

झारखण्ड केन्द्रीय विश्वविद्यालय, राँची

Central University of Jharkhand, Ranchi

(A Central University established by an Act of Parliament of India in 2009)

ADVERTISEMENT FOR REGULAR APPOINTMENT

Adv. No.CUJ/Advt./12-13/04

Date: 17.05.2012

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

SI. No.	Name of the Post	No. of posts	Pay Band with Grade Pay		Remarks
			Pay Band	Grade Pay	
1	Librarian	1(UR)	37400-67000	10000	Interview
2.	Internal Audit Officer (on deputation)	1(UR)	15600-39100	7600	Interview
3.	Assistant	2(1-UR, 1-SC)	9300-34800	4200	Test/Interview
4.	Junior Engineer (Electrical)	1(OBC)	9300-34800	4200	Test/Interview
5.	Personal Assistant	1 (UR)	9300-34800	4200	Test/Interview
6.	Technical Assistant (English Language Lab)	1(UR)	5200-20200	2800	Test, Computer Test / Interview
7.	Technical Assistant (Engineering & Technology)	1(UR)	5200-20200	2800	Test, Computer Test / Interview
8	Technical Assistant (Natural Sciences)	1(UR)	5200-20200	2800	Test, Computer Test / Interview
9	Laboratory Assistant (Life Sciences)	1(UR)	5200-20200	2000	Test, Computer Test / Interview
10	Laboratory Assistant (Nanotechnology)	1(OBC)	5200-20200	2000	Test, Computer Test / Interview
11	Laboratory Assistant (Water Engineering and Management)	1(UR)	5200-20200	2000	Test, Computer Test / Interview
12	Laboratory Assistant (Mass Communication)	1(ST)	5200-20200	2000	Test / Interview
13	Driver	01(1-SC)	5200-20200	1900	Test / Interview
14	LDC	2(1-UR, 1-OBC)	5200-20200	1900	Test / Interview
15	Laboratory Attendant (Applied Chemistry)	1(Sc)	5200-20200	1800	Test/Interview
16	Laboratory Attendant (Life Sciences)	1(Sc)	5200-20200	1800	Test/Interview
17	Attendant (Kitchen)	01(1-UR)	5200-20200	1800	Test/Interview
18	Attendant Hostel (1-Boys Hostel, 1-Girls Hostel)	2(1-OBC, 1-SC)	5200-20200	1800	Test/Interview

Key: UR – Unreserved, SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes

LIBRARIAN

- i. A Master's Degree in Library Science/Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record.
 - ii. At least thirteen years as a Deputy Librarian in a University Library or Eighteen Year's experience as a college Librarian.
 - iii. Evidence of innovative library service and organization of published work.
- Desirable: A M.Phil/Ph.d Degree in Library Science/ Information Science/documentation/achieves and manuscript-keeping.

Internal Audit Officer

- i. A Graduate from a recognized University
- ii. Qualified in Subordinate Accounts Services (SAS)
Or its equivalent Accounts Service of Central/State Government and holding analogous post and with 5 years service in the next below cader
OR
- iii. Officer with five years service in the cadre of Accounts Officer with experience in Audit, Accounts and Works Department of any Organisation/Central Universities
- iv. Working knowledge of Computer

TECHNICAL ASSISTANT (LANGUAGE LAB)

- i. Graduate in ELT from EFLU with specialization in phonetics.
- ii. Should be fluent in Hindi.
- iii. 3 Years works Experience

Desirable

- i. Working knowledge in computer

TECHNICAL ASSISTANT (ENGINEERING AND TECHNOLOGY)

- i. B.Sc/B.Tech in concerned subject with atleast 50% marks from Recognized University/institution.
- ii. 3 Years works Experience
- iii. Working knowledge in computer

TECHNICAL ASSISTANT (NATURAL SCIENCES)

- iv. B.Sc (Hons) in Concerned Subject with atleast 50% marks from Recognized University/institution.
- v. 3 Years works Experience
- ii. Working knowledge in computer

LABORATORY ASSISTANT (LIFE SCIENCES)

- i. Bachelor's degree in Science (concerned subject) with at least 50% marks from a recognized University/Institution
- ii. Working knowledge in Computer

LABORATORY ASSISTANT (NANOTECHNOLOGY)

- i. Bachelor's degree in Science (concerned subject) with at least 50% marks from a recognized University/Institution.
- ii. Working knowledge in Computer

LABORATORY ASSISTANT (WATER ENGINEERING & MANAGEMENT)

- i. Bachelor's degree in Science (concerned subject) with at least 50% marks from a recognized University/Institution.
- ii. Working knowledge in Computer

LABORATORY ASSISTANT (MASS COMMUNICATION)

- i. Bachelor's degree in concerned subject with at least 50% marks from a recognized University/Institution.
- ii. Working knowledge in Computer

LABORATORY ATTENDENT

- i. Passed 10+2 or equivalent with Science and having experience in handling Scientific Appliances, Glasswares and Chemical

DRIVER

- i. Matriculation or equivalent from a recognize board.
- ii. Possession of a valid Passenger Vehicle/MGV/HGV licence
- iii. Experience of driving a motor vehicle for at least 3 years..

ASSISTANT

- i. A Graduate from a recognized University/Institution
- ii. Must have atleast 5 years experience as Upper Division Clerk in Government/Autonomous Organization

Desirable

- i. Working knowledge of Computer

LOWER DIVISION CLERK

- i. 10+2 or equivalent qualification from recognized board or University.
- ii. Computer Typing Speed-40 w.p.m English

JUNIOR ENGINEER (ELECTRICAL)

- i. Degree/Diploma in Electrical Engineering from a recognized Institution.
- ii. 5 years experience in relevant field.

Desirable

1. Computer Knowledge

ATTENDANT (KITCHEN)

- i. Matriculation from a recognized Board of School Education.
- ii. Experience of at least 2 years in the kitchen of a hostel/Canteen/Guest House.

ATTENDANT (HOSTEL)

- i. Matriculation from a recognized Board of School Education.
- ii. At least 2 years working experience a hostel.

PERSONAL ASSISTANT

- i. A Graduate from a recognized University with proficiency in English and should be able to manage Secretarial duties independently.
- ii. Must possess a speed of 100/40 w.p.m. in (English/Hindi) shorthand/typing respectively
- iii. Working knowledge of Computer.

A. GENERAL INFORMATION

- (i) Reservation for SC/STs, OBC and PH for all posts exists as per the guidelines of the UGC / GOI. Candidates applying for the reserved posts should clearly state to which category they belong. They must also enclose attested Photostat copy of Caste Certificate/ Medical Certificate 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.
- (ii) 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.
- (iii) The statutory provision for relaxing of age, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC categories will be made applicable to them as per GoI.
- (iv) Upper age limit for persons with disabilities shall be relaxable as per GoI.
- (v) The number of vacancies indicated in the Employment Notification and this leaflet is tentative. The University reserves the right to increase/ decrease the number of posts, at the time of selection.
- (vi) 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.
- (vii) The University may offer lower post to a candidate who may have applied for a higher post in case suitable candidates are not available for the advertised posts.

- (viii) Outstation candidates belonging to SC/ST categories called for interview will be paid contribution equivalent to return single second-class railway fare towards journey expenses on production of ticket numbers/proof.
- (ix) Canvassing in any form on behalf of any candidate will disqualify such candidate.
- (x) Selection will be made on the basis of candidate's previous records and their performances in the test/ interview. The University may utilize seminar or colloquium as a method of selection.
- (xi) Candidates already in service should submit their applications through proper channel, failing which, the application is liable to be rejected.
- (xii) Separate application should be submitted for each post and the envelope should be superscripted with the name of the post, advertisement number and date.
- (xiii) Experience and qualifications will be reckoned as on last date of submission of application form. Clear quality Xerox copies of all important certificates must be attached with the application.
- (xiv) Applications incomplete in any respect will not receive any consideration at all.
- (xv) **NO INTERIM QUERIES regarding test/interview/ selection will be entertained.**
- (xvi) 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 and advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates. The number of position is thus open to change. The University may relax the qualification/experience and age limit at its discretion at any stage in case of candidates with exceptional merit.
- (xvii) University will not be responsible for any postal delay at any stage.
- (xviii) 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.
- (xix) In case of any disputes/suites or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts of Ranchi.
- (xx) Application processing & registration fee shall not be refunded under any circumstances.
- (xxi) 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 candidates has a clandestine antecedents/background and has suppressed the said information, then his services shall be terminated.
- (xxii) 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.
- (xxiv) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final
- (xxv) Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification laid down in the advertisement.
- (xxvi) **Age limit-(For Group 'B' and 'C') :** (1) 18-40 years for general category, 18-45 years for SC/ST; and 18-43 for OBC (2) 18-45 years for widows/divorced and judicially separated from their husband and not remarried(40 years for SC/ST) (3) for other age relaxation will be admissible as per Government of India Rules. (5) the age of superannuation for all non-teaching post will be 60 years or as per GoI norms applicable from time to time.
- (xxvii) The appointment will be subject to the Provisions of the Central University of Jharkhand Act, statutes and other rules applicable to the University and subject to the concurrence from the Govt. of India.

B. Submission of Filled-in Applications:

- (i) SC/ST/PH/Women candidates need not pay Registration Fee.
- (ii) Application form and related information are available on the University website: www.cuj.ac.in .
- (iii) Last date of receiving completed Application Form is **02-07--2012 (up to 5.00 pm)**. Applications received after the last date or without complete information or without requisite fee may not be entertained. The University will not be responsible for any postal delay and no consideration will be made.
- (iv) Filled-in Application Form along with application processing & registration fee of **Rs. 300/-** through crossed Demand Draft drawn in favour of “**Central University of Jharkhand**” on any nationalized bank payable at Ranchi and copies of other documents, certificates, etc., should be sent only by registered/ speed post to:

To,

The REGISTRAR

Recruitment Cell

Central University of Jharkhand,

Ratu-Lohardaga Road, CTI Campus

Brambe, Ranchi-835205

Note- Candidates who are applying for the post of Librarian need to fill up API form with the Application form (Separate Application form which is uploaded into University Website)

**Sd/-
REGISTRAR**