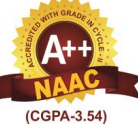




# राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



विज्ञापन: सीयूराज/आर/एफ.159/2024/1185

दिनांक: 25.06.2024

## विज्ञापन

विश्वविद्यालय में कुलसचिव के पद पर सीधी भर्ती/प्रतिनियुक्ति/सविदा आधार पर नियुक्ति हेतु योग्य भारतीय नागरिकों से निर्धारित प्रारूप में ऑनलाइन आवेदन आमंत्रित किये जाते हैं। आवेदन के लिए न्यूनतम पात्रता, परिलब्धियाँ, सेवानिवृत्ति आयु, एवं अन्य सेवा शर्तों के लिए कृपया विश्वविद्यालय की वेबसाइट [www.curaj.ac.in](http://www.curaj.ac.in) पर जायें। भविष्य में किसी भी प्रकार के संशोधन की अधिसूचना विश्वविद्यालय की वेबसाइट पर ही प्रकाशित की जाएगी।

पद का नाम, संख्या, श्रेणी एवं वेतन लेवल :

कुलसचिव (1-अना.) - पे लेवल-14 (रु. 144200-218200)

आयु सीमा :

➤ कुलसचिव पद हेतु आवेदन जमा करने की निर्धारित अन्तिम तिथि तक अधिमानतः 60 वर्ष से कम उम्र

आवेदन शुल्क: रु. 1500/- (सामान्य/अन्य पिछड़ा/ई.डब्ल्यू.एस. वर्ग हेतु),  
रु. 750- (दिव्यांग/एससी/एसटी वर्ग हेतु)

ऑनलाईन आवेदन करने की अंतिम तिथि: 02 अगस्त 2024 अपराह्न 23:59 बजे तक

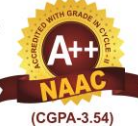
आवेदन पत्र जमा करने की अंतिम तिथि: 03 अगस्त 2024 अपराह्न 05:00 बजे तक आवेदन पत्र पर पद का नाम 'कुलसचिव हेतु आवेदन पत्र' लिखते हुए विश्वविद्यालय को निम्नलिखित पते पर भेजे। अंतिम तिथि के बाद कोई भी आवेदन पत्र स्वीकार नहीं किया जायेगा तथा आवेदन पत्र स्वतः ही खारिज कर दिया जायेगा :

कुलसचिव (ध्यानाकर्षण : भर्ती प्रकोष्ठ),  
राजस्थान केन्द्रीय विश्वविद्यालय  
राष्ट्रीय राजमार्ग सं. 08, बान्दरसिन्दरी,  
किशनगढ़, जिला अजमेर, 305817.

कुलसचिव (प्रभारी)



# राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



Advt.: CURAJ/R/F.159/2024/1185

Date: 25.06.2024

## ADVERTISEMENT

Online applications in the prescribed format are invited from eligible Indian Citizens for the post of **Registrar** to be filled on direct recruitment /deputation/contract basis in the University. For application, details of minimum eligibility, emoluments, age of Superannuation and other service conditions, please visit University website i.e. [WWW.CURAJ.AC.IN](http://WWW.CURAJ.AC.IN). The notification for any future amendment will be published on University website only.

**Name & No. of post, category and Pay Level:**

➤ Registrar (01-UR) Pay Level-14, [Rs. 144200-218200]

**Age Limit :**

➤ For the post of Registrar preferably below 60 years of age, on closing date of the advertisement.

**Application Fee:** Rs. 1500/- (for Gen./OBC/EWS category),  
Rs. 750/- (for PWD/SC/ST category)

**Last date for submission of online application form : 02 August 2024 upto 23:59 PM.**

**Last date for submission of Hardcopy of Application Form: 03 August 2024 upto 05:00 PM on the following address in an envelope duly superscripted "Application for the post of Registrar". Applications received after last date of submission of Hardcopy, will not be considered and are liable to be summarily rejected:**

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

Registrar (i/c)



[Recruitment Advertisement No.: CURAJ/R/F.159/2024/1185 dated 25/06/2024]

**Minimum Qualification, Experience and other criteria for  
recruitment to the post of Registrar**

Sr.No.	Posts	Particulars
1.	Registrar (UR-01) on direct recruitment/ deputation / contract basis	<b>Essential qualification and experience:</b> a) Master's Degree with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed. b) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 08 years of service in the Academic Level-12 and above including as Associate Professor along with experience in educational administration, <b>or</b> c) Comparable experience in research establishment and/ or other institutions of higher education, <b>or</b> d) 15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post. <b>Age Limit for direct recruits:</b> Preferably below 60 years of age, on closing date of the advertisement.

**Registrar (i/c)**  
**Central University of Rajasthan**



[Recruitment Advertisement No.: CURAJ/R/F.159/2024/1185 dated 25/06/2024]

## **GENERAL TERMS & CONDITIONS**

### **Recruitment to the post of Registrar (UR-01) on direct recruitment/deputation/contract basis**

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 fulfill all the eligibility norms.
3. Wherever grading system is followed, the candidate shall enclose certificate/ proof of conversion of the grade to percentage.
4. 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.
5. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for the trade test/written test/ interview as the case may be. 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.
6. If any amendment or update subsequently required to be made in this advertisement, the information will be notified/ given on the University website only.
7. The date for determining the eligibility of all candidates in every respect will be the last date of submission of applications.
8. Experience will be considered only after the date of fulfilling the minimum educational qualification as required for the post. Experience will be counted only if the candidate has atleast 06 months of continuous service with an employer.
9. The University may also conduct written test/ trade test/ computer test or any other test as per the requirement of the post, as per Cadre Recruitment Rules (Non-Teaching Employees), 2018.
10. **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 may 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.

11. **Guidelines to the candidates, who applied for Deputation for the post of Registrar:**
  - a. In case the appointment is made on deputation basis, the incumbent may be allowed to continue maximum for a period of five years or till he/she attains the age of the superannuation prescribed for the post, whichever is earlier. The appointment on deputation may be made initially for a period of two years which may be extended on yearly basis up to a maximum period of five years subject to satisfactory performance, good behavior and high integrity. The University, however, shall have the right to repatriate the incumbent any time even before the prescribed period in case his/her performance, integrity or conduct is found to be unsatisfactory at any stage according to the opinion of the Competent Authority or the repatriation of the officer against whose vacancy, the deputationist was working/gets filled, becomes no longer vacant.
  - b. The application for appointment on deputation may be forwarded by the employer along with the CR dossiers duly certified by the Competent Authority for the desired periods, through proper channel.
12. Canvassing in any form may lead to cancellation of candidature.
13. **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 posts 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 selection committee 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/deputation/contract.
  - (viii) to relax any of the qualifications, experience, age, etc., in exceptionally deserving cases, on the recommendations of the Screening and Selection Committee.
14. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
15. **Reservation and Relaxation:**
  - i. The reserved category candidates shall be treated at par with Unreserved category candidates. No relaxation will be provided on UR post to any category candidates and selection will be based on merit only.
  - ii. The PWD candidates with less than 40% of relevant disability shall not be considered. The disability certificate must be issued by competent authority, duly authorized by the Central or State Government.
16. Payment of T. A.: The candidate will have to present himself/herself for Test and Interview, if called for, at the place and time mentioned at his own expenses. However, the outside 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/PWD 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.

17. Online payment will be made by using Credit Card, Debit Card, Net Banking or UPI for the post applied as per details given below:

S. No.	Candidate's category	Application Fee
1	UR, OBC & EWS	Rs. 1500.00
2	SC, ST, PWD	Rs. 750.00
3	Regular Employees of Central University of Rajasthan	NIL

- a. Fee once paid will not be refunded.
  - b. 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.
  - c. Candidate should bring all original testimonials/ certificates relating to his/her age, qualification, experience and category etc., at the time of trade test/written test/interview for verification as per instructions of the University. 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 for the interview and his candidature shall be treated as cancelled without any further communication in this regard.
  - d. 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.
  - e. Applications, which do not meet the criteria given in this advertisement and/or received after the last date and/or incomplete in any respect and/or sending enclosures after closing date and/ or without attaching proof of payment of application fee, are liable to be summarily rejected.
  - f. Every page of the application and annexure as well as certificates must be self-attested.
  - 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.
  - h. The selected candidate will be governed by the "National Pension System" (earlier known as 'New Pension Scheme') of the Govt. of India, as applicable w.e.f. 01.01.2004.
18. The duly filled application form alongwith all necessary enclosures in an envelope duly superscripted "**Application for the post of Registrar**" must reach to the following address on or before **03/08/2024 upto 05:00 PM:**

**Registrar (i/c)**  
**(Attn.: Recruitment Cell),**  
**Central University of Rajasthan,**  
**NH-8, Bandarsindri, Kishangarh,**  
**District - Ajmer, 305817 (Rajasthan)**

19. The University will not be responsible for any delay/loss due to postal or technical reasons in receipt of the application forms.
20. CV/Resume/Bio-data sent directly by post or through e-mail cannot be considered. All applications should be submitted in the prescribed format.
21. Candidates are advised to visit the University website at regular intervals for the updates.
22. **Documents/Certificates to be enclosed along with 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 qualifications, experience etc. as mentioned in the application form.

- (vi) Photocopy of SC/ST/OBC/PWD certificate, wherever applicable. The OBC certificate should be issued in the proforma prescribed by the Government of India and should not have been 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.
- (vii) Recent Passport size photographs.
- \*Note:** All documents to be submitted along with the application form should be self-attested.
23. 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.
24. In case of any inadvertent mistake in the process of selection which may be detected at any later stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
25. 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 visit the University website regularly for getting the information about progress in scrutiny work/result, important dates of written/ trade/computer proficiency test/interview (if any). The University will not be responsible for invalid/wrong email ID and Mobile No. mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and regularly check their e-mail, SMS and visit CURAJ website i.e. [www.curaj.ac.in](http://www.curaj.ac.in) for updates.  
All correspondence from the University including interview call shall be sent to the e-mail ID, as provided by the candidate.
26. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
27. 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 only.
28. Addendum/deletion/corrigendum shall be posted on the University website only i.e. [www.curaj.ac.in](http://www.curaj.ac.in)
29. All other terms & conditions will remain applicable as mentioned in Cadre Recruitment Rules (Non-Teaching Employees), 2018 of this University.

**Registrar**

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