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)

ADVERTISMENT FOR REGULAR APPOINTMENT OF NON-TEACHING POSITIONS

Advt. No.: CUJ/Advt./01/2018-19   Date: 8th March, 2019

Central University of Jharkhand invites application from eligible citizens of India for the following position to be filled by direct recruitment:

Sl. No.	Name of the Posts	No. of posts & Reserved categories						Level in Pay Matrix (7th CPC)
		UR	OBC	SC	EWS	ST	PWDs	
1	Finance Officer (*for a term of five years*)	01	-	-	-	-	-	14
2	Deputy Registrar *	01	-	-	-	-	-	12
3	Internal Audit Officer (on deputation)	01	-	-	-	-	-	12
4	Deputy Librarian	01	-	-	-	-	01 post reserved for PWDs (VH/HI)	Academic Level 13A
5	Assistant Librarian	01	-	-	-	-		Academic Level 10
6	Assistant Registrar (against lien vacancy)**	01	-	-	-	-	-	10
7	Hindi Officer (against lien vacancy)**	01	-	-	-	-	-	10
8	Section Officer	01	-	-	-	-	-	7
9	Security Officer	01	-	-	-	-	-	7
10	Private Secretary	01	-	-	-	-	-	7
11	Junior Engineer (Civil)	01	-	-	-	-	-	6
12	Hindi Translator	01	-	-	-	-	Reserved for PWDs (OA, OL, OAL, BL, BLOA)	6
13	Professional Assistant	01	-	-	-	-	-	6
14	Senior Technical Assistant	02	01	-	-	-	01 Reserved for PWDs (HH)	6
15	Senior Technical Assistant (Computer)	01	-	-	-	-	-	6
16	Technical Assistant	-	01	01	-	-	-	5
17	Statistical Assistant	01	-	-	-	-	-	5
18	Laboratory Assistant / Laboratory Assistant (Accompanist)	04	02	02	01	01	01 post reserved for PWDs (OH)	4
19	Upper Division Clerk	-	01	01	-	-	-	4
20	i. Lower Division Clerk	01	-	01	-	01	-	2
	ii. Lower Division Clerk (Guest House and Hostel)	01	01	-	-	-	-	2
21	Attendant (Kitchen)	01	-	-	-	-	-	1
22	Laboratory Attendant	02	02	-	-	01	-	1
	Total	**26**	**08**	**05**	**01**	**03**	**-**	**-**

* The recruitment on this post shall be subject to outcome of the case hearing No. WP(S) 4691/2018 pending in the Hon'ble High Court of Jharkhand at Ranchi.

** Likely to be continued.

Abbreviations: OH = Orthopedically Handicapped, VH = Visually Impaired, HI = Hearing Impaired, LV = Low Vision, OA=One Arm, BA=Both Arms, OAL=One Arm and One Leg, BLA=Both Legs & Arms, BLOA=Both leg & one arm.

Essential Qualification/Desirable:

Sl. No.	Name of the Post	Essential Qualification/Desirable
1	Finance Officer (*for a term of five years*)	**Essential**: Masters Degree with at least 55% of marks or its equivalent grade 'B' in the UGC 7 point scale. **Experience**: i. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years of service in the AGP of Rs.8000/- and above including as Associate Professor along with experience in educational administration, **OR** ii. Comparable experience in research establishment and/or other institutions of higher education **OR** iii. 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post. **Desirable Qualification:** Working experience of Budgeting & Financial Accounting etc. in Autonomous Bodies/ University shall be preferred. **Upper Age Limit: Preferably below 57 years**
2	Deputy Registrar*	**Essential:** i. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point scale. ii. Nine years' experience as Assistant Professor in AGP of Rs. 6000 and above with experience in educational administration, **OR** Comparable experience in research establishment and/ or other institutions of higher education, **OR** Five years' of administrative experience as Assistant Registrar or in an equivalent post. **Desirable:** i. Experience in University administration and familiarity with the working of university bodies and institutions. ii. Thorough knowledge of service matters or accounts/budget or conduct of examinations. iii. MBA/PG Diploma in Management or LLB or CA/ICWA. **Note:** The incumbent is expected to handle one or more functions independently related to Educational Administration/ Examinations / General Administration/ Purchase/ Establishment / Accounts & Finance/ Project Management / HR / Legal. **Upper Age Limit: Not exceeding 50 years.**

3	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 Pay Matrix: Level-11 (7th CPC) in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies. **OR** With five years regular service in Pay Matrix: Level-10 (7th CPC) in the area of Audit and Accounts in any Govt. Department/ Autonomous bodies. **Upper Age Limit: Not exceeding 56 Years**
4	Deputy Librarian	**Essential:** i) A Master's Degree in Library Science / Information Science / Documentation Science with at least 55% of the marks or an equivalent in a point scale wherever grading system is followed. ii) Eight years experience as a Assistant University Librarian / College Librarian. iii) Evidence of innovative library service 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. **Desirable:** (i) Operational knowledge of Library Automation and Networking. (ii) Operational knowledge of Computer and Internet **Upper Age Limit: Preferably below 50 years**.
5	Assistant Librarian	**Essential:** 1. A Master's in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point – scale, wherever the grading system is followed) 2. A consistently good academic record, with knowledge of computerization of a Library. 3. Besides fulfilling the above qualifications, the candidate must have cleared 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: 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 Ordinance/ Bye-laws / Regulations of the Institution 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 fulfillment of the following conditions: a) The Ph.D. degree of the candidate has been awarded in the 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 is 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 fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.
		(ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET in not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
		Upper Age Limit: Preferably below 40 years
6	Assistant Registrar (against lien vacancy)**	**Essential:** Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale alongwith a good academic record. **Desirable:** Experience of five years or more as Section Officer or equivalent post in the Pay Matrix: Level-7/Level-8 (7th CPC) in an educational/University system with special emphasis for those working in Central Universities. **Upper Age Limit: Not exceeding 40 years**
7	Hindi Officer (against lien vacancy)**	**Essential:** (i) Master's degree of a recognized 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 compulsory or elective subject or as the medium of examination at the degree level; **OR** Master's degree of a recognized 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 recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as medium of a examination at the degree level; **OR** Master's degree of a recognized University in any subject other than Hindi or English as 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. (ii) 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 Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions. **OR** Three years' experience of teaching in Hindi and English or research in

		Hindi or English under Central/State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/universities or recognized research or educational institutions.
		Desirable: Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognized Board.
		Upper Age Limit: Not exceeding 40 years
8	Section Officer	**Essential:** 1. A Bachelor's Degree in any discipline from any recognized Institute/ University. 2. Three Years Experience as Assistant in Pay Matrix: Level-6 (7th CPC) or five years as UDC in Pay Matrix: Level-4 (7th CPC) in any Central /State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in Govt. organization. 3. Proficiency in Computer Operation, noting and drafting.
		Upper Age Limit: Not exceeding 35 years
9	Security Officer	**Essential:** (i) Bachelor's degree or equivalent qualification from a recognized University with five years' experience (NCC 'C' certificate holders will require four years' experience) as Security Supervisor/ supervisory position in security in a Govt. Office/ Educational Institution/ Private Organization of repute or 15 years' experience in Police/ Para-Military forces/ Armed Forces of the Union and should have held a post not below the rank of Subedar/ Sub-Inspector (Executive) or an equivalent position with exemplary service. (ii) Holding a valid Driving License (LMV/Motor cycle)
		Desirable: Completion of a course in fire fighting or unarmed combat course in Army or Para-Military Force.
		Upper Age Limit: Not exceeding 45 years
10	Private Secretary	**Essential:** 1. A Graduate from a Recognized University with Proficiency in English & Hindi and should be able to manage Secretarial duties independently. 2. Must possess a speed of 120 w.p.m. in English/Hindi Shorthand. 3. Must possess a speed of 40 w.p.m. in English/Hindi Typing. 4. Three years' experience as Personal Assistant in Pay Matrix: Level-6 (7th CPC) in Central / State Governments, University/ Research Institution or Autonomous organization.
		Desirable: Working knowledge in computer.
		Upper Age Limit: Not exceeding 35 years
11	Junior Engineer (Civil)	**Essential:** Bachelor's degree in Civil Engineering from a recognized University/Institute with at least three years' experience in supervision of erection civil works. **OR** Three years' Diploma in Civil from a recognized University/Institute/ Board with at least five years' experience in supervision of erection/Civil works.
		Desirable: Working knowledge of computer.
		Upper Age Limit: Not Exceeding 35 years

12	Hindi Translator	**Essential:**
		i. Master's degree of a recognized 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 recognized 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 recognized University in any subject other than Hindi or English, with English medium and Hindi 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 any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;
		AND
		ii. 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.
		Upper Age Limit: Not Exceeding 35 years
13	Professional Assistant	**Essential:** Master Degree in Library & Information Science or equivalent degree in Library & Information Science with 55% marks from a recognized University/Institute with at least 3 years working experience in university Library System as Junior Professional Assistant/ Semi Professional Assistant **Desirable:** PGDCA or good knowledge of Working in Computer Applications in libraries and digitization. **Note:** Skill /Trade Test will be conducted. **Upper Age Limit: Not Exceeding 35 years**

14	Senior Technical Assistant	**Science stream** (01-UR)	**Essential:** B.Sc. with 55% marks in relevant discipline (Atmospheric Science/Forestry/Environmental Science) and five years experience of working in laboratories in University Departments/R&D Organizations. **OR** M.Sc. with 55% marks in relevant discipline and three years experience of working in laboratories in University Departments/R&D Organizations/ Industry. **Desirable:** Working knowledge of Computer
		Engineering & Technology Stream (01-OBC)	**Essential:** B.E./B.Tech. with 55% marks in Electrical/Mechanical Engineering and three years experience of working in laboratories in University Departments/ R&D

			Organizations/ Industry. **Desirable:** Working knowledge of Computer
		Data Centre (01-UR)	**Essential:** i. First class B.E./ B. Tech. (Computer Science/ Information Technology) or equivalent. **OR** First Class Master in Computer Applications (MCA) or equivalent. **OR** M.Sc. (Computer Science/ Information Science) from a recognized University/ Institute ii. Three years of relevant experience. **Desirable:** Adequate experience in computer software & other comparable experience in automation in University system.
		Upper Age Limit: Not exceeding 35 years	
15	Senior Technical Assistant (Computer)	**Essential:** i. First class B.E./ B. Tech. (Computer Science/ Information Technology) or equivalent. **OR** First Class Master in Computer Applications (MCA) or equivalent. **OR** M.Sc. (Computer Science/ Information Science) from a recognized University/ Institute ii. Three years of relevant experience in Network Administration/Database Management/ Software Development etc. **Desirable:** Experience in designing and operating university management system/software.	
		Upper Age Limit: Not Exceeding 35 years	
16	Technical Assistant	**Mass Communication stream** (01-OBC)	**Essential:** Bachelors degree with 55% marks in Mass Communication / Video Production / Electronic Media / Graphics and Animation/Multimedia and three years experience of working in University Departments/Media Houses **Desirable:** Working experience of Computer Software used in Inage Editing/ Audio-Video Editing/ Page Designing/ Graphics Designing and Multimedia.
		Computer Stream (01-SC)	**Essential:** Bachelor degree in Computer Science/ Computer Application with 55% marks and three years experience in Network Administration/Database Management/ Software Development etc. **Desirable:** Working knowledge of handling Computer peripherals, Networking and Computer Applications.
		Upper Age Limit: Not exceeding 32 years	

17	Statistical Assistant	**Essential:** Bachelor degree in Statistics/ Economics/Mathematics from recognized University.		
		Desirable: i. At least 3 years experience in the field of collection compilation of statistical data. ii. Higher qualifications in any of the above subjects. iii. Knowledge of customs, manners and dialects of educational and suitability for appointment in the peculiar conditions prevailing in the University.		
		Upper Age Limit: Not exceeding 33 years		
18	Laboratory Assistant	**Science stream** (01-UR, 01-OBC, 01-EWS)	**Essential:** B.Sc. in any discipline of Physical/Biological/Mathematical Sciences or Environmental Sciences or its allied subjects such as Agricultural/Forestry / Earth Sciences, Remote Sensing or 3 years Diploma in Remote Sensing, GIS with 55% marks **Desirable:** Working knowledge of Computer	
		Engineering & Technology Stream (01-UR, 01-SC)	**Essential:** Three year Diploma with 55% marks in Civil/ Electrical/ transport engineering/Material Science & Technology/Instrumentation/Metallurgy/Electronics. **Desirable:** Working knowledge of Computer	
		Computer Stream (01-UR, 01-SC, 01-ST,)	**Essential:** Bachelor degree in Computer Science/ Computer Application with 55% marks.	
		Upper Age Limit: Not exceeding 30 years		
	Laboratory Assistant **(Accompanist)** (01-UR, 01-OBC)	**Essential** **(a) Accompanist (Tabla):** **i.** Degree in Tabla/Pakhawaj **OR** Diploma/10+2 examination of any Indian Board and should have undergone training in Tabla/Pakhawaj under an established Guru, for a period of not less than 6 years **ii.** Proficiency in the art of Tabla/Pakhawaj playing with particular reference to the accompaniment aspects for Vocal (both classical and semi classical) as well as Instrumental music **Desirable:** 1. Knowledge of other percussion instruments like Dholak, Naal etc. 2. Knowledge of Hindustani Music, both Vocal and Instrumental. 3. At least two years of work experience in a University/College/recognized institution/A.I.R./Doordarshan. 4. A.I.R. grade will be given preference. **(b) Accompanist (Harmonium):** i. Degree in Harmonium **OR** Diploma/10+2 examination of any Indian Board and should have undergone training in Harmonium under an		

		established Guru, for a period of not less than 6 years.
		ii. Proficiency in the art of Harmonium playing with particular reference to the accompaniment aspects for both Vocal (Khyal, Thumri and Dadra gayakis) and Percussion music. **Desirable:** 1. Knowledge of Hindustani Music, both Vocal and Percussion. 2. At least two years of work experience in a University/College/recognized institution / A.I.R. / Doordarshan. 3. A.I.R. grade will be given preference. **Note:** Skill/Trade test shall be conducted. **Upper Age Limit: Not exceeding 30 years**
19	Upper Division Clerk	**Essential:** (i) Graduate in any discipline from a recognized University. (ii) Three years' experience as Jr. Office Assistant/ Jr. Assistant/LDC/ Computer Operator/Data Entry Operator in Central/ State organization/ University Institute, funded by the Govt./PSU/ Educational Organization recognized by the State/Central Govt. (iii) Computer Typing English/ Hindi [A typing speed of 30 wpm in English or 25 wpm in Hindi] **OR** [35 wpm and 3 wpm correspond to 10500KDPH/9000KDPH on an average of 5 key depressions for each word] **Upper Age Limit: Not exceeding 32 years**
20	i. Lower Division Clerk ii. Lower Division Clerk (Guest House and Hostel)	**Essential:** (i) 12th Class or equivalent qualification from a recognized Board or University. (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word) **Desirable:** i. Knowledge of computer applications. ii. At least three years' experience in maintenance of Guest House/Hostels/Hospitality for the posts of Lower Division Clerk (Guest House and Hostel) **Upper Age Limit: Not exceeding 30 years**
21	Attendant (Kitchen)	**Essential:** Matriculation from a recognized Board **Skill Test:** Room Service/Housekeeping etc. **Upper Age Limit: Not exceeding 30 years**

Post 22 — Laboratory Attendant

22	Laboratory Attendant	Science stream (02-UR, 01-OBC, 01-ST)	**Essential:** 10+2 or equivalent with Science. **Desirable:** Working knowledge of computer
		Arts Stream (01-OBC)	**Essential:** 10+2 or equivalent with Arts **Desirable:** Working knowledge of computer
		Upper Age Limit: Not exceeding 30 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 test/interview. More stringent criteria may be applied for short-listing the candidates to be called for test/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.   The age limit shown against all items is the normal age limit and the age is relaxable for SC/ST candidates up to 5 years and up to 3 years for OBC candidates in respect of vacancies reserved for them. SC/ST/OBC Candidates have to produce a caste certificate in prescribed proforma. **(Proforma-I &II)**

4.   Age relaxation for ex-servicemen will be as per GoI norms.

5.   The upper age limit shall not apply for regular employees of the Central University of Jharkhand. Further, the upper age limit shall be condoned to contract/daily wage worker of the University to the period proportionate to the period of service rendered at the Central University of Jharkhand.

6.   The upper age limit is relaxable for Central/U.T. Govt. Servants up to 5 years as per instructions issued by the Govt. of India from time to time. (10 years for persons belonging to Scheduled Castes/Scheduled Tribes and 8 years for persons belonging to other Backward Classes in respect of the posts reserved for them) in accordance with the instructions or orders issued by the Government of India. A candidate claiming to belong to the category of Central Government servant and thus seeking age relaxation under this para would be required to produce a Certificate in the prescribed proforma issued after the date of advertisement from his/her Employer on the Office letter head to the effect that he/she is a regularly appointed Central Government Servant and not on casual/adhoc/daily wages/hourly paid/contract basis employee.

7.   Age relaxation of 10 years (15 years for SC/ST candidates and 13 years for OBC candidates) in upper age limit shall be allowed to persons suffering from (a) blindness or low vision, (b) hearing impairment and (c) locomotor disability or cerebral palsy, in case of direct recruitment to all posts under the University identified suitable to be held by persons with such disabilities, subject to the condition that maximum age of the applicant on the closing date shall not exceed 56 years. The age concession to the persons with disabilities shall be admissible irrespective of whether the post is reserved for persons with disabilities or not, provided the post is identified suitable for the relevant category of disability. PWDs candidates have to produce a caste certificate in prescribed proforma. **(Proforma-III)**

8.   The panel of selected waitlisted candidates will be valid for one year from the date of approval of competent authority and University shall make appointments on consequential / new vacancies.

9.   Separate application along with application fee should be submitted for each post applied for.

10. Any changes of address given in the application form should at one be communicated to the University.

11. The candidate will have to present himself/herself for an interview/test if called for, at the place and time mentioned at his/her own expenses. However, the outstation candidates belonging to SC/ST/PWD categories will be reimbursed second calls rail fare, and in case any station is not connected by rail, ordinary bus fare shall be paid by shortest route subject to production of train/bus ticket.

12. **Canvassing in any form on behalf of any candidate will disqualify such candidate.**

13. The candidate(s) employed in Govt. Organizations/PSUs, Autonomous Bodies should send the online copy of application along with relevant documents and endorsement of the employer through their offices.

14. The envelope should be superscripted with the name of the post, advertisement number and date.

15. Applications incomplete in any respect will not receive any consideration at all.

16. **NO INTERIM QUERIES will be entertained.**

17. **The University reserves the right:**

    i. to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
    ii. to fill or not to fill up some or all the posts advertised for any reasons whatsoever.
    iii. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
    iv. 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.
    v. to consider applications received after last date.
    vi. to decide criteria /procedure for short listing of the candidates.
    vii. to consider the appointment on direct recruitment/on deputation/ contract basis.
    viii. 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.
    ix. The selection committee may decide its own method of evaluating the performance of the candidates in interview where method of recruitment is interview.

18. University will not be responsible for any postal delay at any stage.

19. 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.

20. In case of any dispute/suites or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts of Ranchi.

21. Application processing fee shall not be refunded under any circumstances.

22. 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.

23. 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.

24. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.

25. All certificates, which are not in either English of Hindi, need to be translated preferably to either English or Hindi and the same shall be self-attested.

26. The appointment will be subject to the Provisions of the Central University of Jharkhand Act, statutes, Ordinance and other rules applicable to the University.

APPLICATION PROCESSING FEE		
GEN/ OBC/ EWS	Rs. 1000/-	The payment shall be made through Bank Challan
SC/ ST/ PH and Women candidates	Nil	

How to Apply:-

1. 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.
    - Endorsement by the Employer (if, presently employed in Govt./PSU/Autonomous/Deemed); and
    - University copy of Bank Challan.

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

To,
Recruitment Cell
Central University of Jharkhand
Ratu-Lohardaga Road, CTI Campus
Brambe, Ranchi – 835205

IMPORTANT DATE DATES TO REMEMBER	
Link for the Online Application Form will be available from	19th March, 2019
Closing date for submission of Online Application Form	23:59 hrs on 22nd April, 2019.
Last date for submission of Hard copy of printed application form along with enclosures.	2nd May, 2019

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 usual deputation terms shall apply. The candidates have to submit APAR for the last five years; Vigilance Clearance Certificate; and Integrity Certificate along with hard copy of application form.

2. The tenure for the post of Finance Officer shall be five years.

3. Candidates claiming to belong to OBCs should note that the name of their Caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the Caste name will not be accepted.

4. The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.

5. The Candidates applied for the post of Laboratory Assistant against advertisement no. CUJ/Advt./2017-18/03 dated 24.05.2017 have to apply fresh if they are otherwise eligible.

6. Corrigendum /Addendum, if any, will be made only in the University website. Hence, all the applicants are advised to visit the University website regularly.

7. The scheme for the written test/skill test (wherever applicable) will be uploaded in the university website in due course.

8. **For query, if any, please write to recruitment2019@cuj.ac.in.**

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Sd/-
REGISTRAR

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PRESCRIBED PROFORMA

Proforma-I

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India
This is to certify that Shri/Shrimati/Kumari*.. son/daughter* of .... of village/town* .... in District/Division* .... of the State/Union Territory* .... belongs to the.......................... Caste/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe* under:—

@ The Constitution (Scheduled Castes) Order, 1950

@ The Constitution (Scheduled Tribes) Order, 1950

@ The Constitution (Scheduled Castes) Union Territories Order, 1951

@ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

@ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956

@ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976

@ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962

@ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962

@ The Constitution (Pondicherry) Scheduled Castes Order, 1964

@ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

@ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968

@ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968

@ The Constitution (Nagaland) Scheduled Tribes Order, 1970

@ The Constitution (Sikkim) Scheduled Castes Order, 1978

@ The Constitution (Sikkim) Scheduled Tribes Order, 1978

@ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989

@ The Constitution (SC) Order (Amendment) Act, 1990

@ The Constitution (ST) Order (Amendment) Act, 1991

@ The Constitution (ST) Order (Second Amendment) Act, 1991

@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002

@ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002

@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002

@ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati*.. Father/Mother of Shri/Shrimati/Kumari .... of village/town* .... in District/Division*........................... of the State/Union Territory*........................... who belongs to the Caste/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of .... issued by the .... dated ....

% 3. Shri/Shrimati/Kumari*.. and/or* his/her* family ordinarily resides in village/town*........................... of............................ District/Division* of the State/Union Territory* of...

Signature...

**Designation...

(With Seal of Office)

State/Union Territory*

Place: ....

Date: ....

*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. **List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

(i)   District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
†(not below of the rank of 1st Class Stipendiary Magistrate).

(ii)   Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii)   Revenue Officers not below the rank of Tehsildar.

(iv)   Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

(v)   (Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

Proforma-II

The form of certificate to be produced by Other Backward Classes candidates applying for appointment to posts under the Government of India.

This is to certify that Shri/Shrimati/Kumari*...son/daughter* of Shri.............................. of village/town* ....in District/Division*............... of the State/Union Territory*.................................belongs to the ....Community which is recognised as a backward class under:

@ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.

@ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.

@ Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.

@ Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.

@ Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11th December, 1996.

@ Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December, 1997.

@ Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.

Shri/Shrimati/Kumari*...............................and/or* his/her* family ordinarily resides in village/town*............................... of...................... District/Division* of the State/ Union Territory* of............................

This is also to certify that he/she* does not belong to the persons/sections* (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8-9-1993 O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature...............................

**Designation...........................

(With seal of Office)
State/Union Territory
Place..

Date..

*Please delete the words which are not applicable.

@ Strike out whichever is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue OBC Certificate

 (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
    †(not below of the rank of 1st Class Stipendiary Magistrate).
 (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
 (iii)Revenue Officers not below the rank of Tehsildar.
 (iv)Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
 (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

Proforma-III

<p align="center">Government of................
(Name & Address of the authority issuing the certificate)</p>

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No._____

Date:_____

<p align="center">VALID FOR THE YEAR_____</p>

This is to certify that Shri/Smt./Kumari_____ son/daughter/wife of

_____ permanent resident of_____ Village/Street

_____ Post. Office _____District _____ in the State/Union Territory

_____Pin Code _____ whose photograph is attested below belongs to

Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below

Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____ . His/her family does not own

or possess any of the following assets***:

   I.   5 acres of agricultural land and above;
  II.   Residential flat of 1000 sq. ft. and above;
 III.   Residential plot of 100 sq. yards and above in notified municipalities;
 IV.   Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2.   Shri/Smt./Kumari _____ belongs to the _____caste which is not recognized as a Scheduled Cast, Scheduled Tribe and Other Backward Classes (Central List)

Recent Passport size attested photograph of the applicant	Signature with seal of Office_____
	Name _____
	Designation_____

*Note1:   Income covered all sources i.e. salary, agriculture, business, profession, etc.

Note 2:   The term 'Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3:** The property held by a "Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.