



झारखण्ड केन्द्रीय विश्वविद्यालय
Central University of Jharkhand
(Established by an Act of Parliament of India, 2009)

**ADVERTISEMENT
(NON - TEACHING AND OTHER ACADEMIC POSTS)**

Advt. No.: CUJ/Advt./2023-24/07

Dated: 19th September, 2023

Central University of Jharkhand (CUJ) invites online applications from eligible Indian nationals for appointment under direct recruitment and on deputation basis / contract basis for Non-Teaching and Other Academic posts including backlog posts.

Following are the crucial dates for application:

Date of Commencement of Online Application	19 th September, 2023
Last date of Online Application	18 th October, 2023 up to 5:00 p.m.

DETAILS OF NON-TEACHING AND OTHER ACADEMIC POSTS

Sl. No.	Name of Post	No. of Posts	Category	Reserved for	Pay Matrix As per 7th CPC [Pay Level and Pay Range]
1	Deputy Librarian	01	01-UR	-	Academic Level 13A [131400-217100/-]
2	Internal Audit Officer (on deputation basis)	01	01-UR	-	Level- 12 [78800-209200/-]
3	Assistant Librarian	01	01	PwBD Category 'b' #	Academic Level 10 [57700-182400/-]
4	Medical Officer (Male)*	01	01-UR	-	Level-10 [56100-177500/-]
5	Hindi Officer	01	01-UR	-	Level-10 [56100-177500/-]
TOTAL		05	-	-	-

Backlog vacancy *The appointment is subject to outcome of court case.

The advertisement of Non-Teaching and Other Academic Posts issued under Advt. No.: CUJ/Advt./2022-23/06 Dated: 13th December, 2022 stands withdrawn due to administrative reasons.

The candidates who have already applied for the above positions against the Advt. No.: CUJ/Advt./2022-23/06 Dated 13th December, 2022 are required to apply afresh. However, the fee deposited by the candidate will be refunded on submission of an application along with proof of payment. The request for refund should be submitted to Link:

https://docs.google.com/forms/d/e/1FAIpQLSd3kh6byisVu3kk7gF9casNe91b7x3UoP66VQGJXydLhnuBlw/viewform?usp=sf_link within the last date of the receipt of online application. No request of refund shall be entertained after that.

The candidate(s) applied for the post of Medical Officer against Advt.No.: CUJ/Advt./2022-23/07 dated 11th January, 2023 need not apply again.

UR	Unreserved	SC	Scheduled Caste	ST	Scheduled Tribe
OBC	Other Backward Class	EWS	Economically Weaker Section		
PwBD Category 'b'	Person with Banchmark Disability - Deaf & Hard of hearing				

DETAILS OF THE POST(S), QUALIFICATIONS, OTHER REQUIRMENTS, ETC.

1	Name of Post	Deputy Librarian (01-UR)
2	Age Limit for Direct Recruits	55 Years
3	Educational and other qualifications	Essential:- i. A Master's degree in Library Science/ Information Science/ Documentation Science, with at least 55% of the marks or an equivalent grade in a point-scale, wherever the grading system is followed.

		<ul style="list-style-type: none"> ii. Eight years experience as an Assistant University Librarian/ College Librarian. iii. Evidence of innovative library services including integration of ICT in library. iv. A Ph.D. Degree in Library Science / Information Science/ Documentation Science/ Archives and manuscript keeping/ computerization of Library.
4	Period of probation	1Year
1	Name of Post	Internal Audit Officer (on deputation basis) (01-UR)
2	On deputation basis	<p>By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous posts on regular basis.</p> <p style="text-align: center;">OR</p> <p>With three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p> <p style="text-align: center;">OR</p> <p>With five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p> <p>Age – 56 Years</p>
1	Name of Post	Assistant Librarian (01)
2	Age Limit for Direct Recruits	40 Years
3	Educational and other qualifications	<p>Essential:</p> <ul style="list-style-type: none"> i. A Master’s degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% of marks (or an equivalent grade in a point-scale wherever grading system is followed). ii. A consistently good academic record with knowledge of computerization of a library. iii. Besides fulfilling the above qualification the candidate must have cleared National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree in accordance with the "University Grants commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be: <p><i>Provided</i> that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfilment of the following conditions:</p> <ul style="list-style-type: none"> a) The Ph.D. degree of the candidate has been awarded in regular mode; b) The Ph.D. thesis has been evaluated by at least two external examiners;

		<p>c) Open Ph.D. viva voce of the candidate has been conducted;</p> <p>d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;</p> <p>e) The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any similar agency.</p> <p>Note:</p> <p>(i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned.</p> <p>(ii) NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p>
4	Period of probation	1 Year
1	Name of Post	Medical Officer (Male) (01-UR)
2	Age Limit for Direct Recruits	45 Years
3	Educational and other qualifications	<p>Essential: Post Graduate in Medicine from a recognized Institution by the Medical Council of India</p> <p style="text-align: center;">OR</p> <p>MBBS recognized by Medical Council of India with relevant working experience of two years in Government Hospital or Hospital recognized by the Government or corporate hospital.</p>
4	Period of probation	2 Years
1	Name of Post	Hindi Officer (01-UR)
2	Age Limit for Direct Recruits	40 Years
3	Educational and other qualifications	<p>Essential: Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</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;">OR</p> <p>Master's degree of a recognised 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;">OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination</p>

		<p>and the other as a compulsory or elective subject at the degree level</p> <p style="text-align: center;">AND</p> <p>Three years experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Govt. / Autonomous Body / Statutory Organisation / PSU / Universities or recognised research or educational institutes</p> <p style="text-align: center;">OR</p> <p>Three years experience of teaching in Hindi and English or research in Hindi or English under Central / State Govt./ Autonomous Body/ Statutory Organisations/ PSUs/ Universities or recognised research or educational institutions.</p> <p>Desirable: Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p>
4	Period of probation	2 Years

GENERAL INSTRUCTIONS

1. Candidates who wish to apply for more than one post will be required TO SUBMIT SEPARATE ONLINE APPLICATIONS ALONG WITH SEPARATE ONLINE APPLICATION PROCESSING FEES.
2. Applicants are advised to submit the documents related to their Change of Name (if applicable) (i.e. Marriage Certificate, Gazette for Name Change, Aadhar Card).
3. The Experience and Qualification will be reckoned as on last date of submission of Online Application. Applicants are advised to submit the applications to the University well in advance without waiting for the last date to avoid last minute rush.
4. The experience shall be reckoned after passing of the essential qualification.
5. **The University may conduct written test for recruitment for some position or all the positions at the discretion of the University. The details viz., scheme of examination, syllabus etc. will be uploaded in the University website in due course.**
6. Applicants must produce original testimonials, certificates / educational qualifications and other documents at the time of document verification/interview.
7. The applicants must ensure that he / she fulfils the eligibility conditions for the post applying for.
8. The University will 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.
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, the University reserves the right to modify / withdraw / cancel any communication made to the candidates.
10. The reservations / relaxations for Ex-serviceman will be as per the existing Govt. of India rules.
11. Reservations for SC, ST, OBC, EWS and Persons with Benchmark Disabilities will be as per existing Government of India norms as amended from time to time. Candidates applying for the reserved posts should clearly state to which category they belong.
12. Candidates seeking reservation under SC/ST/OBC/EWS category are required to submit certificate on the format prescribed by the Government of India, Department of Personnel & Training.
13. In case of candidates want to claim benefits under the Persons with Benchmark Disabilities (PwBD) category, the candidates' relevant disability should not be less than 40%. Proof to this effect, must be submitted as per the format prescribed by the Govt. of India without which the application will be treated as 'General (unreserved)'.
14. Permissible relaxation in upper age limit and category-codes for claiming age relaxation are as follows:

Category	Age-relaxation permissible beyond upper age limit
SC/ST	5 years
OBC	3 years
PwBD (Unreserved)	10 years
PwBD (OBC)	13 years
PwBD (SC/ST)	15 years
Ex-Servicemen (ESM)	3 years after deduction of the military service rendered from the actual age as on the closing date

15. Mere fulfillment of the qualification or the eligibility criteria does not entitled an applicant to be necessarily considered for all written test/ interview. 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 duly constituted 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. Hall Tickets / Call letters and other correspondence for attending the written examination etc. will be sent only to the eligible candidates by email only.
16. Canvassing in any form on behalf of or by any candidate will disqualify him / her from being considered.
17. Candidates already in government service must submit a endorsement/NOC from their employer. In case the applicants are in government service and delay is expected in getting endorsement/NOC of the employer concerned, the applicants may submit their application form, however, they will have to submit a 'NO OBJECTION CERTIFICATE' along with Vigilance Clearance Certificate from his/her employer to the University at the time of interview or document verification as the case may be.
18. Candidate applying for the post of Assistant Librarian with Ph.D. Degree awarded in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulation, 2009 or 2016 are required to submit a certificate in the prescribed format (**Appendix-A**) from the concerned University to the effect that their Ph.D. degree is compliant of 'UGC (Minimum standards and procedure for awards of M.Phil. /Ph.D degree) Regulation 2009.
19. Candidate applying for the post of Assistant Librarian with Ph.D Degree who has registered for the Ph.D. programme prior to July 11, 2009, shall submit a certificate in the prescribed format (**Appendix-B**) from concerned University/Institute in accordance with the University Grants Commission on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education (3rd Amendment), Regulation, 2016.
20. The panel of selected waitlisted candidates will be valid for one year from the date of approval of the competent authority.
21. The candidates selected shall be appointed under a written contract as per University norms.
22. The candidates selected for the post shall be required to serve at any place / department / centre as notified by the Central University of Jharkhand.
23. The recruitment to the advertised posts shall be carried out in accordance with the prevalent University rules and regulations framed from time to time.
24. All the appointees including the in-service candidates shall be governed by the National Pension Scheme (NPS) introduced by Govt. of India.
25. 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.
 - c) To increase / decrease the number of posts after due procedure as per directions of UGC from time to time.
26. No TA / DA will be paid for attending interview. However, for outstation SC / ST / PwBD candidates' second-class single railway to and for fare on shortest route will be reimbursed after

attending the interview. This is not admissible to SC / ST / PwBD candidates who are already employed in the Central / State Government services / Autonomous bodies, etc.

27. 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, conduct of examination / interview will be final and no query or correspondence will be entertained in this connection from any individual or his / her agency.
28. 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.
29. The character of a person for direct 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.
30. 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.
31. Errors and omissions in notification and selection process are subject to corrections as per rules and regulations of University / UGC / GOI.
32. One of the referees should be from the organization where the candidate is presently working.
33. Acceptance of documents submitted by an applicant shall be subject to verification 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.
34. 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.
35. 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.
36. All documents submitted by the candidates should be serially numbered and indexed.
37. 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.
38. 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.

APPLICATION FEE:

Category	Fee in Rs.
General/OBC/EWS	Rs. 2000/-
SC / ST / PwBD/ Women	Exempted

- The online applications processing fee is non-refundable, and no enquiries will be entertained in this regard by the University.
- Separate filled Application Form along with enclosures has to be submitted for each post, in case a candidate wants to apply for more than one post.

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 candidates are not required to send the hard copy of application.**

Important Note for the candidates applying for the post of Internal Audit Officer on deputation basis

1. The deputation will be governed by the standard terms and conditions of deputation provided under DoPT OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 as amended from time to time.
2. The candidates applying for the post of Internal Audit Officer on deputation basis must send a hard copy of online application form along with:
 - a. Self attested copies of the certificates for age proof, qualifications, experience, caste etc. No Objection Certificate should also indicate the vigilance clearance from the parent department.
 - b. Copies of the Annual Performance Appraisal Report (APAR) for the last five years (duly attested by the competent authority).
 - c. Cadre Clearance Certificate as per the format (**Appendix – C**) issued by the Cadre Controlling Authority
3. The document must be sent by Speed Post within the 10 days from the last date of online application to the following address. The University shall not be responsible for any postal delay at any stage

**To,
The Recruitment Cell
Central University of Jharkhand
Cheri-Manatu Campus
P.O.- Kamre, P.S. - Kanke
Ranchi- 835222,(Jharkhand)**

IMPORTANT NOTE

1. Corrigendum / Addendum, if any, will be made only in the University website. Hence, all the applicants are advised to visit the University website regularly.
2. For query, if any, please write to non-teaching.recruitment@cuja.ac.in

Sd/-
REGISTRAR

NO OBJECTION 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 the Scale of Pay /Pay Band of _____. 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 from shall be uploaded in the space provided with the online application form.

DECLARATION

Registration ID:

I, _____ son /daughter of _____ hereby declare that all the entries made by me in the online form application are true and correct to the best of my knowledge. if anything is found false or incorrect at any stage, my candidature / appointment may be cancelled by the university without assigning any reason thereof.

Further, I hereby also declare that no criminal / vigilance case is pending / contemplated against me and I have never been punished or any disciplinary action has been taken by any court of law / the organization I have been working/have worked.

Signature of the applicant: _____

Name in Capital letters: _____

Mobile No. _____

Date: _____

Place: _____

For Deputy Librarian & Assistant Librarian

UNDERTAKING

I do hereby undertake that, I have ~~AVAILED~~/~~NOT~~ ~~AVAILED~~ study leave to pursue my full time/part time Ph.D. from to

Signature of the applicant

Full Name –

Application Form No. –

Note: Strike off whichever not applicable.

Appendix –A (for Assistant Librarian)

(On the letter head of the University/Institute)

*Applicable for those candidates registered for Ph.D. Programme on or after 11th
July, 2009*

TO WHOMSOEVER IT MAY CONCERN

This is certify that Dr. _____(Name) registered
for Ph.D. programme on _____(Date) has successfully completed Ph.D. programme
in theSubject _____,
Faculty of

_____during the year. The degree has been awarded strictly in compliance with ‘UGC (Minimum standards
and procedure for awards of M.Phil. /Ph.D. degree) Regulation 2009, and I/we have the read the
regulations & certify accordingly.

Competent Authority of the University/ Institution

No.....

Date:

Appendix –B (For Assistant Librarian)

(On the letter head of the University/Institute)

Applicable for those candidates registered for Ph.D. Programme prior to 11th July, 2009

TO WHOMSOEVER IT MAY CONCERN

This is certify that Dr. _____(Name)
registeredfor Ph.D. programme on _____(Date) has successfully
completed Ph.D. programme in the Subject _____Faculty of _____during
the year. The Ph.D. degree awardedto him/her is essentially fulfilling the following conditions:

- a) Ph.D. degree has been awarded in regular mode only;
- b) Ph.D. thesis has been evaluated by at least two external examiners;
- c) He/She has published two research papers out of which at least one in a refereed journal from outof his/her Ph.D. work;
- d) He/She has presented two papers in seminars/conferences from out of his/her Ph.D. work;
- e) Open Ph.D. viva-voce of the candidate has been conducted

***Seal & Sign of the Vice-Chancellor/
Pro-Vice Chancellor/Dean (Academic
Affairs/ University Instructions)***

No.....

Date:

For Internal Audit Officer

Appendix-C

COUNTERSIGNED BY FORWARDING AUTHORITY

Certification by the Employer /Cadre Controlling Authority

The information / details provided in the above application by the application are true and correct as per the facts available on records. He / She possess educational qualification and experience mentioned in the vacancy circular. If selected, he /she will be relieved immediately.

Also certified that:

- (i) There is no vigilance case pending/ contemplated against him / her.
- (ii) His / Her integrity in certified.
- (iii) His / Her complete ACR/APAR Dossier in original is enclosed / Photocopies of the ACRs/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- (iv) No major / minor penalties have been imposed on him /her during the last 10 year **OR** a list of major / minor penalties imposed on him/her during the last 10 years is enclosed (**as the case may be**).

Countersigned.

(Employer/Cadre Controlling Authority with seal)