



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

**Walk-In-Interview**

Advt. No.: CUJ/Advt./02/2022-23

Date: 6<sup>th</sup> July, 2022

Central University of Jharkhand, Ranchi is an autonomous body established under the Central Universities Act, 2009 intends to hire services of **Consultant (Internal Audit) and Officer on Special Duty/Consultant (Academic Administration)** on full time basis.

The No. of post, eligibility criteria and term and conditions of the engagement are as under:

1. **Name of the post: 01-Consultant (Internal Audit) and 01- Officer on Special Duty /Consultant (Academic Administration)**
2. **Period of Engagement:** The engagement shall be initially for a period of 6 months which is extendable subject to satisfactory performance and requirement.
3. **Eligibility:**

Sl. No.	Name of the post	Essential Qualification:
1.	<b>Consultant (Internal Audit)</b>	<b>Essential:</b> Bachelors Degree with five year's service rendered at Level 10 in the area of Audit and Accounts.  <b>OR</b> Retired officers from Audit & Accounts Service OR other similar organized Accounts Services in Central/State Governments OR Ministries/Departments of Government or CPSUs in the Area of Audit & Accounts. <b>Desirable:</b> 1. Experience in dealing with internal Audit in Higher Educational Institutions (HEIs). 2. Experience & Adequate knowledge of Finance & Accounts of Higher Educational Institutions (HEIs). 3. Chartered Accountant/ Cost Accountant will get preference.
2.	<b>Officer on Special Duty/ Consultant (Academic Administration)</b>	<b>Essential:</b> Masters degree with 55% marks from a recognized University with 15 years of experience of Academic Administration in a Higher Educational Institutions (HEIs) at senior level. <b>Desirable:</b> 1. Ph.D. in any discipline. 2. Experience in dealing with Academics, Administration, Finance, and Examination in Higher Educational Institutions (HEIs) preferably in a Central University.

4. **Age Limit:** The applicant should not have attained the age of more than 67 years on the date of Walk-In-Interview and should be in good health for discharging his official duties effectively.
5. **Remuneration (Per Month)**
  - i. **Consultant (Internal Audit):** For retired person receiving pension-shall be paid remuneration as per the Government Rules (viz Govt. of India, Ministry of Finance, Department of Expenditure, Office Memorandum F.No. 3-25/2020-E-III A dated 9<sup>th</sup> December, 2020)

**OR**

Consolidated remuneration of Rs. 60,000/-p.m. (Rupees sixty thousand only)

- ii. **Officer on Special Duty/ Consultant (Academic Administration):** For retired person receiving pension-shall be paid remuneration as per the Government Rules (viz Govt. of India, Ministry of Finance, Department of Expenditure, Office Memorandum F.No. 3-25/2020-E-III A dated 9<sup>th</sup> December, 2020)

**OR**

Consolidated remuneration of Rs. 75,000/- p.m. (Rupees seventy five thousand only)

6. **Leave:** The consultants will be entitled for the paid leave at the rate of 1.5 days for each complete month of service. Accumulation of leave beyond calendar year may not be allowed. In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturdays/Sundays/Holidays, he/she may be given compensatory off.
7. **House Rent Allowance:** No HRA shall be admissible to the Consultants. However, a modest accommodation will be provided on nominal charges as per the availability.
8. **Transport Allowance:** The Consultant shall not be entitled for Transport Allowance for commuting between the residence and the place of work. However, he/she may be allowed TA/DA on official tour, if any, as per his entitlement.
9. **Confidentiality of record/data etc.:** The Consultants will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to his/her notice during the period of his/her engagement as 'Consultant' in the University. All such documents will be the property of the University.
10. **Tax deduction at Source:** The income Tax or any other tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment for which the office will issue TDS certificate.
11. **Termination of Consultancy:** The engagement may be terminated at any time by the University without assigning any reasons by giving a notice of one month's. In case, a Consultants desires to leave the assignment, he/she is to give one month's notice which can be curtailed/extended depending upon the workload.
12. The experience and age will be counted as on the date of Walk-In-Interview.
13. Documents to prove qualification, experience, age etc. have to be produced in original at the time of Walk-In-Interview.
14. In case of false or insufficient information / lack of proof to ascertain the eligibility of the applicant, his/her candidature will summarily be rejected at any stage of the selection process.
15. The University reserves the right to withdraw the advertisement without assigning any reason thereof.
16. The University also reserves the right to conduct the interview either through personal appearance or through video conference or any other mode as deemed suitable to the Selection Committee.
17. Candidates are advised to satisfy themselves beforehand that they possess the minimum essential qualification laid down in the advertisement.
18. Interested Candidates are required to register himself/herself and come with filled in application form available on University website: [www.cuj.ac.in](http://www.cuj.ac.in), bio-data, all original documents (a photocopy of the self attested documents along with two color photographs). The application along with educational qualification, experience, PPO and other documents in support of their candidature.
19. The candidate desire to attend the Walk-In-Interview has to register online on or before **14<sup>th</sup> July, 2022** in the link mentioned below:  
[https://docs.google.com/forms/d/e/1FAIpQLSdaADfvcPG4qfOomCV0XSRhoueRbYo\\_HDsAmkHPuzPMFhtjsQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdaADfvcPG4qfOomCV0XSRhoueRbYo_HDsAmkHPuzPMFhtjsQ/viewform?usp=sf_link)  
The Walk-In-Interview will be held for the registered candidates.
20. No TA/DA or accommodation shall be provided for attending the interview.
21. Interview date and time are tentative and may change which shall be notified in CUJ website ([www.cuj.ac.in](http://www.cuj.ac.in)).
22. In case of any disputes/suite or legal proceedings, the Jurisdiction shall be restricted to the Courts of Ranchi.

23. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of engagement letter or after joining the University reserves the right to modify/withdraw/cancel any communication made to the candidates.

**IMPORTANT NOTE:-**

1. Corrigendum /Addendum, if any, will be made only in the University website. Hence, all the applicants are advised to visit the University website regularly.
2. For query, if any, please write to [non-teaching.recruitment@cuja.ac.in](mailto:non-teaching.recruitment@cuja.ac.in)

<b>DETAILS</b>
<ol style="list-style-type: none"><li>1. Date of Walk-In-Interview: <b>18<sup>th</sup> July, 2022</b></li><li>2. Reporting Time: 9.30 a.m. to 10.30 a.m.</li><li>3. Time of Walk-in-Interview: 10.30 a.m. onwards</li><li>4. <b>Venue:</b> Administrative Building, Central University of Jharkhand, Village: Cheri-Manatu, Kanke Ranchi – 835222 (Jharkhand)</li><li>5. Last date of online registration online on or before <b>14<sup>th</sup> July, 2022 up to 5.00 p.m.</b></li></ol>

How to reach Central University of Jharkhand, Village: Cheri-Manatu, Kanke, Ranchi: Please visit University website for map direction.

**Note:** COVID-19 Protocol shall be strictly adhered as per Government directives.

**Sd/-  
REGISTRAR**