



केरल केंद्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF KERALA
Tejaswini Hills, Periyar, Kasaragod – 671 316

संख्या /No. CUK/EN/NT-01/2018

दिनांक/Date: 10th June 2019

EMPLOYMENT RENOTIFICATION No.NT- 01/2019

Applications in the prescribed format are invited from the eligible candidates for filling up the following Group "A" Non-teaching posts in Central University of Kerala:-

Sl. No.	Name of the post	No. of posts & reservation	Pay Matrix Level & Pay
1	Deputy Registrar	1 (UR)	Level 12: 78,800-209,200
2	Internal Audit Officer	1 (UR) (On Deputation)	Level 12 :78,800-209,200
3	Public Relations Officer	1 (UR)	Level 10: 56,100-177,500
4	Information Scientist	1 (UR)	Level 10: 56,100-177,500
5	Technical Officer	1 (UR)	Level 10: 56,100-177,500

1. **Deputy Registrar**

Essential Qualifications

- Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale.
- Nine years of experience as Assistant Professor in the AGP of Rs.6000/- (Pre-revised) and above with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

5 years of administrative experience as Assistant Registrar or in an equivalent post.

Desirable:

Relevant Experience in the areas of Establishment / Examinations / Finance / Academic.

Note: 5% relaxation in minimum marks at Masters level shall be allowed for candidates of SC/ST and Physically challenged category.

Upper age limit: 50 years

2. Internal Audit Officer (On Deputation)

Essential Qualifications

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 PB-3 (Rs.15,600 - 39,100) + Grade Pay Rs.6,600/-(Pre-revised) in the area of Audit and Accounts in any Govt. Department/ Autonomous bodies.

OR

With five years regular service in PB-3 (Rs.15,600 - 39,100) + Grade Pay Rs.5,400/-(Pre-revised) in the area of Audit and Accounts in any Govt. Department/ Autonomous bodies.

Age Limit: Not more than 56 years. No further upper age relaxation will be permissible.

Duration of Appointment

The post of Internal Audit Officer shall be filled on deputation basis for a period of three years (extendable up to five years).

3. Public Relations Officer

Essential Qualifications:

- i) Masters' Degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale in Journalism and Mass Communication from recognised University / Institute.

OR

Masters' Degree in any discipline with First Division and P.G. Diploma in journalism and Mass Communication from recognised University / Institute.

- ii) At least Five years of experience in the editorial department/ Centre of any established English/ regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional Language.

Desirable: Good working knowledge of computer applications.

Upper age limit: 40 years

4. Information Scientist

Essential Qualifications:

First Class M.E. / M.Tech. (Computer Science) / Information Technology) Or equivalent.

OR

First Class B.E. / B.Tech (Computer Science) / Information Technology) or equivalent with two years of relevant experience.

OR

First Class Master in Computer Applications (MCA) or equivalent with two years of relevant experience.



OR

First Class M.Sc.(Computer Science/ Information Technology) from a recognized University/ Institute with three years of relevant experience.

OR

First Class Masters Degree in Library and Information Science (M.Lib. or M.LIS) and Post Graduate Diploma in Computer Applications or MCA or M.Sc. (Computer Science/Information Technology)

Desirable:

Relevant experience in Library/office automation/server configuration/maintenance of e-resource/data base management/ content management/ programming/ development of website/ portals/information systems/gateway and networking.

Upper age limit: 40 years

5. Technical Officer

Essential Qualifications:

Masters' Degree in relevant science subjects with 7 years' experience in the related laboratory of any Central/ State Organisation/ University Institute funded by the Govt./ PSU/ Educational Organisation recognised by the State/ Central Govt.

OR

Bachelors' Degree with Science in one of the subjects related from a recognised University and 10 years' experience in the related laboratory of any Central/ State Organisation/ University Institute funded by the Govt. / PSU/ Educational Organisation recognised by the State / Central Govt.

Desirable:

Experience of handling /operating/ maintaining sophisticated instruments.

Upper age limit: 40 years

GENERAL INSTRUCTIONS

- (1) The Candidates who are already in Service shall submit their applications through proper channel along with Vigilance Clearance Certificate from the Competent authority, and ACR/APAR for last three years (where ever applicable). Those who fail to forward the application through proper channel till the time of Written test and/or Interview should produce "No Objection Certificate" along with the Vigilance Clearance Certificate in a sealed cover. The candidates fail to produce the same will not be allowed to appear at the Test/Interview.
- (2) The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for Test/Examination/Interview. Where the number of applications received is large and/or where it will not be convenient or possible to test/examine/interview all the candidates, the University, at its discretion may, restrict the number of candidates to a reasonable limit on the basis of qualifications/experience prescribed in the Notification.



- (3) The University will not accept any degree/diploma offered by a University in distance mode which are not recognized or derecognized by the University Grants Commission and such candidates shall produce a certificate to the effect that "the certificates awarded by the Open Universities/Distance Mode are recognized and such degrees are not de-recognized by the University Grants Commission." The candidates who have obtained degrees from foreign Universities and any Universities awarded by the institutions outside the UGC approved list, they should produce Equivalence Certificate from Association of Indian Universities.
- (4) Age relaxation shall be provided as per Govt. of India rules.
- (5) Self-attested documents in support of educational qualifications, age, experience, category (SC/ST/OBC/ PWD/Ex-Servicemen) etc to be attached along with applications
- (6) The selection for the post of Public Relations Officer will be through written test and interview.
- (7) Changes in Regulations on qualifications, experience, etc. issued by the UGC/Govt. of India subsequent to this notification will become mandatory from the respective dates of effect prescribed.
- (8) The University reserves the right to –
 - (a) Fill up or not to fill up the post(s) advertised.
 - (b) Invite on deputation any person fulfilling all prescribed qualifications for written test/examination/evaluation of practical skills and or interview even if such persons have not submitted application in response to this notification;
- (9) The qualifications and age prescribed shall be as on the last date of receipt of application.
- (10) Outstation candidates (beyond 20 km) belonging to SC/ST/PWD categories called for interview will be reimbursed single second-class railway fare from station to station towards journey expenses on production of ticket/proof.
- (11) Selection will be made on the basis of candidates' performance at the written test/examination/ evaluation of practical skills& interview wherever applicable.
- (12) Only the Indian citizens are eligible to apply against the advertisement.
- (13) In case of suits or legal proceedings against the CUK the jurisdiction shall be the High Court of Kerala, Ernakulum only.
- (14) Incomplete applications such as unsigned/non-submission of prescribed fees, recent photograph, self-attested copies of supporting documents/non-submission of application in prescribed format/applications received after due date will not be accepted. Any documents/enclosures received separately after submission of original applications will not be merged with the original application.
- (15) The validity of panel of waitlisted candidate drawn after selection will be determined in accordance with Govt. of India rules.
- (16) The University shall verify the antecedents or documents submitted by the candidates at any time of appointment or during the tenure of service. In case it is found that the documents submitted by the candidates are fake, then his/her services shall be terminated and disciplinary/criminal proceedings will be initiated.
- (17) No interim queries regarding interview/selection will be entertained from the candidates. All updates to this Employment Notification including corrigendum, if any will be host in University website.
- (18) Canvassing in any form will be a disqualification.
- (19) Interested persons should apply in the prescribed format along with two recent passport size photographs, Self-attested copies of all supporting documents and processing fee of ₹ 1,000/- (SC/ST/PWD/ Women candidates exempted) in the form of DD from any nationalized bank drawn in favour of Registrar, Central University of Kerala payable at Periyar, Kasaragod.
- (20) In the absence of suitable candidates for direct recruitment, the post will be filled by way of deputation also.
- (21) The employees who have appointed based on this Employment Notification shall be governed by New Pension Scheme- National Pension System.



- (22) The candidates, who have already remitted the application fee against Employment Notification No. NT- 02/2018 dated 19th July 2018 need not pay the application fee. However, they have to submit a fresh application.
- (23) Candidates in their own interest are advised to remain in touch with the University website www.cukerala.ac.in. All information will be uploaded in the University website only.
- (24) Any one of the above five posts will be reserved for PwD candidates subject to the availability.
- (25) Applications along with supporting documents should reach the **Registrar, Central University of Kerala, Tejaswini Hills, Periyar, Kasaragod, Kerala- 671320** on or before **31.07.2019**. The University will not be responsible for any postal delay. The envelope should be *super-scribed* as “Application for the Post of.....”

ADDITIONAL INSTRUCTIONS FOR CANDIDATES - DEPUTATION POST- I A O

- a) Persons should apply through proper channel and should submit Vigilance Clearance Certificate and NOC from the employer.
- b) The candidates applying for the post should submit ACR/APAR for last three years.
- c) Persons appointed on deputation basis shall be governed by the deputation rules of Govt. of India as amended from time to time.
- d) Selection will be made on the basis of candidates' performance at the interview.


कुलसचिव /REGISTRAR