

**CENTRAL UNIVERSITY
OF KARNATAKA**

*(Established by an Act of the
Parliament in 2009)*



CENTRAL UNIVERSITY OF KARNATAKA

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**INFORMATION BOOKLET FOR RECRUITMENT TO
NON-TEACHING POSITIONS**

(NOTIFICATION No. 15/2013)

GULBARGA
July, 2013

The Central University of Karnataka invites **Online** applications from Indian citizens for recruitment to the following non-teaching positions. The candidates are required to apply online through CUK website (www.cuk.ac.in). No other means/mode of submission of applications will be accepted. The schedule of ONLINE registration is as follows.

Commencement of Online Registration on CUK website	30th July, 2013 (10:30 am onwards)
Last date of Online Registration	30th August, 2013 (Till 10.00 pm)
Last date for receipt of printout of completed application, alongwith prescribed CUK bank challan and self-attested copies of testimonials in an envelope duly superscripted “ Application for the post of _____ ” addressing to The Registrar, Central University of Karnataka, KaryaSoudha, 2nd Floor, Gulbarga University Campus, Gulbarga District, Karnataka-585106	10th September, 2013 (Tuesday)

DETAILS OF VACANCIES

Sl. No.	Post	Pay Band	No. of Posts	Category	Remarks
1.	Registrar	Rs.37400-67000 (Grade PayRs.10,000/-)	01	UR	Direct Recruitment/ Deputation
2.	Finance Officer	Rs.37400-67000 (Grade PayRs.10,000/-)	01	UR	Direct Recruitment/ Deputation
3.	Controller of Examinations	Rs.37400-67000 (Grade PayRs.10,000/-)	01	UR	Direct Recruitment/ Deputation
4.	Deputy Registrar	Rs.15600-39100 (Grade PayRs.7,600/-)	02	UR	Direct Recruitment
5.	Asst. Registrar	Rs.15600-39100 (Grade PayRs.5,400/-)	01	UR	Direct Recruitment

DETAILS OF ELIGIBILITY, QUALIFICATION, ETC.

CANDIDATES MAY NOTE THAT THE QUALIFICATIONS AS PRESCRIBED BY THE UGC FROM TIME TO TIME ARE APPLICABLE IN RESPECT OF THE POSTS MENTIONED AT SL. NOS. 1 to 5 ABOVE. THEY ARE ADVISED TO VISIT UGC WEB SITE (www.ugc.ac.in) FOR LATEST REVISIONS /CHANGES. THE SAME WILL BE APPLICABLE AT THE TIME OF INTERVIEW.

1. REGISTRAR

Pay Band-4: Rs. 37400-67000 (Grade pay Rs. 10,000) + Allowances

Essential Qualifications:

- a. Master's Degree with at least 55% of the marks or its equivalent grade of "B" in UGC seven point scale in any discipline from a recognized University/Institute.
- b. 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

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

OR

15 years of administrative experience, of which 8 years should be as Deputy Registrar or an equivalent post, in pay scale of Deputy Registrar with AGP of 7600.

Desirable Qualifications:

- a. Ph.D. in any subject from a recognized institution.
- b. Experience of administrative practices, human resource management, statutory functions and academic activities of universities/R&D institutions.
- c. Experience of handling legal matters.
- d. Experience in computer systems for information processing and retrieval.
- e. Published work on University Administration.

Mode of appointment:

Direct recruitment on deputation basis for tenure period of five years and eligible for re-appointment and retirement at age of 62 year

Age limit: Below 57 years.

2. FINANCE OFFICER

Pay Band-4: Rs. 37400-67000 (Grade pay Rs.10,000) + Allowances

Essential Qualifications

- a. Master's Degree with at least 55% of the marks or its equivalent grade of "B" in UGC seven point scale in any discipline from a recognized University/Institute.
- b. 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

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

OR

15 years of administrative experience, of which 8 years should be as Deputy Registrar or an equivalent post, in pay scale of Deputy Registrar with AGP of 7600.

Desirable Qualifications:

- i. Good working knowledge of rules & regulations of Central Universities, R & D institutions relating to accounts / audit, service conditions and related financial matters.
- ii. Well versed in the financial / accounting systems.
- iii. Experience in computer systems, finance/accounts related software handling for information processing and retrieval.
- iv. Ph.D. in any subject from a recognized institution. Passing of Subordinate Accounts Service (SAS) or its equivalent accounts service examination of Central / State government.
- v. Preference will be given to the candidates with M.Com./M.B.A.(Finance)/ICWA/CA/SAS or appropriate experience of financial management.

Mode of appointment:

Direct recruitment on deputation basis for tenure period of five years and eligible for re-appointment and retirement at age of 62 year

Age limit: Below 57 years.

3. CONTROLLER OF EXAMINATIONS

Pay Band :Rs. 37400-67000 (Grade Pay Rs. 10,000/-)

Minimum Qualifications:

- (i) Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.

- (ii) 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

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

OR

15 years of administrative experience, of which 8 years should be as Deputy Registrar or an equivalent post, in pay scale of Deputy Registrar with AGP of 7600.

- iii. Working knowledge of examination software and results automation.

Desirable –

- i) Ph.D. in any subject from a recognized institution.
- ii) Adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations.

Mode of appointment:

Direct recruitment on deputation basis for tenure period of five years and eligible for re-appointment and retirement at age of 62 year

Age limit: Below 57 years.

4. DEPUTY REGISTRAR

Pay Band :Rs.15600-39100 (GradePayRs.7,600/-)

- i. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale with good academic record.
(Note: Under the term 'good academic record' the candidate must have obtained an average of 50% marks in each of the two public examinations/ degrees immediately preceding the Master's degree. A relaxation of 5% may be provided at the Graduate and Master's level for the SC/ST/Physically Disabled (Physically and Visually disabled) categories for the purpose of eligibility and for assessing good academic record during the direct recruitment).
- ii. 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

5 years of administrative experience as Assistant Registrar or in an equivalent post in Central University/ similar institutions.

DESIRABLE:

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 Account and Finance in the Universities/Research Institutes / Institutions of Higher and Technical Education and allied areas including experience in a computerized environment.

For the functional area of Administration: Excellent track record, knowledge and 5 years of experience of Personnel matters including recruitment, GOI rules on implementation of reservation policies and allied matters for welfare of weaker sections, general administration including academic and examination, hostel, guesthouse and estate management administration in educational institutions of repute such as Central Universities, IITs, IIMs, Institutes of National Importance, Central Government Organizations etc., and best administrative practices in contemporary educational systems world over. Research in the area of Administration including HRM in the Universities/Institutions of Higher and Technical Education and allied areas including experience of working in a computerized environment. However, the postings in the University could be across functional areas as per the University's requirements.

Mode of appointment:

Direct recruitment, would retire on attaining the age of 60.

5. ASSISTANT REGISTRAR

Pay Band : Rs.15600-39100 (Grade Pay Rs.5,400/-)

Pl. note: For recruitment of posts of Assistant Registrar, the University may conduct written test on Government of India Rules relating to Central Civil Services, Office procedures etc. Based on the marks (minimum passing marks will be prescribed) obtained in the written test the candidate will be called for interview. The written test is only a qualifying test in nature; the marks obtained in the test will not be counted for final selection.

Minimum Qualifications:

- i. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale.
- ii. The candidate must have Good Academic Record.
(Note: Under the term 'Good Academic Record' the candidate must have obtained at least 50% marks in each of the two public examinations/degrees immediately preceding the Master's Degree). A relaxation of 5% may be provided at the Graduate and Master's level for the SC/ST/Physically Disabled (Physically and Visually disabled) categories for the purpose of eligibility and for assessing good academic record during the direct recruitment).

DESIRABLE:

Minimum 05 years' experience at the level of Section Officer at the University / Research Institutes / Institutions of Higher and Technical Education and allied areas including experience in a computerized environment.

- i. **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 Account and Finance in the Universities/Research Institutes / Institutions of Higher and Technical Education and allied areas including experience in a computerized environment.
- ii. **For the functional area of Administration:** Excellent track record, knowledge and 5 years of experience of Personnel matters including recruitment, GOI rules on implementation of reservation policies and allied matters for welfare of weaker sections, general administration including academic and examination, hostel, guesthouse and estate management administration in educational institutions of repute such as Central Universities, IITs, IIMs, Institutes of National Importance, Central Government Organizations etc., and best administrative practices in contemporary educational systems world over. Research in the area of Administration including HRM in the Universities/Institutions of Higher and Technical Education and allied areas including experience of working in a computerized environment. However, the postings in the University could be across functional areas as per the University's requirements.

Mode of appointment:

- i. Direct recruitment, would retire on attaining the age of 60.

SEVEN POINTSCALE

GR	GRADE POINT	PERCENTAGEEQUIVALENT
‘O’ =Outstanding	5.50-6.00	75-100
‘A’ =Very Good	4.50-5.49	65-74
‘B’ =Good	3.50-4.49	55-64
‘C’ =Average	2.50-3.49	45-54
‘D’ =Below Average	1.50-2.49	35-44
‘E’ =Poor	0.50-1.49	25-34
‘F’ = Fail	0-0.49	0-24

GENERAL INFORMATION

1. Reservation for SCs/STs, OBCs and PHs 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 website **www.ncbc.nic.in** for further details). Otherwise, the application will be summarily rejected without further consideration.
2. 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. The University reserves the right to restrict the candidates to be called for interview to a reasonable number (10:1) on the basis of qualifications and experience higher than the minimum prescribed, or by any other condition that may deem fit.
3. It would be open to the University to consider the names of suitable persons who may not have applied, but recommended by experts in their respective fields.
4. The statutory provision for relaxing of age, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC/PH categories will be made applicable to them as per UGC/GOI norms in force at time of interview. Candidates are advised to check UGC and other relevant websites for updated information.
5. The number of vacancies indicated in this leaflet is tentative. The University reserves the right to increase/decrease the number of posts, at the time of selection.

6. 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. Once the selected candidate reported for duty, the selected waitlist stands cancelled.
7. 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.
8. 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 as provided under Government of India rules.
9. Canvassing in any form on behalf of any candidate will disqualify such candidate.
10. Selection will be made on the basis of candidates' previous record, their performance in the test/ interview (wherever applicable).
11. The in-service candidates should apply through proper channel, failing which the application is liable to be rejected. The conditions of age and experience will be relaxed for in-service candidates, on the recommendations of the selection committee.
12. Separate application (online) should be submitted for each post with prescribed fee.
13. Experience and qualifications will be reckoned as on 01.08.2013.
14. Applications incomplete in any respect will not receive any consideration at all.
15. No interim queries regarding test/interview/selection will be entertained.
16. University reserves the right not to fill up any of the vacancies advertised, if the circumstances so warranted.
17. University will not be responsible for any postal delay at any stage.
18. 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.
19. In case of any disputes/suites or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts in Gulbarga, which is the Head quarter of the University.
20. The University will have the right to relax any of the qualifications, experience, age, etc., in exceptionally deserving cases of all posts on the recommendations of

the screening and selection committee.

21. Errors and omissions are subject to corrections.
22. Applications received after the last date and without complete information or without requisite fee will be summarily rejected. The University will not be responsible for any postal delay.

23. Fee structure:

Application fee for other candidates: Rs. 500/-

Application fee for SC/ST/PWD/ CUK In-service candidates: Rs. 250/-

Registration Fee for other candidates: Rs. 50/-

Registration Fee for SC/ST/PWD/ CUK In-service candidates: Nil

Total amount payable for other candidates: Rs. 550/-

Total amount payable for SC/ST/PWD/CUK in-service candidates- Rs. 250/-

24. The print out of completed **online** application, along with original SBI Bank Challan generated by system and receipt of printout of completed application and self-attested copies of testimonials/certificates in an envelope duly superscripted **“Application for the post of _____” must be sent to The Registrar, Central University of Karnataka, Karya soudha, 2nd Floor, Gulbarga University Campus, Gulbarga District, Karnataka-585106 on or before 10th September, 2013.**

Place :GULBARGA

Date : 27.07.2013

Sd/-

Registrar