

Central University of Andhra Pradesh
(Mentor: University of Hyderabad)

Employment Notification No. CUAP/Rectt/NT/2019 dated 08.06.2019

Central University of Andhra Pradesh, established by the Ministry of Human Resource Development, Govt. of India (with the consent of the Union Cabinet) at Anantapur District, Andhra Pradesh.

Applications are invited in the prescribed format from Indian citizens to the following Non-teaching positions on **deputation basis**.

Posts, Vacancies and Pay Structure:

S. No.	Name of the Position	Level of Pay in 7 CPC	Pay Scale	Age Limit in years	No of Posts
1	Assistant Registrar	Level 10	Rs. 56,100 – 1,77,500/-	56	01
2	Deputy Registrar	Level 12	Rs. 78,800 – 2,09,200/-	56	01

Qualifications and Experience:

Name of the Position / Method of Recruitment	No of Posts	Qualifications and Experience
(1)	(2)	(3)
Assistant Registrar (Purely on Deputation)	01	Officers holding analogous post in regular basis with Five Years of regular service in the GP of Rs. 4600/- or 7 years of regular service in the GP of Rs, 4200/- under the Government Department or Universities / Educational / Teaching / Research Institutions. Essential Qualifications: A Master's Degree from a recognized University with at least 55% marks. Desirable: Preference will be given to those who are having experience / working knowledge in Establishment/ Academic & Examinations / Finance & Accounts / HR / Housekeeping in the Central University System. Age: Not exceeding 56 years as on last date of the Notification
Deputy Registrar (Purely on Deputation)	01	Essential Qualifications: A Master's Degree from recognized University with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale; along with Nine Years of experience as Assistant Professor in the 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. The candidate must have consistently "Good Academic Record", (50% Graduation with 5% relaxation to SC/ST/OBC/PwD category candidates).

	<p>Desirable:</p> <p>For the functional area of Finance and Accounts: Persons with excellent track record who have passed SAS(Civil/Commercial) or equivalent examination in Audit and Accounts conducted by other Central Government Organizations; Supervisory experience of at least 5 years in Accounts and Finance in the Universities/ Research Institutes/Institutions of Higher and Technical Education and allied areas including experience in a computerized environment and exposure to e-governance.</p> <p style="text-align: center;">OR</p> <p>For the functional area of Administration: Excellent track record, knowledge and 5 years of experience in dealing with service matters including recruitment, GoI rules on implementation of reservation policies and disciplinary proceedings. Experience in General administration including academic and examinations, hostel, guest house and estate management in educational institutions of higher learning such as Central Universities, IITs, IIMs, Institutes of national importance, and exposure to e-governance.</p>
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The selection is initially for a period of one year and extendable on satisfactory performance and they would not be entitled for absorption in regular service or made permanent, merely on the strength of such continuation. The deputation will be governed by the terms and conditions contained in the DoPT O.M. No. 6/8/2009-Estt. (Pay.II), dt. 17.06.2010 and 2/62016-Estt. (Pay-II, dt. 17.02.2016 as amended from time to time.

The eligible candidates may apply in the prescribed format duly following the instructions (enclosed). The applications should reach by **5 p.m. on 12th July, 2019** to the following address:

DEAN I/C (CO-ORDINATION)
CENTRAL UNIVERSITY OF ANDHRA PRADESH
CHINMAYNAGAR
ANANTAPURAMU-515 002.

Date: 08.06.2019
Place: Hyderabad

(P. Sardar Singh)
Registrar
University of Hyderabad
(Mentor to Central University of Andhra Pradesh)

Instructions to Applicants:

1. Separate application should be submitted for each position.
2. Enclose good and clear copies (not original) of etc. to the application as proof of each information (date of birth, qualifications, experience, etc.) furnished in the application. Write 'Enclosure sl.no._____' (as mentioned/filled in in the application) at the right top corner of each copy of the certificate/document enclosed to the application.
3. All papers/complete set of the application (including the enclosures) shall be securely fastened with a strong thread at the left top portion properly.
4. Incomplete applications in any respect - without the self-attested copies of experience and all educational qualifications; etc., will not receive any consideration at all.
5. Write the name of the post applied with area / specialization on top left side of the cover.

6. Deputation is initially for a period of one year and extendable based on the performance of the candidate. The deputation will be governed by the terms and conditions contained in the Department of Personnel and Training's O.M. No.6/8/2009-Estt.(Pay.II), dated 17.06.2010 2010 and 2/62016-Estt. (Pay-II, dt. 17.02.2016, as amended from time to time. The deputationists are not eligible for permanent absorption or promotion in the University.
7. The eligibility of candidates will be determined on the basis of qualifications/experience/, etc., acquired by them till the last date fixed for receipt of filled-in applications.
8. The prescribed qualifications and experience are minimum and the mere fact that a candidate possessing them will not entitle him/her for being called for written test / interview. The University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and/or experience higher than the minimum prescribed. Call letters to attend written test / interview will be sent only to the short-listed candidates by Email or Speed Post.
9. No communication to any section of the University will be entertained nor responded. It will be the responsibility of the candidate to ensure that the application is complete in all respects together with supporting documents for the information furnished in the application at the time of scrutiny.
10. Except to the candidates shortlisted for the interview, no communication will be sent to the other applicants. The reference number of shortlisted and not shortlisted candidates will be placed on the University website (<https://www.uohyd.ac.in>) for information of the applicants. Canvassing in any form on behalf of any candidate will definitely disqualify such candidate.
11. The University reserves the right to issue corrigendum to this notification and it will be published on our website only for information of all concerned.
12. The University reserves the right not to fill-up any vacancy, if the circumstances so warrant. The University also reserves the right to withdraw any advertised post at any time without giving any reason therefor.
13. The University reserves the right to offer a lower post against post applied by a candidate if the committee decides.
14. Ensure that the endorsement of your employer is completed on the last page of the application (in case the applicant is in service).
15. In case the applicant is in service and delay is expected in getting the endorsement of the employer concerned on the original application and in sending it to the University, the applicant may submit an Advance Copy of the application, with all enclosures, directly to the University.
16. If the original application through the proper channel has not been received by the University by the last date mentioned in the notification, the candidate/applicant will have to submit a 'NO OBJECTION CERTIFICATE' from his/her employer to the University at the time of interview, if he/she is called for it.
17. Any matter for which no specific instruction has been given shall be decided by the University and the decision shall be final and binding on the candidates.
18. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
19. All disputes are subject to Hyderabad jurisdiction.

Place: Hyderabad
Date: 08.06.2019

Sd/-

(P. Sardar Singh)
Registrar
University of Hyderabad
(Mentor to Central University of Andhra Pradesh)

(Application form enclosed)

Application Form for Non-Teaching positions (on Deputation)

State whether the application is Original / Advance Copy

**Central University of
Andhra Pradesh**
(Mentor University – University of Hyderabad)

Non-teaching Recruitment advt. dt. 08.06.2019
(Assistant Registrar/ Deputy Registrar)

**Registration
Number**
(For Office use only)

Paste your
recent passport size
photograph here

(1) Name of the post / position applied for:

Personal details :

**Sl.No. of
proof
enclosed**

(2) Candidate's full name (including Surname / Family name) (in Capital Letters)

(3) Date of birth

Day

Month

Year

**Age as on
12-07-2019:
dd/mm/yy**

(4) Father's name

(5) Nationality

(6) Gender (Male / Female)

(7) Community (SC/ ST/OBC/PWD/General)

(8) If the Applicant is physically disabled person, the relevant particulars may please be mentioned :

**If applicable,
write 'yes'**

**Percentage of
disability**

**Sl.No. of
proof
enclosed**

(a) Blindness or low vision :

(b) Hearing impairment

(c) Locomotor disability or cerebral palsy
(Includes all cases of Orthopaedically handicapped)

(9). Educational Qualifications (the applicants may attach separate sheet if required)								
	Name of the Course passed / Main subject	Name of the Board / University	Month & Year passed	Class	% of Marks	CGPA (if grading is applicable)	Subjects studied	Sl.No. of proof enclosed
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
SSC / 10 th Class or Equivalent								
Intermediate / equivalent								
Bachelor's degree								
Master's degree								
If any..								

10. Experience (Including present position/employment)						
Designation & scale of pay	University / Institution	Period of Experience			Nature of work/duties being performed	Sl.No. of proof enclosed
		From date	To date	No. of years / months / days <u>As on 12.07.19</u> <i>(Convert 12 months into 1 year, 30 days into 1 month)</i>		
(a)	(b)	(c)	(d)	(e)	(f)	(g)

11) Present position :

Present Post	Name of the University / institution	Basic Pay (Rs.)	Pay Scale (Rs.)	Gross Pay /Total Salary p.m. (Rs.)	Increment date Date/Month /Year	Sl.No. of proof enclosed

12) Names & complete postal addresses of 2 referees :

Referee-1	Referee-2
Email:	Email:
Phone with STD Code:	Phone with STD code:
Mobile Ph:	Mobile Ph:

13) Candidate's Name & Address for correspondence :

	Mailing address	Permanent address
Name		
Address with PIN CODE		
Email:		
Phone No. (with STD code)		
Mobile No.		

(14) Declaration

I hereby declare that all the entries made by me in this application are true to the best of my knowledge and belief. If anything is found false at any stage, my candidature may be cancelled without assigning any reason thereof.

Date : _____

Signature of the applicant

(15) Endorsement by the Employer

(The endorsement below is to be signed and forwarded by the Head of the Department / Employer of the organization / institution in the case of the in-service candidate whether in permanent or temporary capacity)

Forwarded to the Central University of Andhara Pradesh, Anantapur (A.P.), India :

The applicant Dr./Mr./Mrs./Ms. _____,
who has submitted this application for the post of _____ in
the Central University of Andhra Pradesh, has been working in this organization namely
_____ in the post of _____ in a
temporary / permanent / contract capacity with effect from _____ in the Scale of Pay
of Rs._____. He / She is drawing a basic pay of Rs. _____.
His / Her next increment is due on _____.

Further, it is certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the Central University of Andhra Pradesh.

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(Signature of the forwarding officer)

Name: _____

SEAL

Designation: _____

Place : _____

Date : _____