



# CENTRAL UNIVERSITY OF RAJASTHAN

Bandarsindri, Kishangarh-305817, District Ajmer (Raj.)

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## Details of Advertisement for Non-Teaching Posts

(Ref.: Advertisement no. CURAJ/R/F.107/2019/4955 dated 07/03/2019)

(subject to decision of Election Commission of India)

### A. Details of Non-Teaching Posts

<b>1.</b>	<b>Name of Post</b>	<b>Deputy Librarian</b> (Group 'A' post)
	Number of Post	One [01-LV (VH)*]
	Pay Scale	Academic Pay Level-12 (Rs. 79800-211500)
	Age Limit	Maximum 55 years as on last date of submission of application
	Essential qualification and Experience	(i) A Master's Degree in Library Science/Information Science/ Documentation Science, with at least 55% marks. (ii) Eight years of experience as an Assistant University Librarian/College Librarian. (iii) Evidence of Innovative Library Services including integration of ICT in library. (iv) A Ph.D. Degree in Library Science/ Information Science/ Documentation Science/ Archives and Manuscript Keeping/ Computerization of Library. <b>Note:</b> Other conditions shall be applicable to all candidates as per UGC/ University amendments.
*LV(VH) - Low Vision (Visual Handicapped)		
<b>2.</b>	<b>Name of Post</b>	<b>Information Scientist</b> (Group 'A' post)
	Number of Post	One (01-UR)
	Pay Scale	Pay Level-10 (Rs. 56100-177500)
	Age Limit	Maximum 40 years as on last date of submission of application
	Essential qualification and Experience	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 three years of relevant experience. OR First Class Master in Computer Applications (MCA) with three years of relevant experience. OR First Class M.Sc. (Computer Science/Information Science or equivalent) from a recognized University/ Institute with three years of relevant experience.

	Job Responsibilities	The responsibility of Information Scientist is to collect, compile and disseminate the academic data for the purpose of Institutional Rankings, IQAC and NAAC. The Information Scientist also will help in preparation of university Annual Report and other reports of the university as and when required such as Annual Convocation, Meeting of Academic Council etc. The Information Scientist would also be responsible for preparing the response to any data oriented query required by the university.
<b>3.</b>	<b>Name of Post</b>	<b>Private Secretary</b> (Group 'B' post)
	Number of Post	Four (04) (02-UR, 01-OBC, 01-SC)
	Pay Scale	Pay Level-07 (Rs. 44900-142400)
	Age Limit	Maximum 35 years as on last date of submission of application
	Essential qualification and Experience	<ul style="list-style-type: none"> <li>i. Bachelor's Degree from a recognized University/ Institute.</li> <li>ii. Three years of experience as Personal Assistant at Pay Level 06 in 7<sup>th</sup> CPC or in the Pay Band Rs. 9300-34800 Grade Pay of ₹ 4200 or ₹ 3600 in 6<sup>th</sup> CPC in Central/State Governments, University/ Institution of Autonomous nature.</li> <li>iii. *Proficiency in Stenography in English/ Hindi with minimum speed of 100 w.p.m.</li> <li>iv. *Proficiency in Typing in English/ Hindi with minimum speed of 35/ 30 w.p.m.</li> <li>v. *Knowledge of computer applications.</li> </ul> <p>* Proficiency to be evaluated and will be of qualifying nature.</p>
<b>4.</b>	<b>Name of Post</b>	<b>Section Officer</b> (Group 'B' post)
	Number of Post	Three (03) (02-UR, 01-OBC)
	Pay Scale	Pay Level-07 (Rs. 44900-142400)
	Age Limit	Maximum 35 years as on last date of submission of application
	Essential qualification and Experience	<ul style="list-style-type: none"> <li>i. Bachelor's degree from a recognized University/ Institute</li> <li>ii. Three years of experience at Pay Level 06 or higher in 7<sup>th</sup> CPC or in the Pay Band Rs. 9300-34800 Grade Pay of ₹ 4200 or higher in 6<sup>th</sup> CPC in Central / State Governments, University / Institution of Autonomous nature</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Six years of experience at Pay Level 04 or higher in 7<sup>th</sup> CPC or in the Pay Band Rs. 5200-20200 Grade Pay of ₹ 2400 or higher in 6<sup>th</sup> CPC in Central/State Governments, University/Institution of Autonomous nature</li> <li>iii. *Knowledge of Computer Applications.</li> </ul> <p>* Proficiency to be evaluated and will be of qualifying nature.</p>

<b>5.</b>	<b>Name of Post</b>	<b>Statistical Assistant</b> (Group 'C' post)
	Number of Post	One (01-UR)
	Pay Scale	Pay Level-05 (Rs. 29200-92300)
	Age Limit	Maximum 32 years as on last date of submission of application
	Essential qualification and Experience	<p>i. Master's Degree in Statistics/ Applied Statistics/ Statistics and Informatics/ Statistics and Computers from a recognized University/ Institute with at least 55% marks</p> <p>ii. *Knowledge of Computer based Data Analysis Software.</p> <p>* Proficiency to be evaluated and will be of qualifying nature.</p>
<b>6.</b>	<b>Name of Post</b>	<b>Research Officer</b> (Group 'A' post)
	Number of Post	One (01-UR)
	Pay Scale	Pay Level-10 (Rs. 56100-177500)
	Age Limit	Maximum 40 years as on last date of submission of application
	Essential qualification and Experience	<p>i. Master's Degree with at least 55% of the marks from a recognized University/ Institute in any area of Sports Science or related areas such as Life Science/ Psychology/ Food Science/ Nutrition/ Physical Sciences/ Yoga/ Physiotherapy</p> <p>ii. Three years of research experience in sports related area.</p>
<b>7.</b>	<b>Name of Post</b>	<b>Sports Officer</b> (Group 'A' post)
	Number of Post	One (01-UR)
	Pay Scale	Pay Level-10 (Rs. 56100-177500)
	Age Limit	Maximum 40 years as on last date of submission of application
	Essential qualification and Experience	<p>i. M.P.Ed. or Master's Degree in any area of Sports with at least 55% of the marks from a recognized University/ Institute</p> <p>ii. Three years of experience in management and administration of Sports such as Sports Federation/ with Athletes/ Sports Department etc. in a reputed organization/ PSU/ Autonomous Body/University</p>



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## General Terms & Conditions for Advertisement for Non-Teaching Posts

(Ref.: Advertisement no. CURAJ/R/F.107/2019/4955 dated 07/03/2019)  
(subject to decision of Election Commission of India)

1. Non-Teaching Positions at **S.No. 1 to 5** are regular positions. Non-Teaching Positions at **S.No. 6 and 7** are available under the School of Sports Sciences, shall be filled **on contractual basis** and appointment shall be given initially for a period of one year which may be renewed on yearly basis, based on the performance.
2. Wherever grading system is followed, equivalent grade point is required.
3. 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.
4. 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.
5. 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 actual 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.
6. 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 (for Group 'A' only) 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.
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 at least 6 months of continuous service with an employer.
9. The University may also conduct written test/trade test/skill test/computer test or any other test as per the requirement of the post as may be decided by the competent authority.

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 written test/ interview, failing which he/she shall not be allowed to appear in written test/ 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 written test/ interview.

11. Canvassing in any form may lead to cancellation of candidature.

12. The University reserves the right:

- (i) to withdraw the advertisement at any time without assigning any reason to this effect.
- (ii) Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointment accordingly.
- (iii) to fill or not to fill up the advertised post for any reasons whatsoever.
- (iv) 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
- (v) 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.
- (vi) to consider applications received after last date.
- (vii) to decide criteria/procedure for short listing of the candidates
- (viii) to consider the appointment on direct recruitment/on deputation/contract basis.
- (ix) to relax any of the qualifications, experience, age, etc., in exceptionally deserving cases of all posts on the recommendations of the Screening and/or Selection Committee.

13. The Screening and/or Selection Committee may decide appropriate method of evaluating the performance of the candidates in interview as and when it is required.

14. Reservation and Relaxation:

- i. An Ex-serviceman candidate has to submit a copy of the discharge Certificate/pension payment order and documentary proof of rank last/presently held (substantive as well as acting) alongwith application form. 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. If an Ex-serviceman who has already joined a civil post in any department will not be considered for any relaxation/concession of Ex-serviceman category for the post.
- iii. For UR post, the reserved category candidates shall be treated at par Unreserved category/General category candidates. No relaxation will be provided on UR post to any category candidates and selection will be made on merit basis only.

- iv. 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.
- v. The Central Government, State Government or other Public funded organization regular employees having at least three (03) year of working experience which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post shall be considered for an age relaxation (if required) upto a maximum period of 5 years.
- vi. The age relaxation for SC/ST/OBC/PWD candidates shall be given as per University/UGC/GoI rules.
- vii. Age limit shall not apply to the regular employee of Central University of Rajasthan.

15. Payment of T.A.: The candidate will have to present himself/ herself for Written Test/ 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.

16. Application form and fees:

- a. Applications for the post shall be entertained only on the prescribed application form, 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

**Note:** Candidates have to make payment of application fee separately for the different categories of posts.

- 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. Fee once paid will not be refunded.
- 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 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 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. Every page of the application and annexure as well as certificates must be self-attested.
- h. Certificate in support of experience should be issued by the competent authority on the organization's letter head, bearing the date of issue. This certificate must contain the duration of work, position held, nature of employment and pay-scale, failing which the experience will not be considered.
- i. The selected candidate(s), 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.
17. The deadline for submission of application is **05.00 pm, April 22, 2019**. 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,  
Bandarsindri, NH-8, Kishangarh,  
District - Ajmer, 305817 (Rajasthan)**

18. The University will not be responsible for any delay/loss due to postal or technical reasons in receipt of the application forms.
19. CV/Resume/Bio-data sent directly by post or through e-mail cannot be considered. All applications should be submitted in the prescribed format.
20. 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/EWS/Ex-Serviceman 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.

21. 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.
22. 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.
23. No correspondence or personal enquiries will be entertained by the University regarding postal delays, conduct and result of interview/test and reasons for not being called for interview/test. Candidates are advised to regular visit the University website for getting the information about progress in scrutiny work/ result, important dates of written/ trade/skill/computer proficiency test/interview (if any). The University will not be responsible for invalid/wrong e-mail 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 CURAJ website i.e. [www.curaj.ac.in](http://www.curaj.ac.in) for updates. All correspondence from the University including interview call letter shall be sent to the e-mail ID as provided by the candidate.
24. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
25. In case of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Hon'ble Rajasthan High Court Bench Jaipur only.
26. Addendum/deletion/corrigendum shall be posted on the University website only i.e. [www.curaj.ac.in](http://www.curaj.ac.in).

**Registrar**  
**Central University of Rajasthan**