



झारखण्ड केन्द्रीय विश्वविद्यालय, राँची
Central University of Jharkhand, Ranchi
(भारतीय संसद के अधिनियम, 2009 द्वारा स्थापित)
(A Central University established by an Act of Parliament of India in 2009)

GENERAL INSTRUCTIONS FOR APPLICANTS

(ADVERTISEMENT FOR UNIVERSITY FACULTY POSITIONS)

1. All applicants are required to apply online in the prescribed format with complete, correct information and attachments. The applicant will be solely responsible for the authenticity of the submitted information. Applicants are required to fill the application form as available on the University website www.cuj.ac.in. The details regarding qualifications, experience, screening guidelines and indicative proformas etc. are available on the University website www.cuj.ac.in, along with this advertisement. The applicants are required to read these details before filling up the form.
2. Applicants should possess the prescribed qualifications and experience as on the closing date of application, as prescribed by the University from time to time for the respective posts. The posts advertised carry UGC pay scales plus admissible allowances. The posts are being advertised keeping in view the broad areas of specialization in subjects.
3. The applications received shall be screened as per screening guidelines attached with this advertisement for short listing and recommending the applicants to be called for interview. Mere fulfillment of the qualification or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview. Publications 'under submission' or submitted to referees will not be considered towards calculation of marks for publication criteria. Further, all the items for which marks are claimed should be strictly in accordance with the screening guidelines attached with the advertisement. The minimum score requirement for shortlisting of applicants for the post of Professor and Associate Professor is indicated in the screening guidelines attached herewith.
4. The Ph.D. Degree shall be a mandatory qualification for the appointment of Professor.
5. The Ph.D. Degree shall be a mandatory qualification for appointment of Associate Professors.
6. The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion.
7. Academic/Research Score as given in Appendix II, Table 2 as per UGC Regulation 2018. Each Academic/Research score must be supported by the documentary evidence (copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc, copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc,) which should be objectively verifiable, without which no claim on account of API score would be entertained. The API score shall be calculated as per revised regulations of UGC Regulation 2018.
8. Candidates applying for the post of Assistant Professor with Ph. D. Degree awarded in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 or 2016 are required to submit a certificate in the prescribed format (**Annexure – I**) 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'. Candidates applying for the post of Assistant Professor who have registered for the Ph.D programme prior to July 11, 2009, shall submit a certificate in the prescribed format (**Annexure-II**) 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), Regulations, 2016.

9. Experience and qualification will be reckoned as on the last date of submission of application. Clear quality Xerox attested copies of all important certificates must be uploaded and attached with the application.
10. Reservation for SCs/STs/OBCs and PwBDs exists as per the guidelines of the UGC/ GOI. Candidates applying for the reserved posts should clearly state to which category they belong to. They must also enclose attested Photostat copy of Caste Certificate/ Medical Certificate issued from the concerned competent authorities. The form of caste certificate to be produced by other backward class candidates must be in the format as prescribed by the Govt. of India. Please visit www.ncbc.nic.in for details. Otherwise, the application will be summarily rejected without further consideration.
- 11. The advertised posts are inclusive of backlog vacancies of SCs/STs/OBCs**
12. Canvassing in any form on behalf of any candidate will disqualify such candidate.
13. Any change of address given in the application form should at once be communicated to the University within the stipulated date. The University shall not be held responsible if the communication address given is incorrect.
14. University reserves the right not to fill up any of the vacancies advertised, if the circumstances so warrant. The University reserves the rights to withdraw the advertised post(s) at any time without giving any reason.
15. National 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.
16. The University shall verify the antecedents or 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 candidate has a clandestine antecedents/background and has suppressed the said information, then his services shall be terminated.
17. 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.
18. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
19. Application fees and application form(s) are to be submitted as per details given below:
 - Application Processing Fees: Rs.1000/- for UR/OBC/EWS category.
 - No application fee will be charged from applicants from SC, ST, PwBD category and Women applicants. Fees once paid will not be refunded under any circumstances.
 - No application fee shall be charged from applicants, who had applied for the same post in the preceding advertisement, subject to the condition that interview for the said post in the said department had not been conducted. (The applicant shall have to provide the relevant details/proof of his/her having applied for the post against the advertisement referred herein).
 - 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.
 - **Payment should be made through: Payment Gateway given in the online application Portal.**
- 20. Applicants applying for more than one post/department must apply separately and pay fees separately.**

21. In order to avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicants can mail their problem at the email ID faculty.recruitment@cuja.ac.in
22. The reservation for applicants from SC, ST, EWS, OBC (non-creamy layer), and Persons with Benchmark Disability (PwBD) categories will be applicable as per UGC/Central Government norms. Applicants seeking reservation benefits available for SC/ST/OBC/ EWS/PwBD categories must upload the necessary documents justifying the claim of respective reservation as per Govt. of India lists/rules/norms. The certificate uploaded should be in the format prescribed by the Union Government and should be digitally verifiable. In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application. Applicants applying for the post(s) reserved for OBC must upload certificate of OBC (non-creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Union Government in this respect from time to time. Applicants should ascertain that they belong to the reserved categories (caste) enlisted in the Central List for the Other Backward Classes. If the relevant certificates for respective reserved categories are not uploaded with the application, the application may be rejected and no appeal against its rejection will be entertained.
23. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the University shall process the applications entirely on the basis of information/documents uploaded and hard copy submitted with the application. In case the information/documents are found to be false/ incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for action as per law.
24. The Shortlisted candidates called for interview should report along with all the testimonials/certificates in original along with valid photo ID (Aadhaar/Voter Id/Driving License/Passport). A set of self-attested photocopy of certificates/testimonials with respect to the qualifications, experience and category as applicable, indicated in the online application form, duly certified by the applicant should be submitted at the time of interview.
25. Applicants serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit 'No Objection Certificate' from the employer, at the time of interview, if not uploaded with the online application earlier. The NOC should also indicate the vigilance clearance from the parent department.
- 26. All correspondence from the University including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the online application form.**
27. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected. Before applying online, applicants are advised to go through detailed notice available on the website of the University.
28. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the online application and uploading self-certified copies/testimonials.
29. The University further reserves the right to amend the number of posts or not to fill any of the posts mentioned in the advertisement at its discretion without assigning any reason thereof.
30. Candidates applying for the post of Associate Professor in the Department of Business Administration, Computer Science and Technology, Energy Engineering, Nanoscience and Technology, Transport Science and Technology and Water Engineering and Management may submit a document mentioning post Ph.D. experience.
31. No TA/DA shall be paid to candidates for attending interview.
32. The last date for submission of the form shall be as specified in the advertisement.
33. Canvassing in any form will be treated as a disqualification.
34. Any dispute regarding the recruitment will fall under the jurisdiction at Ranchi High Court of Jharkhand.

How to Apply:-

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

- Self attested copies of the certificates for age proof, qualifications, experience, caste etc.;
- No Objection Certificate should also indicate the vigilance clearance from the parent department.

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

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

IMPORTANT DATE DATES TO REMEMBER

Link for the Online Application Form will be available from	9 th February, 2022
Closing date for submission of Online Application Form	23:59 hrs on 8 th March, 2022.

IMPORTANT NOTE:-

1. Candidates are required to mention Advertisement No., Advertisement Date, Name of the post for and Name of the Department 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 faculty.recruitment@cuja.ac.in

REGISTRAR