



ADVERTISEMENT FOR RECRUITMENT OF VARIOUS STATUTORY POSITIONS

Central University of Jharkhand (CUJ) invites online application forms from eligible Indian Citizens for following Statutory Positions to be filled by direct recruitment (tenure basis).

Sl. No.	Name of the Posts	Category
1.	Registrar (for a term of five years)	01-UR
2.	Finance Officer (for a term of five years)*	01-UR
3.	Controller of Examinations (for a term of five years)	01-UR

Date of commencement of Online Application	21 st March, 2023
Last date of Online Application	20 th April, 2023
Last date of receipt of hard copy of application forms along with all enclosures.	1 st May, 2023

***Note: The candidates who have already applied for the post of Finance Officer against Advertisement No. CUJ/Advt./2022-23/06 Dated 13th December, 2022 need not apply again. However, they may update their application.**

Essential Qualification:

Sl. No.	Name of the Post	Essential Qualification:	
1.	Registrar	Essential: i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration. OR Comparable experience in research establishment and/ or other institutions of higher education, OR 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.	
		Age Limit	Preferably below 57 years
		Pay Level	Pay Level 14 (144200-218200)
2.	Finance Officer	Essential: i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration OR Comparable experience in research establishment and/ or other institutions of higher education, OR 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.	
		Age Limit	Preferably below 57 years
		Pay Level	Pay Level 14 (144200-218200)

	Age Limit	Preferably below 57 years
	Pay Level	Pay Level 14 (144200-218200)
3.	Controller of Examinations	<p>Essential:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 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>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
	Age Limit	Preferably below 57 years
	Pay Level	Pay Level 14 (144200-218200)

TERMS & CONDITIONS:

1. The incumbent shall be appointed for a tenure of five years or till attaining the age of 62 years, whichever is earlier
2. Candidates who wish to apply will be required TO SUBMIT ONLINE APPLICATION. Candidates need to send hard copy of Printout of Online Application Form along with all self-attested copies of certificates / educational qualification / experience / testimonials and other requisite documents in support of eligibility. Incomplete application in any respect will not be considered.
3. The Experience and Qualification will be reckoned as on the last date of submission of Online Application. Applicants are advised to submit the application to the University well in advance without waiting for the last date to avoid postal delay or any delay due to other unforeseen events or circumstances. The University shall not be responsible for any postal delay at any stage/ loss of e-mail/ loss of any communication due to wrong address provided by the candidates.
4. The experience shall be reckoned after passing of the essential qualification.
5. Applicants must produce original testimonials, certificates for educational qualifications and other documents at the time of document verification/interview.
6. The applicants must ensure that he / she fulfils the eligibility conditions for the post applying for.
7. The University shall verify the antecedents and documents submitted by candidates at any time, at the time of appointment or during the tenure of service. In case it is detected that the documents submitted by the candidates are fake or the candidates have undesirable clandestine antecedents background and have suppressed the said information, his / her services shall be liable to be terminated.
8. Candidates who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake / derecognised by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.
9. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter or joining the post, the University reserves the right to modify / withdraw / cancel any communication made to the candidates and cancel the appointment.
10. Mere fulfillment of the required qualifications and experience etc., does not entitle a candidate to be called for interview/selection. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed as decided by Screening Committee(s) and approved by the competent authority. Call letters for attending interview will be sent only to the short-listed candidates by E-mail. No correspondence will be entertained with the applicants who are not short-listed to be called for interview.
11. Canvassing in any form on behalf of or by any candidate will disqualify him / her from being considered.
12. Applicants who are in Government employment/PSUSs/ Government autonomous institutions/ Central and State Govt. undertakings are advised to upload the No-objection-Certificate in the prescribed format **Annexure –I**, In case the applicants are in service and delay is expected in getting endorsement of the employer concerned on the original application, the applicants may submit an advance copy of the

application along with all enclosures directly. If the original application through proper channel is not received by the University by the last date mentioned in this advertisement, the applicants will have to submit a 'NO OBJECTION CERTIFICATE' (**Annexure –I**) in a sealed cover from his/her employer to the University at the time of interview or document verification, as the case may be.

13. The candidates selected shall be appointed under a written contract as per University norms.
14. All the appointees including the in-service candidates shall be governed by the National Pension Scheme (NPS) introduced by Govt. of India in case of direct recruitment.
15. The University reserves the right:
 - a) To withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
 - b) To fill or not to fill up some or all the posts advertised for any reasons whatsoever.
16. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, Central University of Jharkhand in all matters relating to eligibility, acceptance or rejection of applications, mode of selection/interview will be final and no query or correspondence will be entertained in this connection from any individual or his / her agency.
17. The character of a person for recruitment to the service must be such as to render him/her suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment.
18. No person shall be recruited unless he/she is in good mental and physically fit and free from any physical defect that is likely to interfere with the efficient performance of his official duties except PwBD (Divyang Candidates). If selected and appointed, he/she shall be required to produce a **medical fitness certificate** from Competent Authority as specified by the university.
19. Errors and omissions in notification and selection process are subject to corrections as per rules and regulations of University / UGC / GOI.
20. One of the referees should be from the organization where the candidate is presently working.
21. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.
22. The persons appointed against any post shall be governed by the Act/Statutes/Ordinance/Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
23. Candidates in their own interest are advised to remain in touch with the University website www.cuj.ac.in they should also regularly check their email account for updates. Amendments / changes if any in the advertisement shall be published only on the university website www.cuj.ac.in.
24. The terms and conditions of appointment shall be communicated to the candidate in the form of “offer of appointment” to selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
25. In case of any dispute, suit or legal proceeding against the university, the jurisdiction shall be restricted to Hon’ble High Court of Ranchi, Jharkhand.
26. The online applications processing fee is non-refundable, and no enquiries will be entertained in this regard by the University.
27. **Application fees and application form(s) are to be submitted as per details given below:**

APPLICATION FEE:

Category	Fee in Rs.
General/OBC/EWS	Rs. 1000/-
SC / ST / PwBD / Ex-Servicemen / Women	Exempted

Application forms have to be filled only in online mode, as available on the website of the University along with this advertisement, within the prescribed time limit indicated in the advertisement. No offline forms would be accepted.

Link for online application: <https://cujnt.samarth.edu.in>

How to Apply:-

Interested candidates have to submit **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 etc.;
- No Objection Certificate (**Annexure –I**).

The candidature shall not be considered if the hard copy of the application form is not received within the stipulated time.

To,

The Recruitment Cell

Central University of Jharkhand

Cheri-Manatu Campus, P.O.- Kamre

P.S. - Kanke, Ranchi-835222

(Jharkhand)

IMPORTANT NOTE:-

1. Candidates are required to mention Advertisement No., Advertisement Date, Name of the post in which post for on the top of the envelope.
2. Corrigendum / Addendum, if any, will be made only in the University website. Hence, all the applicants are advised to visit the University website regularly.
3. For query, if any, please write to non-teaching.recruitment@cuj.ac.in mentioning name of the post.

**Sd/-
REGISTRAR**

NO OBJECTIN CERTIFICATE: IN OFFICE LETTER HEAD

The applicant Dr./Mr./Mrs./Ms. _____ who has submitted this application for the post of _____ in the Central University of Jharkhand, has been working in this organization namely _____ in the Post of _____ in a temporary /contract/ Permanent capacity with effect from _____ in Pay Level _____. He /She is drawing a basis pay of _____ His /Her next increment is due on _____.

Further, it is Certified that no vigilance case or disciplinary proceedings or criminal proceeding is either pending or contemplated against the said applicant. There is no objection for his/her application being considered by the Central University of Jharkhand.

(Signature of the forwarding officer)

Name: _____

Designation: _____

Place: _____

Date: _____

(Seal)

Note: The NOC form shall be uploaded in the space provided with the online application form.