



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)

ADVERTISEMENT FOR RECRUITMENT OF NON-TEACHING POSITIONS

Advt. No.: CUJ/Advt./2021-22/03

Date: 9th February, 2022

Online applications are invited from eligible citizens of India for the following Non-Teaching positions to be filled on direct recruitment basis:

Sl. No.	Name of the Posts	No. of posts & Reserved categories						Level in Pay Matrix (7 th CPC)
		UR	OBC	SC	EWS	ST	PwBDs	
1	Finance Officer (for a term of five years)	01	-	-	-	-	-	14
2	Internal Audit Officer (on deputation)	01	-	-	-	-	-	12
Total		02	-	-	-	-	-	-

Essential Qualification/Desirable:

Sl. No.	Name of the Post	Essential Qualification:
1	Finance Officer (for a term of five years)	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. Upper Age Limit: Preferably below 57 years
2	Internal Audit Officer (on deputation)	Deputation: By drawing officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central / State Govt., holding analogous posts on regular basis. OR with three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies. OR with five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies. Upper Age Limit: 56 Years

GENERAL INFORMATION:

1. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. More stringent criteria may be applied for short-listing the candidates to be called for interview. Applicants having higher qualification and merit will be given preference.

2. It is the responsibility of the candidate to assess his own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc. Suppression of factual information, supply of fake document, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his candidature.
3. Age relaxation for ex-servicemen will be as per GoI norms.
4. Separate application along with application fee should be submitted for each post applied for.
5. Any changes of address given in the application form should at one be communicated to the University.
6. The candidate will have to present himself/herself for interview if called for, at the place and time mentioned at his/her own expenses.
7. **Canvassing in any form on behalf of any candidate will disqualify such candidate.**
8. Applicants who are in Government employment/PSUs/Government autonomous institutions/ Central and State Govt. undertakings are advised to upload the No-objection-Certificate in the prescribed format [Annexure-I for Finance Officer and Annexure –II for Internal Audit Officer (on deputation)] or produce the same at the time of Interview, failing which they will not be interviewed
9. Applications incomplete in any respect will not receive any consideration at all.
10. **NO INTERIM QUERIES will be entertained.**
11. **The University reserves the right:**
 - to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
 - to fill or not to fill up some or all the posts advertised for any reasons whatsoever.
 - to draw up reserve panel/ waiting list(s), which will be valid for one year from the date of approval of the competent authority and may be used for appointments on consequential/ new vacancies.
 - to consider applications received after last date.
 - to decide criteria /procedure for short listing of the candidates.
 - to consider the appointment on direct recruitment/on deputation/ contract basis.
 - to relax any of the qualifications, experience, age, etc., in exceptionally deserving case of all posts on the recommendations of the Screening and selection committee.
12. The selection committee may decide its own method of evaluating the performance of the candidates in interview where method of recruitment is interview.
13. University will not be responsible for any postal delay at any stage.
14. National (earlier New) 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.
15. In case of any dispute/suites or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts of Ranchi.
16. Application processing fee shall not be refunded under any circumstances.
17. The University shall verify the 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 candidates has a clandestine antecedents/background and has suppressed the said information, then his services shall be terminated.
18. 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.
19. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.

20. All certificates, which are not in either English or Hindi, need to be translated preferably to either English or Hindi and the same shall be self-attested.
21. The appointment will be subject to the Provisions of the Central University of Jharkhand Act, statutes, Ordinance and other rules applicable to the University.
22. 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.
 - 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.**
23. 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 non-teaching.recruitment@cuja.ac.in
24. 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.
25. 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.
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. Canvassing in any form will be treated as a disqualification.
31. 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 along with -

- Self attested copies of the certificates for age proof, qualifications, experience, caste, etc.
- No Objection Certificate (if, presently employed in Govt./PSU/Autonomous/Deemed) (Annexure-I for Finance Officer and Annexure-II for Internal Audit Officer); and No Objection Certificate should also indicate the vigilance clearance from the parent Organization/ Departments.

- Proof of fee deposited.
- The candidates applying for the post of Internal Audit Officer have to submit duly attested APAR for the last five years, Vigilance Clearance; and Integrity Certificate alongwith hard copy of application form.

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, 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. The officer appointed on deputation: The period of deputation shall be 3 years which can be extended or curtailed as per the requirement. The deputation shall be governed by the standard terms and condition of deputation prescribed under DoPT. OM No. 6/8/2009-Estt. (Part-II) dated 17th June, 2010 as amended from time to time.
2. The tenure for the post of Finance Officer shall be five years.
3. Corrigendum /Addendum, if any, will be made only in the University website. Hence, all the applicants are advised to visit the University website regularly.
4. **For query, if any, please write to non-teaching.recruitment@cuja.ac.in**

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.

TO BE PROVIDED BY THE CADRE CONTROLLING AUTHORITY: IN OFFICE LETTER HEAD

Office of

Date.....

F.No.

1. The applicant, if selected, will be relived immediately.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the applicant is certified as “Beyond Doubt”.
5. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
6. Attested Photocopied of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by the officer not below the rank of Under Secretary or equivalent.

Signature

Name and Designation of the forwarding Officer
(Office Stamp)

Place:

Date:

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