



CENTRAL UNIVERSITY OF RAJASTHAN
(A Central University established by an Act of Parliament)
NH-8, Bandarsindri, Tehsil Kishangarh, District Ajmer (Raj.)-305817
website: www.curaj.ac.in

Details of Advertisement for the post of Assistant Registrar
(Ref.: Advertisement no. CURAJ/R/F.101/2018/1069 dated 25/07/2018)

1.	Name of the Post	Assistant Registrar
2.	Number of Post	03*
3.	Pay Scale	Pay Level-10 (Rs. 56100 – 177500)
4.	Essential Qualifications & Experiences	Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale alongwith a good academic record.
5.	Age Limit	Maximum 40 years as on last date of submission of application.

*** Total number of posts for Assistant Registrar is 03. Out of which 02(UR,) posts are open for direct Recruitment and 01(UR) post reserved for promotion from the internal eligible candidates failing which the post may be filled from outside candidates through Deputation initially for a period of one year as per the terms and Conditions prescribed by the GOI for deputation.**

The University will prefer to select 03 Assistant Registrars (01 for Establishment, 01 for Finance & Accounts and 01 for Academics & Examinations Sections) having experience of at least 02 years of working in the relevant field. The broad job description for the post of Assistant Registrar is as follows:

Assistant Registrar (Establishment) - Matters related to maintenance of personal files and service books of the employees, teaching and non-teaching appointments, Career Advancement Scheme for teachers, Pay-fixation, other administrative service matters viz., LTC, Leave, Medical, Bonus, forwarding of applications, etc. Non-Teaching Promotions, Career Advancement, Grievances, Maintenance of Annual Performance Appraisal Reports, Conduct of Disciplinary Proceedings, Sexual Harassment and various Committees constituted by the Executive Council, Vice-Chancellor etc., from time to time (for both Teaching & Non-Teaching).

Assistant Registrar (Finance & Accounts) – Processing of proposals involving financial implication and settlement of claims under the prescribed category/scheme after due verification under relevant Finance and Account norms, preparing UC, SOE, etc, Processing of bills for various types of transactions with reference to the relevant financial and administrative rules and process for payments, Accounting of bills under various Heads with prescribed classification, Preparation of income and expenditure, balance sheets annually and submission to C. A.G. audit. The audited annual accounts together with Audit Report and replies thereon, audit certificate are placed before the Authorities of the University for its approval. The accounts as approved by the Authorities are forwarded to MHRD for passing the same to be placed before both the houses of Parliament. Revised Estimates for the current financial year and budget estimates for the next accounting year are prepared based on the previous expenditure and future commitment of anticipated expenditure. The proposals are placed before the Finance Committee, Executive Council and the same is placed before the University Court for its approval.

Assistant Registrar (Academics & Examinations) - All the matters pertaining to items of Academic and Examinations, Conduct of Deans Committee meetings and AC meetings, Conduct of the meetings of Central Admission Committee, Central disciplinary-cum-Grievance Committee for Students, Committee constituted by the Vice-Chancellor for preparing a Draft Academic calendar, conduct of University Convocation, Processing of Project Reports of M.Phil., M.Tech and Ph.D Students, Furnishing of information to UGC / MHRD, Examination Results, Preparation and distribution of certificates related to students, Issuance of official transcripts to the Students, collecting information required, printing of prospectus and submission of forms every year for admission to all programmes and bringing out year book concerning students.

GENERAL TERMS & CONDITIONS

1. The qualifications, emoluments and conditions of service, including age of superannuation, shall be as prescribed by the University/ UGC/ Govt. of India as amended from time to time.
2. Candidates are advised to ensure/ satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement and ensure that they fulfil all the eligibility norms.
3. It is the responsibility of the candidate to assess his own eligibility for the post for which he/ she is applying in accordance with the prescribed qualification, experience etc. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his candidature.
4. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for the interview. Where the number of applications received in response to an advertisement is large and it is not feasible or convenient to 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 higher than the minimum prescribed for the post. The University, however, encourages candidate possessing higher qualifications and experience.
5. The date for determining the eligibility of all candidates in every respect will be the last date of submission of applications.
6. The University may also conduct written test/ trade test/ computer test or any other test as per the requirement of the post as may be decided by the competent authority.
7. Guidelines to the candidates, who are already employed:
 - a. The candidate(s) should apply through proper channel. However, they may submit an advance copy to meet the deadline set for receiving the application and should produce a "No Objection Certificate" from the employer at the time of interview, failing which he/ she shall not be interviewed.
 - b. The candidate(s) should also submit a certificate from the employer or his authorized officer to the effect that no disciplinary proceeding is pending or contemplated against him. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application form or at the time of interview.

8. Canvassing in any form may lead to cancellation of candidature.
9. The University reserves the right:
 - (i) to withdraw the advertisement at any time without assigning any reason to this effect.
 - (ii) to fill or not to fill up the advertised post for any reasons whatsoever.
 - (iii) to consider “in absentia” candidature of those who may not have applied or who may have applied but are not able to appear for the interview
 - (iv) to draw up reserve panel / waiting list(s), which will be valid for one year from the date of approval of the competent authority and may be used for appointments on consequential / new vacancies.
 - (v) to consider applications received after last date.
 - (vi) to decide criteria / procedure for short listing of the candidates
 - (vii) to consider the appointment on direct recruitment / on deputation / contract basis.
 - (viii) 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.
10. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
11. Reservation and Relaxation:
 - i. An Ex-serviceman candidate has to produce a copy of the discharge Certificate/pension payment order and documentary proof of rank last/presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services to join the said post (if selected).
 - ii. The PWD candidates with less than 40% of relevant disability shall not be considered. The disability certificate will be issued by competent authority duly authorized by the Central or State Government.
 - iii. Age limit shall not apply to the employees of Central University of Rajasthan.
12. Payment of T.A.: The candidate will have to present himself/ herself for Written Test and Interview, if called for, at the place and time mentioned at his own expenses. However, the out-side candidates belonging to SC/ ST/ PWD categories will be defrayed second class rail fare, and in case any station is not connected by rail, ordinary bus fare shall be paid by shortest route as per the guidelines of the University/ UGC/ Government of India rule, if they attend the interview. Extra charges (if any) incurred for reserving seat/ sleeping berth in the train will not be reimbursed to the candidates. The above mentioned concessions shall not be admissible to those SC/ST candidates who are already in Central/ State Government services. This facility may also be extended to other categories as per the guidelines of the UGC/ Government of India rule.

13. Application Form and fees –

- a. Applications for the post shall be entertained only on the prescribed application forms, accompanied by a Demand Draft. The application fee by the way of Demand Draft is to be deposited as per details given below:

S. No.	Category	Amount
1	GEN & OBC	Rs. 1500
2	SC, ST & PWD	Nil
3	Regular employees of Central University of Rajasthan	Nil

- b. The Payment can be made through demand draft drawn in favour of the Central University of Rajasthan, payable at Kishangarh, district Ajmer (Rajasthan). Candidate should write Full Name, Post applied and Mobile No. in the back side on the Demand Draft. Money Orders or Cheque or cash payment will not be accepted as application fee.
- c. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the University shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/ incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
- d. Candidate should bring all original testimonials/ certificates relating to his/ her age, qualification, experience and caste etc. at the time of interview. In case the candidate fails to submit the original documents for verification of the certified/ Xerox copies of the enclosures to his/ her application, he or she shall not be allowed to appear at the interview and his candidature shall be treated as cancelled without any further communication in this regard.
- e. All certificates, which are not in either English or Hindi, need to be translated preferably to either English or Hindi and the same shall be self-attested.
- f. Applications, which do not meet the criteria given in this advertisement & / or received after the last date & / or incomplete in any respect & / or sending enclosures after closing date &/ or D.D. number and date mentioned in the Application Form is not found correct or does not match with the original demand draft attached with the application form, are liable to be summarily rejected.
- g. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work, name and designation of the issuing authority along with his signature.
14. The last date of submission of application is **10th September, 2018 upto 05:00 PM**. The duly filled application form alongwith all necessary enclosures and Demand Draft of prescribed fee in an envelope duly superscripted "Application for the post of _____" to the following address:

**Registrar
(Atten: Recruitment Cell),
Central University of Rajasthan,
NH-8, Bandarsindri, Kishangarh,
District - Ajmer, 305817 (Rajasthan)**

15. The University will not be responsible for any delay/loss due to postal or technical reasons in receipt of the application forms.

16. CV/Resume/Bio-data sent directly by post or through e-mail cannot be considered. All applications should be submitted in the prescribed format.
17. Documents/Certificates to be enclosed alongwith the application form:
 - (i) Demand Draft of prescribed application fee (in original).
 - (ii) Photocopy of certificate in support of Date of Birth.
 - (iii) Photocopies of all the documents related to qualifications.
 - (iv) Photocopies of certificates related to experience.
 - (v) Any other document in support of your qualifications, experience etc. as mentioned in the form.
 - (vi) Photocopy of SC/ST/OBC/PWD certificate, where applicable. The OBC certificate should be issued in the Performa prescribed by the Government of India and should not be issued before six months from the date of submission of application form and it should clearly state that the candidate does not fall under creamy layer.

Note: All documents to be submitted along with the application form should be self-attested.
18. 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 candidate has a clandestine antecedents / background and has suppressed the said information, his services shall be terminated without prejudice to any other action initiated by the University.
19. 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.
20. No correspondence or personal enquiries will be entertained by the University regarding postal delays, conduct and result of interview and reasons for not being called for interview. Candidates are advised to regular visit the University website for getting the information about progress in scrutiny work/ result, important dates of written/ trade/ computer proficiency test/ interview (if any).

All correspondence from the University including interview call shall be sent to the e-mail ID as provided by the candidate.
21. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the University shall be final.
22. In case of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Rajasthan High Court Bench Jaipur.
23. Addendum/ deletion/ corrigendum shall be posted on the University website only i.e. www.curaj.ac.in

Registrar