Experience of working in Library in University/National Educational Institutes</li> </ol> <p><b>Upper Age Limit: Not Exceeding 32 years</b></p>
20	Pharmacist	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. 10+2 or equivalent in Science subjects from a recognized Board or University</li> <li>2. Diploma in Pharmacy from an Institute recognized by the Pharmacy Council of India</li> </ol> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's degree in Pharmacy from a University/ Institute approved by the Pharmacy Council of India.</p> <ol style="list-style-type: none"> <li>3. Registered as Pharmacist under the Pharmacy Act, 1948.</li> </ol> <p><b>Upper Age Limit: Not Exceeding 32 years</b></p>
21	Security Inspector	<ol style="list-style-type: none"> <li>1. A Graduate from a Recognized University.</li> <li>2. Having 3 years of experience in Police/Home Guard/NCC 'C' Certificate holders or Armed Forces or other similar organization.</li> <li>3. Should have valid arms license and Driving License of LMV (Desirable)</li> <li>4. Should be of sound health.</li> <li>5. Should be conversant with security rules and regulations.</li> </ol>

		<b>Upper Age Limit: Not Exceeding 40 years</b>
22	*Laboratory Assistant	<p><b>Essential</b> 10+2 or equivalent with Science and having experience in handling Scientific Appliances, Glasswares and Chemicals.</p> <p><b>OR</b> ITI/Diploma in Civil / Mechanical / Electrical / Electronic or any relevant engineering disciplines</p> <p><b>Desirable:</b> Working knowledge of Computer/data handling/observational skills etc.</p> <p><b>Upper Age Limit: Not Exceeding 30 years</b></p>
23	Upper Division Clerk	<p><b>Essential:</b> 1. A Graduate from a recognized University. 2. Must have at least 3 (three) years' experience as Lower Divisional Clerk in Govt. / autonomous organization / Industry / NGOs.</p> <p><b>Desirable:</b> Working knowledge in Computer.</p> <p><b>Upper Age Limit: Not Exceeding 32 years</b></p>
24	Library Assistant	<p><b>Essential:</b> 1. Bachelor's degree in Library &amp; Information Science/ Bachelor's degree in Library Science or equivalent. 2. A typing speed of 30 words per minute in English in computer. 3. Knowledge of Computer Applications</p> <p><b>Desirable:</b> One year experience in Library</p> <p><b>Upper Age Limit: Not Exceeding 30 years</b></p>
25	Lower Division Clerk	<p><b>Essential:</b> 1. 12<sup>th</sup> Class or equivalent qualification from a recognized Board or University 2. A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter</p> <p style="text-align: center;"><b>OR</b></p> <p>A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)</p> <p><b>Desirable:</b> Knowledge of computer applications.</p> <p><b>Upper Age Limit: Not Exceeding 30 years</b></p>
26	Lower Division Clerk (for taking care of the job of Guest House and	<p><b>Essential:</b> 1. 12<sup>th</sup> Class or equivalent qualification from a recognized Board or University</p>



	Hostel)	<p>2. A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on manual typewriter</p> <p style="text-align: center;"><b>OR</b></p> <p>A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of computer applications.</li> <li>2. at least three years' experience in maintenance of Guest House/Hostels/Hospitality for the posts of caretaker</li> </ol> <p>Upper Age Limit: Not Exceeding 30 years</p>
27	Driver	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Matriculation</li> <li>2. Having valid driving license in light and heavy vehicles</li> <li>3. Knowledge of motor mechanism.</li> <li>4. Three years driving experience</li> </ol> <p><b>Upper Age Limit: Not Exceeding 27 years</b></p>
28	Laboratory Attendant	<p><b>Essential :</b> 10+2 or equivalent with Science and having experience in handling Scientific Appliances, Glasswares and Chemicals.</p> <p><b>Desirable:</b> Working knowledge of computer</p> <p><b>Upper Age Limit: Not Exceeding 42 years</b></p>
29	Library Attendant	<p><b>Essential:</b> Matriculation with minimum of 2 years experience in a library.</p> <p><b>OR</b> Matric with Certificate/Diploma Course in Library Science.</p> <p><b>Preference:</b> Knowledge of Computer.</p> <p><b>Upper Age Limit: Not Exceeding 42 years</b></p>
30	M.T.S.	<p><b>Essential:</b> Matriculation or equivalent pass</p> <p><b>OR</b> ITI pass</p> <p><b>Upper Age Limit: Not Exceeding 42 years</b></p>

\*In addition to the essential qualification mentioned against the posts of Senior Technical Assistants, Technical Assistants and Laboratory Assistants above, following shall constitute as

desirable qualification/experience. The candidates are advised to apply accordingly mentioning clearly in the application

Name of the post	Desirable Qualification/Experience
Senior Technical Assistant <b>(Computer) 1(UR)</b>	Preference would be given to the candidates having CCNA or CISCO equivalent certification in Networking
Senior Technical Assistant ( <b>Applied Chemistry</b> ) 1 (UR)	Preference would be given to the candidates having experience in operating sophisticated instruments (like NMR/FT-IR/EPR/Single Crystal/PowderXRD/TEM/SEM/AAS/VSM/TGA/DTA/DSC/CHN analyzer/Mass Spectrometer etc.
Senior Technical Assistant <b>(Energy Engineering) 1 (UR)</b>	Preference would be given to candidates having degree in discipline relevant to energy OR B.E./B.Tech in Electrical/ Mechanical/ Electronics/ Chemical Engineering OR Master in Science in discipline relevant to energy with experience in handling equipments relevant to renewable energy and energy management/ conservation/ auditing, and computers
Senior Technical Assistant <b>(Environmental Science) 1 (OBC)</b>	Preference would be given to candidates having experience in handling equipment/instruments related to environment, weather and chemicals and to assist the teachers in academic as well as R&D works.
Technical Assistant <b>(Language Lab) 1 (UR)</b>	Preference would be given to candidates having experience of working in Language Laboratory.
Laboratory Assistant <b>(Mass Communication) 1(UR)</b>	Preference would be given to candidates having degree in Mass Communication/Video Production/Electronic Media/Graphics & Animation/Multimedia with work experience of camera handling/audio-video editing/photography/multimedia production/print production/computer software related to media.
Laboratory Assistant <b>(Nanotechnology) 1(UR)</b>	Preference would be given to candidates having 1. Basic knowledge of Computer 2. Multi-tasking skills: knowledge of operating office machines including computers.
Laboratory Assistant <b>(Computer) 1(UR)</b>	Preference would be given to candidates having Diploma/Certificate in Computer Hardware
Laboratory Assistant <b>(Land Resource Management) 1(OBC)</b>	Preference would be given to candidates having experience in proper maintenance of data (digital/Analogue satellite images), maps & computers peripheral & other remote sensing equipments (resistivity meter, GPS, DGPS, Spectro-radiometers, printer plotter, scanner) in the laboratories.
Laboratory Assistant <b>(Environmental Sciences) 1(UR)</b>	Preference would be given to the candidates having experience in handling lab equipment and who can assist in the Lab works to students and teachers
Laboratory Assistant <b>2 (UR-1, SC-1)</b>	Preference would be given to candidates having 1. Basic knowledge of Computer 2. Multi-tasking skills: knowledge of operating office

	machines including computers.
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### **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/written test. 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 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 upper age limit shall not apply for regular employees of the Central University of Jharkhand. Further, the upper age limit shall be condoned to contract/daily wage worker of the University to the period proportionate to the period of service rendered at the Central University of Jharkhand.
6. The SC/ST/OBC/PWD candidates are required to attach the relevant certificate as per format prescribed by the Govt. of India.
7. 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.
8. Separate application along with application fee should be submitted for each post applied for.
9. Any changers of address given in the application form should at one be communicated to the university.
10. 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.
11. Canvassing in any form on behalf of any candidate will disqualify such candidate.
12. Selection will be made on the basis of candidate's previous records and their performances in the interview/test.
13. 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.
14. The envelope should be superscripted with the name of the post, advertisement number and date.
  15. Applications incomplete in any respect will not receive any consideration at all.
  16. **NO INTERIM QUERIES regarding selection will be entertained.**
  17. **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.
  18. University will not be responsible for any postal delay at any stage.
  19. 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.
  20. In case of any dispute/suites or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts of Ranchi.
  21. Application processing fee shall not be refunded under any circumstances.
  22. The University shall verify the antecedents and 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.
  23. 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.
  24. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.

25. 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.
26. 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.

**Last date for filling up online application form is 23<sup>rd</sup> June, 2017 up to 00.00 Hrs.**

**How to Apply:-**

1. 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 along with -
  - Self attested copies of the certificates for age proof, qualifications, experience, caste;
  - Duly filed in API Score Sheet, for the post of Deputy/Assistant Librarian.
  - Declaration Form;
  - Duly filled in API form (**for the post of Deputy Librarian**)
  - Duly completed APAR, Integrity Certificate and Vigilance Clearance for the last five year (**for the post of Assistant Registrar**)
  - Endorsement by the Employer; and
  - 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**

**IMPORTANT NOTE:-**

1. Candidates who are applying for the post of **Deputy Librarian** need to fill up API form with the Application Form.
2. The officer appointed on deputation: The period of deputation shall be 03 years which can be extended or curtailed as per the requirement. The terms and conditions of deputation shall be guided as per Govt. of India, Dept. of Personnel and Training OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 and amendment, if nay, made from time to time. The candidates applying on deputation will have to submit duly completed APAR (for the last five years), Integrity Certificate and Vigilance Clearance along with hard copy of application.

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 made 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)**