

CENTRAL UNIVERSITY OF HIMACHAL PRADESH
(Established under Central Universities Act 2009)
PO BOX: 21, DHARAMSHALA, DISTRICT KANGRA – 176215, HIMACHAL PRADESH
Website: www.cuhimachal.ac.in; Email: osdadmncuhp@gmail.com , Phone: +911892-229572, 229573

Employment Notice No.001/ 2010

Applications are invited for the appointment of First Registrar and First Finance Officer:

Registrar: One

Finance Officer: One

Pay Band: Rs. 37400- 67000 plus 10000 Grade Pay

Last date: 30th September, 2010

Tenure of Appointment: 3 years or 62 years age whichever is earlier

Mode of Appointment: Direct Appointment or on Deputation

Qualifications: As per UGC Rules

Complete details regarding qualifications, experience, general instructions, etc. are as under:-

1. Name of the post: Registrar

Essential Qualifications:

- I. 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.
- II. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above or eight 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 establishments and /or other institutions of higher education.

OR

15 years of administrative experience, of which 8 years should be as Deputy Registrar or equivalent.

Desirable Qualifications:

- I. Ph.D. in any subject from a reputed Institution.
- II. Experience of administrative practices, human resource management, statutory functions and academic activities of universities/R & D institutions.
- III. Experience of handling legal matters.
- IV. Experience of IT applications in administrative matters.

Duration of Appointment:

The post of First Registrar shall be filled on direct recruitment or on deputation basis for a period of 3 years or 62 years of age, whichever is earlier; and shall be eligible for reappointment.

2. Name of the post: Finance Officer**Essential Qualifications:**

- I. 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.
- II. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above or eight 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 establishments and /or other institutions of higher education.

OR

15 years of administrative experience, of which 8 years should be as Deputy Registrar or equivalent.

Desirable Qualifications:

- I. Well versed in the financial / accounting systems.
- II. Experience in computer systems finance/accounts related software handling for information processing and retrieval.
- III. Good working knowledge of rules & regulations of Central Universities, R & D institutions relating to accounts / audit, service conditions and related financial matters.
- IV. Passing of CA/ICWA/Subordinate Accounts Service (SAS) examination or equivalent accounts service examinations of Central / State government.
- V. Candidates of the level of Sr. Dy. Accountant General or its equivalent belonging to the Audit and Accounts or other similar services may also apply.

Duration of Appointment:

The post of First Finance Officer shall be filled on direct recruitment or on deputation basis for a period of 3 years or 62 years of age, whichever is earlier; and shall be eligible for reappointment.

GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION

1. The university reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the university either to fill or not to fill any or all the posts and its decision in this regard shall be final.
2. Mere eligibility will not entitle any candidate for being called for interview.
3. The university reserves its right to place reasonable limit on the total number of candidates to be called for interview.
4. Stringent criteria may be applied for short-listing the candidates to be called for interview.
5. Minimum requirements of qualifications and/or experience can be relaxed in respect of exceptionally qualified candidates by the screening/selection committee with the approval of the Vice Chancellor.
6. Higher initial pay may be given to exceptionally qualified and deserving candidates.
7. Applicants not found suitable for higher positions may be considered for lower position in the same area of specialization.
8. Reservation Policy will be followed as per Govt. of India Rules. The SC/ST/OBC candidates are required to attach the caste certificate as per prescribed format.
9. Relaxation of 5% in minimum educational qualification prescribed for the post will be provided to SC/ST/Physically handicapped candidates.
10. The process of selection may be by a written test/ presentation/ interview or a combination thereof.
11. Application should be accompanied with a non-refundable demand draft Rs. 400 / for general category and Rs. 100 for SC/ST and handicapped candidates drawn in favour of the **Central University of Himachal Pradesh** payable at **Dharamshala**.
12. The application duly filled in on the prescribed form must reach the office of the **Vice Chancellor, Central University of Himachal Pradesh, Post Box No.21, Dharamshala, Distt. Kangra (Himachal Pradesh)-176215** on or before **30th September, 2010**. Applications received after this date shall not be considered.
13. Separate application along with application fee should be submitted for each post applied for.
14. The persons serving in Central/State Government/Autonomous Bodies (Central /State) may be taken on deputation/contract for 3 years or up to the age of superannuation of 62 years, whichever is earlier.
15. The service conditions including pay scales and age of superannuation shall be as per UGC rules/norms.

16. The applicants serving in Government/Semi-Government organization/Public Sector Undertaking/Autonomous Organizations must send their applications "**Through Proper Channel.**" The applications received without the recommendations of the employers will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.
17. Candidates shall have to produce original documents at the time of appearing in Test/Interview.
18. Canvassing in any form may lead to cancellation of candidature.
19. Incomplete applications or without relevant supporting enclosures (attested copies of degree/certificates/marks sheets/ experience certificate, etc) will be out-rightly rejected.
20. Minimum qualification may be relaxed in case of departmental candidates.
21. The University shall not be responsible for postal delay, if any.
22. The candidates called for interview shall be paid up to 2-AC rail fare.

OSD (Admin)
Central University of Himachal Pradesh

CENTRAL UNIVERSITY OF HIMACHAL PRADESH

(Established under Central Universities Act 2009)

PO BOX: 21, DHARAMSHALA, DISTRICT KANGRA, HIMACHAL PRADESH-176215

Website : www.cuhimchal.ac.in; Email- vc.cuhimachal@gmail.com, osdadmn.cuhp@gmail.com;

Application Form for the Non- Teaching Posts

<p>Advertisement No.....Date</p> <p>Post Applied for</p> <p>Demand Draft: Number _____ Dated _____</p> <p>Name of the Bank _____</p>	<p><i>Fix your latest photograph and sign across</i></p>
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(Applicant should enclose with this application form, processing fee of **Rs. 400 /-** for general category and **Rs. 100/-** for SC/ST and handicapped candidates in the form of Demand Draft from **any nationalized bank** drawn in favour of **Central University of Himachal Pradesh** payable at **Dharamshala.**)

1. Personal details: Use CAPITAL LETTERS and write clearly

Name						
Date of Birth	Day	Month	Year	Age as on date of advertisement	Year	Month
Place of Birth	City / Village			State	Country	
Father's Name						
Mother's name						
Nationality	Gender			Category		Marital Status
	Male Female			SC ST OBC General		Single Married
If physical challenged, indicate relevant particulars	Type of Disability				Percentage of disability	

II. Educational Qualifications: Attach self-attested photocopy of marks sheet & degree of each examination							
	Name of the Board /University	Year	Marks Obtained	Maximum marks	%age of marks or CGPA	Division	Subjects studied
Matriculation (10 th)							
Higher Secondary/ (10+2)							
Bachelor's degree (Name of degree)							
Master's degree (Name of degree)							
M.Phil. in							
Ph.D. Topic:.....							
Any other							

III. Present Assignment				
Designation	Employer (Name of the Organisation)		Date of Joining Date/Month/Year	Nature of Appointment (Adhoc/ Temporary/ Permanent/ Contractual)
Basic Pay p.m. (Rs.)	Pay Band (Rs.)	GP/AGP (Rs)	Gross Salary p.m. (Rs.)	Increment Date (Date/Month)
What has been your important/unique contribution(s) in the present assignment:				

IV. Past Work Experience								
Post held	Pay Scale/ Band	Basic Pay p.m. (Rs)	Gross Salary p.m.	Employer (Name & address of the Organisation)	Experience			Nature of assignment
					From	To	Total Experience in Years/ Months	
What has been your important/unique contribution(s) in the previous assignment:								

V. Details of the Training Programmes attended			
Name of the Programme	Year	Duration (in days)	Organising Institution

VI. Details of the Management Development Programmes attended:			
Name of the Programme	Year	Duration (in days)	Organising Institution

VII. Details of the Orientation Programmes/ training programmes/workshops attended			
Name of the Programme	Year	Duration (in days)	Organising Institution

VIII. Details of the Refresher Programmes attended			
Name of the Programme	Year	Duration (in days)	Organising Institution

IX. Involvement in Research & Publications, if any:			
Publications:	Numbers	Publishers/Journals	
Books			
Research Papers			
Articles			
Others			
Research Projects undertaken			
Major Research Projects Completed			
Major Research Projects ongoing			
Research Supervisions			
No. of PhDs produced			
No. of candidates enrolled for PhD			
Participations in Seminars/Conferences/Workshops			
No. of Papers presented in national seminars/conferences			
No. of papers presented in international seminars/conferences			

X. Any other Experience/Achievements/ Qualifications considered to be relevant to the post applied for

XI. Reference: Please provide names of three persons who are not related to you and are familiar with your work/professional experience/accomplishment

	1	2	3
Name and address			
Contact Address			
Email:			
Phone (landline) With STD Code:			
Mobile Phone no.			
Fax with STD code			

XII. Contact Details of the Applicant:

Address for Correspondence		Permanent address	
Name House No: Street: City: State: Pin Code:		Name House No: Street: City: State: Pin Code:	
Email:	Phone No. (With STD Code)	Mobile No.	Fax No.

XIII. Declaration

I, _____ son/daughter of _____

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

Signature of the applicant

Name in Capital letters

Date: _____ Place _____

(Unsigned application is liable to rejection)

XIV. Endorsement by the EMPLOYER

(In case of in-service candidates, whether in permanent/contract/temporary capacity, the application must be endorsed/forwarded by the Head of the Department/Employer.

Forwarded to the Central University of Himachal Pradesh, Dharamshala, Himachal Pradesh, India - 176215

The applicant Dr./Mr./Mrs/Ms. _____, who has submitted this application for the post of _____ in the Central University of Himachal Pradesh, has been working in this organization namely _____ in the post of _____ in a temporary / contract/ permanent capacity with effect from _____ in the Scale of Pay/Pay Band 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 Himachal Pradesh,

(Signature of the forwarding officer)

Name: _____

Designation: _____

Place: _____

Date: _____

(Seal)

XV. List of Enclosures:

(Check List of Documents Enclosed)

Sl. No	Documents	
1	Matric/ Secondary/High School (10th Class) Marks Sheet	
2	Matric/Secondary/High School (10th Class) Certificate	
3	Sr. Secondary/Intermediate (12th Class) Marks Sheet	
4	Sr. Secondary/Intermediate (12th Class) High School Certificate	
5	Bachelor's Degree Marks Sheet	
6	Bachelors' Degree	
7	Master's Degree Marks Sheet	
8	Master's Degree	
9	Experience Certificate(s) from previous employers:	
10	Endorsement from the present employer	
11	DD for the application fees (in original)	
12	Others:	