



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

Advt. No.: CUJ/Advt./2022-23/06

Dated: 13th December, 2022

ADVERTISEMENT FOR THE NON - TEACHING AND OTHER ACADEMIC POSTS

Central University of Jharkhand (CUJ) invites online applications from eligible Indian nationals for appointment under direct recruitment 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 December, 2022 (Tentative)
Last date of Online Application	18 th January, 2023
Last date of receipt of hard copy of online application along with all self-attested enclosures	28 th January, 2023

DETAILS OF NON-TEACHING AND OTHER ACADEMIC POSTS

Sl. No.	Name of Post	Group	No. of Posts	Category	Reserved for	Pay Matrix As per 7th CPC [Pay Level and Pay Range]
1	Finance Officer (for a term of five years)	A	01	01-UR	-	Level – 14, 144200-218200/-
2	Internal Audit Officer (on deputation basis / contract basis)	A	01	01-UR	-	Level- 12, 78800–209200/-
3	Deputy Librarian	A	01	01-UR	-	Academic Level 12, 79800-211500/-
4	Assistant Librarian	A	01	01-UR	PwBD Category 'b' #	Academic Level 10, 57700-182400/-
5	Hindi Officer	A	01	01-UR	-	Level-10, 56100-177500/-
6	Section Officer	B	01	01-UR	-	Level-7, 44900-142400/-
7	Private Secretary	B	02	02-UR	-	Level-7, 44900-142400/-
8	Assistant	B	03	03-UR	-	Level-6, 35400-112400/-
9	Hindi Translator	B	01	01-UR	PwBD Category 'a' #	Level-6, 35400-112400/-
10	Senior Technical Assistant	B	01	01-UR	PwBD Category 'b' #	Level-6, 35400-112400/-
11	Technical Assistant	C	01	01-UR	-	Level-5, 29200-92300/-
12	Security Inspector	C	01	01-UR	Ex-servicemen	Level-5, 29200-92300/-
13	Upper Division Clerk	C	01	01-UR	-	Level-4, 25500-81100/-
14	Laboratory Assistant	C	03	02-UR, 01-OBC #	01-Post reserved for PwBD Category 'c' #	Level-4, 25500-81100/-
15	Library Assistant	C	01	01-UR	-	Level-3, 21700-69100/-
16	Lower Division Clerk	C	06	01-UR, 03-UR* 01-ST, 01-EWS	-	Level-2 19900-63200/-
17	Driver	C	03	02-UR, 01-OBC	-	Level-2, 19900-63200/-
18	Laboratory Attendant	C	04	01-UR, 01-OBC, 01-OBC#, 01-SC	-	Level-1, 18000-56900/-
19	Library Attendant	C	02	01-OBC#, 01-EWS	-	Level-1, 18000-56900/-
20	Attendant (Hostel) [01-for Boys and 01- for Girls)	C	02	01-UR, 01-OBC	-	Level-1, 18000-56900/-
TOTAL			37			

Backlog vacancy

*The lien is initially for 1 year subject to maximum of 3 years or till the lien holder returns back, whichever is earlier. In case the lien holder opts to be confirmed/absorbed in the new organization, the post will be re-advertised.

UR	Unreserved	SC	Scheduled Caste	ST	Scheduled Tribe
OBC	Other Backward Class	EWS	Economically Weaker Section		
PwBD	Persons with Disability:				
(a)	Blindness & low Vision.				
(b)	Deaf & Hard of hearing				
(c)	Locomotor disability (One Arm/ One Leg/ Both Leg)				
(d)	Autism, intellectual disability, specific learning disability and mental illness.				
(e)	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disability.				

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

1	Name of Post	Finance Officer (01-UR)
2	Age Limit for Direct Recruits	Preferably below 57 Years
3	Educational and other qualifications	<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> <p>(Note: Eligible for reappointment after observance of due selection process)</p>

1	Name of Post	Internal Audit Officer (on deputation basis / contract basis) (01-UR)
2	Age Limit for Direct Recruits	56 Years
3	On Deputation	<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>
4	On Contract	<p>If sufficient no. of applications are not received on deputation basis, the post will be filled up on contract basis for the officers retired from the Audit & Accounts service. Hence, the officers retired/superannuated from Audit & Accounts service possessing following qualifications/criteria may also apply.</p> <ul style="list-style-type: none"> • Bachelor's degree with 50 % • Age below 65 years

	<ul style="list-style-type: none"> • Rendered five years service at pay level 10 OR three years at pay level -11 • Remuneration – As per GoI/UGC norm for re-employed pensioners. For non-pensioners – consolidated remuneration of Rs. 75,000/- p.m.
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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. 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	Assistant Librarian (01-UR)
2	Age Limit for Direct Recruits	40 Years
3	Educational and other qualifications	Essential: 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 Library. iii. Qualifying in the 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: <i>Provided 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:</i> 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; c) Open Ph.D. viva voce of the candidate has been conducted; 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; 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. Note: (i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned.
4	Period of probation	1 Year

1	Name of Post	Hindi Officer (01-UR)
2	Age Limit for Direct Recruits	40 Years
3	Educational and other qualifications	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; OR 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; OR 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; OR 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; OR 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 and the other as a compulsory or elective subject at the degree level AND 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 OR 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. Desirable: Studied one of the languages other than Hindi included in the 8 th schedule of the Constitution at 10 th level from a recognised board.
4	Period of probation	2 Years

1	Name of Post	Section Officer (01-UR)
2	Age Limit for Direct Recruits	35 Years
3	Educational and other qualifications	Essential: i) A Bachelor's Degree in any discipline from any recognised Institute/ University. ii) Three Years' Experience as Assistant in the Level 6 or eight years

		as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more. iii) Proficiency in Computer Operation, noting and drafting. Note: Computer proficiency test shall be conducted
4	Period of probation	2 Years

1	Name of Post	Private Secretary (02-UR)
2	Age Limit	35 Years
3	Educational and other qualifications	Essential: 1. A Bachelor's Degree from a recognized University/Institute. 2. At least 03 years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. 3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi 4. English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. 5. Knowledge of computer applications. Skill Test Norms on Computer: Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi Transcription: 50 minutes (English)/ 60 minutes (Hindi) Desirable: Proficiency in English & good communication skills.
4	Period of probation	2 Years

1	Name of Post	Assistant (03-UR)
2	Age Limit	35 Years
3	Educational and other qualifications	Essential: Bachelor's Degree from a recognized University / Institution. Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. Proficiency in typing, Computer applications, noting and drafting. Note: Computer proficiency test including typing shall be conducted
4	Period of probation	2 Years

1	Name of Post	Hindi Translator (01-UR, PwBD)
2	Age Limit	35 Years
3	Educational and other qualifications	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; OR 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 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 and the other as a compulsory or elective subject at the degree level.</p> <p style="text-align: center;">AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English & 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>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> <p>Note: Computer proficiency test shall be conducted</p>
4	Period of probation	2 Years

1	Name of Post	Senior Technical Assistant (01-UR, PwBD)
2	Age Limit	35 Years
3	Educational and other qualifications	<p>Essential:</p> <p>i) Bachelor's Degree in Engineering / Technology in Computer Science and Technology / Information Technology from any recognized University or Institute.</p> <p style="text-align: center;">OR</p> <p>Master's Degree in Computer Science/Technology / MCA from any recognized University / Institute.</p> <p>At least two years' experience in relevant field in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p> <p>Note: Skill test will be conducted</p>
4	Period of probation	2 Years

1	Name of Post	Technical Assistant (01-UR)
2	Age Limit	32 years
3	Educational and other qualifications	<p>Essential:</p> <p>Computer Stream: Bachelor degree in Computer Science/ Computer Application with 55% marks and three years experience in Network Administration/Database Management/ Software Development etc.</p> <p>Desirable: Working knowledge of Computer</p> <p>Note: Skill/Trade test shall be conducted</p>
4	Period of probation	2 Years

1	Name of Post	Security Inspector
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		(01-UR, Ex-servicemen)
2	Age Limit	32 Years
3	Educational and other qualifications	<p>Essential: Persons who have served in the Army or such Uniformed service with at least Class 10th standard pass or Army Class I examination or an equivalent examination.</p> <p style="text-align: center;">AND</p> <p>Holding a valid Driving License (LMV / Motor cycle). Note: Computer proficiency test shall be conducted</p>
4	Period of probation	2 Years

1	Name of Post	Upper Division Clerk (01-UR)
2	Age Limit	32 Years
3	Educational and other qualifications	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree from any recognized Institute/ University. 2. Two years' experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm 4. Proficiency in Computer Operations.
4	Period of probation	2 Years

1	Name of Post	Laboratory Assistant (02-UR, 01-OBC)						
2	Age Limit	30 Years						
3	Educational and other qualifications	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Science stream (01-UR)</td> <td>Essential: Science stream: B.Sc. with 55% marks in relevant discipline Desirable: Working knowledge of Computer Note: Skill/Trade test shall be conducted.</td> </tr> <tr> <td>Engineering & Technology stream (01-OBC)</td> <td>Essential: Engineering & Technology Stream: Three year Diploma with 55% marks in Civil/ Electrical/ Mechanical Engineering Desirable: Working knowledge of Computer Note: Skill/Trade test shall be conducted.</td> </tr> <tr> <td>Computer Stream (01-UR)</td> <td>Essential: Computer Stream: Bachelor degree in Computer Science/ Computer Application with 55% marks. Desirable: Working knowledge of Computer Note: Skill/Trade test shall be conducted.</td> </tr> </table>	Science stream (01-UR)	Essential: Science stream: B.Sc. with 55% marks in relevant discipline Desirable: Working knowledge of Computer Note: Skill/Trade test shall be conducted.	Engineering & Technology stream (01-OBC)	Essential: Engineering & Technology Stream: Three year Diploma with 55% marks in Civil/ Electrical/ Mechanical Engineering Desirable: Working knowledge of Computer Note: Skill/Trade test shall be conducted.	Computer Stream (01-UR)	Essential: Computer Stream: Bachelor degree in Computer Science/ Computer Application with 55% marks. Desirable: Working knowledge of Computer Note: Skill/Trade test shall be conducted.
Science stream (01-UR)	Essential: Science stream: B.Sc. with 55% marks in relevant discipline Desirable: Working knowledge of Computer Note: Skill/Trade test shall be conducted.							
Engineering & Technology stream (01-OBC)	Essential: Engineering & Technology Stream: Three year Diploma with 55% marks in Civil/ Electrical/ Mechanical Engineering Desirable: Working knowledge of Computer Note: Skill/Trade test shall be conducted.							
Computer Stream (01-UR)	Essential: Computer Stream: Bachelor degree in Computer Science/ Computer Application with 55% marks. Desirable: Working knowledge of Computer Note: Skill/Trade test shall be conducted.							
4	Period of probation	2 Years						

1	Name of Post	Library Assistant (01-UR)
2	Age Limit	32 Years
3	Educational and other qualifications	<p>Essential:</p> <ol style="list-style-type: none"> i) Bachelor's degree in Library & Information Science or equivalent from a recognized University.

		ii) Typing speed of 30 words per minute in English. iii) Knowledge of Computer Applications. Note: Skill test shall be conducted
4	Period of probation	2 Years

1	Name of Post	Lower Division Clerk (04-UR, 01-ST, 01-EWS)
2	Age Limit	27 years
3	Educational and other qualifications	Essential : (i) 10+2 from a recognized Board. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm(35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations. Note: Skill test shall be conducted
4	Period of probation	2 Years

1	Name of Post	Driver (02-UR, 01-OBC)
2	Age Limit	30 Years
3	Educational and other qualifications	Essential: (i) 10 th Pass from any recognised Board (ii) Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). (iv) Experience of driving motor vehicles for at least 3 years. Note: Skill test (Driving) shall be conducted
4	Period of probation	2 Years

1	Name of Post	Laboratory Attendant (01-UR, 02-OBC, 01-SC)
2	Age Limit	30 Years
3	Educational and other qualifications	Essential: 10+2 with Science stream from any recognized Central/ State Board OR 10 th Pass from any recognized Central/ State Board with Science as one of the subjects and two years' experience in Laboratory of recognised University / Institution / College. Note: Skill test shall be conducted
4	Period of probation	2 Years

1	Name of Post	Library Attendant (01-OBC, 01-EWS)
2	Age Limit	30 Years
3	Educational and other qualifications	Essential: i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution. iii) One year experience in a University/ College/ Educational Institution Library. iv) Basic knowledge of computer applications. Note: Skill test shall be conducted
4	Period of probation	2 Years

1	Name of Post	Attendant (Hostel) (01-UR for Girls Hostel [only for female candidates] and 01-OBC for Boys Hostel [only for male candidates])
2	Age Limit	32 Years
3	Educational and other qualifications	Essential: (i) 10 th Pass from any State/ Central School / Board OR ITI Pass (ii) At least two years of experience in a Hostel / Canteen/ Hotel/ Guest House etc. Note: Skill test for proficiency in Computer operations shall be conducted.
4	Period of probation	2 Years

GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION:

- 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. 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.
- 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).
- 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 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.
- The experience shall be reckoned after passing of the essential qualification.
- Ex-servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, such candidates can avail of the benefit of reservation as ex-serviceman for subsequent employment if he immediately after joining civil employment, gives self declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he had applied for before joining the initial civil employment as mentioned in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T.
- The University shall conduct written test for recruitment (wherever applicable). The details viz scheme of examination, syllabus etc. will be uploaded in the University website in due course.**
- Applicants must produce original testimonials, certificates / educational qualifications and other documents at the time of document verification/interview.
- The applicants must ensure that he / she fulfils the eligibility conditions for the post applying for.
- 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.
- 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.
- The reservations / relaxations for Ex-serviceman will be as per the existing Govt. of India rules.
- 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.
- 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 (**Annexure-I, Annexure-II, Annexure-III**).

14. Candidates applying for the post(s) reserved for OBC (specifically mentioning Creamy Layer-exclusion in the format prescribed by Govt. of India, issued by competent authority) / EWS, should submit a self-attested copy of valid certificate **issued on or after 01.04.2022**.
15. 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 enclosed with the application as per **Annexure - IV-I, IV-II, IV-III** (whichever applicable) without which the application will be treated as 'General (unreserved)'.
16. The appointment under EWS category shall be provisional and subject to the Income and Asset certificate being verified through proper channel and if the verification reveals that the claim to belong to EWS is fake / false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provision of the Indian Penal Code for production of fake / false certificate. The Income and Asset Certificate (**Annexure-III**) issued by any one of the authorities mentioned in the prescribed format as given in **Annexure-III** shall only be accepted as proof of candidate's claim as belonging to EWS.
17. Candidates seeking reservation under Ex-serviceman (ESM) are required to submit certificate in the prescribed format enclosed with the application as per **Annexure-V** (Serving defence personal certificate, if applicable), **Annexure-VI** (undertaking).
18. 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

19. The upper age limit is relaxable up to 40 year of age (45 years for SC/ST) for appointment to Group C posts for regular employees of the central govt./State Govt./Central Universities/UGC maintained deemed to be Universities/other Central /States Autonomous bodies/Organizations/Institutions who have rendered 3 years continuous service. Candidates seeking age relaxation under above categories of employee are required to submit certificate in the prescribed format enclosed with the application as per **Annexure-VII**.
20. 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 speed post / registered post / 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.
21. Canvassing in any form on behalf of or by any candidate will disqualify him / her from being considered.
22. Candidates already in service must submit a NOC from their employer and forward their applications (hard copy) through proper channel. 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 (with or without the employer's endorsement on the advance copy). If the original application through proper channel has not been received by the University by the last date mentioned in this employment notification, the applicants will have to submit a 'NO OBJECTION CERTIFICATE' along with Vigilance Clearance Certificate in a sealed cover from his/her employer to the University at the time of interview or document verification as the case may be.
23. 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.
24. Candidate applying for the post of Assistant Librarian 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.

25. **Candidates showing experience of Private Organization in their application, need to attach the proof of Organization's turnover of Rs.200/- crores or more, wherever applicable. However, if the employee is engaged in a Govt. organization/ PSU/ Autonomous Bodies through contract/ outsource basis, the experience may be counted.**
26. **The panel of selected waitlisted candidates will be valid for one year from the date of approval of the competent authority.**
27. The candidates selected shall be appointed under a written contract as per University norms.
28. The University will hold written / skill test, wherever necessary. The candidates selected for the post shall be required to serve at any place / department / centre as notified by the Central University of Jharkhand.
29. The recruitment to the advertised posts shall be carried out in accordance with the prevalent University / UGC / GOI rules and regulations framed from time to time.
30. All the appointees including the in-service candidates shall be governed by the National Pension Scheme (NPS) introduced by Govt. of India.
31. 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.
32. The University will not be responsible for any postal delay, loss of e-mail, loss of any communication due to wrong address provided by the candidates.
33. 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.
34. 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.
35. 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.
36. 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.
37. 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.
38. Errors and omissions in notification and selection process are subject to corrections as per rules and regulations of University / UGC / GOI.
39. One of the referees should be from the organization where the candidate is presently working.
40. The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.
41. 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.
42. 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.

43. 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.
44. All documents submitted by the candidates should be serially numbered and indexed.
45. 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.
46. 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.
47. **APPLICATION FEE:**

Category	Fee in Rs.
General/OBC/EWS	Group – A Rs. 1000/-
	Group – B Rs. 500/-
	Group – C Rs. 250/-
SC / ST / PwBD / Ex-Servicemen / Women	Exempted

48. The online applications processing fee is non-refundable, and no enquiries will be entertained in this regard by the University.
49. Separate filled Application Form along with enclosures have to be submitted for each post, in case a candidate wants to apply for more than one post.
50. The test centre will change if sufficient number of applicant are not registered at a particular Test Centre.

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 along with –**

- 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 ;
- The candidates applying on deputation for the post of Internal Audit Officer shall also enclose the following documents along with hard copy of the application:
 - a. Copies of the Annual Performance Appraisal Report (APAR) for the last five years (duly attested by the competent authority).
 - b. Certificate to the effect that no vigilance disciplinary proceeding is pending against the applicant
 - c. Integrity Certificate
 - d. Details of minor/major penalties imposed upon the applicant during the last ten years
 - e. Cadre clearance

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

Sd/-
REGISTRAR
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