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)

FREQUENTLY ASKED QUESTIONS

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.

However, some issues of common concern have been discussed below for the convenience of the applicants.

1. **Can a person apply for more than one Faculty position?**
   Yes. Separate forms will have to be filled for each faculty position.

2. **If a person had applied for the post of Professor, Associate Professor, Assistant Professor, when the University advertised the post last time in 2020, but the interviews were not held for this post. Does the applicant need to apply again?**
   Yes.

3. **Does the applicant need to pay application fee again for filling the application now, although the applicant had paid the fee last time when the University advertised the post in 2019 but did not conduct the interviews?**
   The applicant needs to pay the application fee for the post for which interview was not held, but the applicant has to tick the relevant column in the online application proforma being filled up by the applicant now.

4. **Which are the mandatory fields in the application?**
   Mandatory fields are indicated by a red star (*) adjacent to the name of the field.

5. **Can only Indian citizens apply for the posts advertised for faculty positions?**
   Besides Indian citizens, those who have acquired the status of Overseas Citizens of India (OCI) and have necessary documents in support of the same can also apply.

6. **What is the application fee for different categories?**

   Application fees 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 alongwith the present advertisement, within the prescribed time limit indicated in the advertisement. No offline forms would be accepted. Payment should be made online only, through credit/debit card/Net Banking.

Applicants applying for more than one post/department must apply separately and pay fees separately.

7. **What are the categories required to be marked or entered into in the online proforma?**

The online proforma has provision for marking the reservation category of the candidate on following two parameters:

- Under the Head, 'Category for the position in which you are applying', in the online application, status as Unreserved (UR)/Scheduled Caste (SC)/Scheduled Tribe (ST)/Other Backward Class (Non Creamy Layer) (OBC)/Economically Weaker Section (EWS), as applicable is required to be marked.
- Under the Head, 'PwBD category', in the online application, status as Not Applicable/Visual Impairment (VI) including Blindness and Low vision/Locomotor Disability (LD) including leprosy cured, dwarfism, acid attack victims and muscular dystrophy, OBD- Other Benchmark Disabilities including autism spectrum disorder (M= Mild, MoD= Moderate), Intellectual Disability (ID), Specific Learning Disability (SLD), Mental Illness (MI), Multiple Disabilities (MD) as applicable is required to be marked.

8. **Are the certificates indicating the reservation category status of the applicant required to be digitally verifiable?**

The reservation for applicants from SC, ST, EWS, OBC/SEBC (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/SEBC/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/SEBC must upload certificate of OBC/SEBC (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 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.

9. **Is there any relaxation in the requirement of 55% at the post-graduation level?**

    i.   A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC/SEBC)(Non-creamy Layer)/ Differently abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

    ii. **A** relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to19 September, 1991.

    iii. A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.

10. **How to convert GPA into percentage in the Academic Section Tab of the online application?**
    The applicants are required to provide their credits/marks of Graduation, Post graduation, M.Phil., and Ph.D. Degree in percentage only. Those having credits in the form of grade or GPA, would be required to convert the same into percentage as per the conversion formula provided in the guidelines of the University/Institute granting the degree. A copy of the respective guidelines will have to be uploaded along with the concerned degree.

11. **Which date should be considered as the date of award of Degree (M.Phil./Ph.D.)?**

    The date of notification of the result by the University/Institution would be considered as the date of award of the Degree (M.Phil./Ph.D).

12. **Does fulfilling the eligibility criteria suffice for getting an interview call?**

    The applications received shall be screened as per screening guidelines attached with the advertisement for short listing and recommending the applicants to be called for interview.

    Mere fulfilment of the required 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 points are claimed should be strictly in accordance with the screening guidelines attached with the advertisement.

    The minimum score requirement for screening of applicants for the post of Associate Professor is indicated in the screening guidelines attached herewith.

13. **What if the candidate does not get the NOC at the time of filling up the form?**

    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.

14. What are the documents required to be submitted by the screened candidates at the time of interview?

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.

The screened 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.

An indicative list of such documents is as follows:
1. Proof of Date of Birth (Class 10th Certificate);
2. Caste Certificate, if applicable;
3. PwBD Certificate, if applicable;
4. Certificates/testimonials for all the academic Degrees/Diplomas/Certificate Courses, as indicated in the online proforma by the applicant;
5. Experience Certificate duly issued by the parent office, which should clearly indicate the break period, if any;
6. No Objection Certificate from the employer including vigilance clearance if applicable;
7. Any other certificate of academic/research distinction;
8. Research Publications in original etc. as per uploaded or filled in the application form;
9. M.Phil. and Ph.D. dissertations/thesis, if applicable.

15. How will the candidate get the interview call?

The status of screening will be made available on the dashboards of the respective applicants for information. A notice to this effect indicating the schedule for the interview would also be published on the website of the University.

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. The applicants are, therefore, advised to visit the website for updates in this respect. Telephonic queries on this issue shall not be entertained.

16. What should be done if the University website link stops or hangs?

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@cuj.ac.in

17. Is it necessary to provide the evidence for each and every item/activity claimed in the application?

It is mandatory to provide the proof, wherever it has been asked, to proceed with the online completion of application form. The evidence for activities such as extra-curricular activities/miscellaneous information may be presented at the time of interview by the candidates screened for the interview.

18. How to pay application fee?

The fee is accepted through Payment Gateway given in the online application Portal.

19. Is it possible to change/update the information provided by the applicant in the online application form once submitted?

No. The applicant must take care to ensure that inputs provided by the applicant should be correct and accurate

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