

**CENTRAL UNIVERSITY OF HIMACHAL PRADESH**

(Established under Central Universities Act, 2009)  
POST BOX – 21, DHARAMSHALA, DISTRICT KANGRA – 176215, H.P.  
PHONE No. 01892-229330, 229574, FAX No. 01892-229331

Employment Notice 001/2012

Dated: 13.02.2012

**RECRUITMENT FOR NON-TEACHING POSITIONS**

Applications are invited on prescribed form from eligible candidates for direct recruitments to the following posts to be filled up on regular basis **so as to reach this office on/before 15th March, 2012 (Last Date):**

Sr. No.	Positions/Scale	No. of Posts
1.	<b>DEPUTY REGISTRAR</b> Rs. 15600-39100 + GP 7600	2 (UR)
2.	<b>ASSISTANT REGISTRAR</b> Rs. 15600-39100 + GP 5400	2 (UR)
3.	<b>PRIVATE SECRETARY</b> Rs. 9300-34800 + GP 4600	3 (UR)
4.	<b>ASSISTANT</b> Rs. 9300-34800 + GP 4200	1 (OBC)
5.	<b>PERSONAL ASSISTANT</b> Rs. 9300-34800 + GP 4200	1 (UR)
6.	<b>HINDI TRANSLATOR</b> Rs. 9300-34800 + GP 4200	1 (UR)
7.	<b>JUNIOR ENGINEER (CIVIL)</b> Rs. 9300-34800 + GP 4200	1 (UR)
8.	<b>UPPER DIVISION CLERK</b> Rs. 5200-20200 + GP 2400	1 (OBC)
9.	<b>LABORATORY ASSISTANT</b> Rs. 5200-20200 + GP 2000	1 (UR)
10.	<b>CARETAKER</b> Rs. 5200-20200 + GP 1900	1 (UR)

- Abbreviations: GP: Grade Pay, UR: Un-reserved Category, OBC: Other Backward Classes.
- Posts will be filled up after observing reservation norms as per Government of India Rules, wherever applicable.
- The number of posts can be increased or decreased without any notice as per requirement of the University.
- For application form, minimum qualifications and other details visit University's website; [www.cuhimachal.ac.in](http://www.cuhimachal.ac.in)
- Application Fee: Rs.125/- for SC /ST /PH and Rs. 500/- for other categories candidates.

**REGISTRAR**

## Minimum Eligibility Conditions

### 1. DEPUTY REGISTRAR

Pay Scale Rs.15600-39100 (Grade Pay Rs.7,600/-)

#### Minimum Qualifications:

- i. Master's Degree with at least 55% of the marks or its equivalent grade of B' in the UGC 7 Pt. scale, along with -
  - a) Nine years' of experience as Assistant Professor in the AGP of ₹ 6000 and above with experience in educational administration.
- OR
- b) Comparable experience in research establishment and/or other institutions of higher education.
- OR
- c) 5 years' of administrative experience as Assistant Registrar or in an equivalent post in a University / similar Institution.

**Desirable:** Good working knowledge of computer application.

**Note:** Teachers appointed to the post of Deputy Registrar and equivalent, shall be entitled to appropriate Grade Pay for these categories of posts, and shall not retain Academic Grade Pay for the teaching post held.

**Age of Superannuation:** 60 years

### 2. ASSISTANT REGISTRAR

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

#### Minimum Qualifications:

- i. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC 7 pt. Scale along with a good Academic record as laid down by UGC.

**Age of Superannuation:** 60 years

### 3. Private Secretary

Pay Scale ₹ 9300-34800

(Grade Pay 4,600/-)

#### Minimum Qualifications:

- i. Graduate in any discipline with proficiency in English and good working knowledge in computer application.
- ii. **English typing speed, 40 wpm.**
- iii. **English Stenography speed 120 wpm**
- iv. Five years of experience as Personnel Assistant in Central/State Universities or similar other institutions/Government Department.

**Desirable:** Knowledge of Hindi Typing

**Age of Superannuation:** 60 years

#### 4. Assistant

Pay Scale ₹ 9300-34800 (Grade Pay 4200/-)

##### Minimum Qualifications:

- i. Bachelor's Degree.
- ii. Three years experience as UDC/Office Assistant in Central / State Universities or similar other institutions/ Government Department.
- iii. Good working knowledge of computer applications.

**Age of Superannuation: 60 Years**

#### 5. Personal Assistant

Pay Scale ₹ 9300-34800

(Grade Pay 4,200/-)

##### Minimum Qualifications:

- i. Graduate in any discipline with proficiency in English and good knowledge of computer application.
- ii. **English typing speed, 40 wpm.**
- iii. **English Stenography speed 100 wpm.**
- iv. Five year experience as a Stenographer in Central / State Universities or similar other institutions / Government Department.

**Desirable:** Knowledge of Hindi Typing

**Age of Superannuation: 60 Years**

#### 6. हिन्दी अनुवादक

पे बैण्ड रु 9300-34800 (ग्रेड पे रु .4,200/-)

*न्यूनतम/अनिवार्य अर्हताएं/योग्यताएं*

किसी मान्यता प्राप्त विश्वविद्यालय से अंग्रेजी/हिन्दी में स्नातकोत्तर की उपाधि और स्नातक स्तर पर अंग्रेजी/हिन्दी अनिवार्य/वैकल्पिक विषय के रूप में रही हो या परीक्षा का माध्यम रही हो।

हिन्दी से अंग्रेजी और अंग्रेजी से हिन्दी में अनुवाद में मान्यता प्राप्त डिप्लोमा/प्रमाण पत्र पाठ्यक्रम किया हो या केन्द्रीय/राज्य सरकार एवं स्वायत्त संस्थाओं के कार्यालयों में हिन्दी से अंग्रेजी और अंग्रेजी से हिन्दी में अनुवाद कार्य का 2 वर्ष का अनुभव हो।

वांछनीय : संस्कृत अथवा किसी भारतीय भाषा का ज्ञान हो।

सीमा: 25 शब्द प्रति मिनट

सेवा निवृत्ति आयु : 60 वर्ष

### **7. Junior Engineer (Civil)**

Pay Scale ₹ 9300-34800

(Grade Pay 4,200/-)

#### **Minimum Qualifications:**

- i. Bachelor's Degree in Civil Engineering with at least three years of experience in supervision of erections/ maintenance of civil works

or

- ii. Three year diploma in civil engineering with at least five years experience in supervision of erection / maintenance of civil works.
- iii. Good working knowledge of computer applications

**Age of Superannuation: 60 Years**

### **8. Upper Division Clerk**

Pay Scale ₹ 5200-20200

(Grade Pay 2400/-)

#### **Minimum Qualifications:**

- i. Bachelor's Degree or its equivalent with good working knowledge of computer application.
- ii. A minimum of three years experience as Junior/Office Assistant in Central / State Universities or similar other institutions/ Govt. Department.

**Age of Superannuation: 60 Years**

### **9. Laboratory Assistant**

Pay Scale ₹ 5200-20200

(Grade Pay 2000/-)

#### **Minimum Qualifications:**

- i. 10+2 in Science stream with three years experience of working in a lab in an educational institutions.

**Age of Superannuation: 60 Years**

### **10. Caretaker**

Pay Scale ₹ 5200-20200 (Grade Pay 1900/-)

#### **Minimum Qualifications:**

- i. 10+2 from recognized Board or University
- ii. Experience of maintenance, including sanitation, upkeep and security, etc.

**Age of Superannuation: 60 Years**

## **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. The University may **conduct competitive written test/trade test/technical test** for the selection of such posts and that the candidates may be short-listed for interview on the basis of marks obtained in the written test, in order of merit, in the ratio of 10:1 of the vacancies to be filled-up.
5. **Stringent criteria may be applied for short-listing the candidates to be called for interview.**
6. Minimum requirements of qualifications and/or experience can be relaxed in respect of exceptionally qualified candidates by the Screening Committee with the approval of the Vice Chancellor.
7. The relaxation **in age**, qualification etc., shall be applicable to the **SC/ST, OBC, Physically Challenged etc.** candidates **as per rules of GOI/UGC**. The employees of Central Govt./State Govt./Universities and autonomous bodies, shall be granted 5 years relaxation in age limit. The age limit shall be determined with reference to the age as on the last date for receipt of applications.
8. Outstation candidates belonging to SC/ST/PH categories called for interview for Group A Post will be paid up to 2-AC fare and for Group B & C posts, the candidates shall be paid equivalent to return single second class railway fare towards journey expenses on production of proof.
9. 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/OBC certificate should be latest and not old than 6 months on the last date for receipt of application.**
10. Relaxation of 5% in minimum educational qualification prescribed for the post will be provided to SC/ST/Physically handicapped candidates.
11. The application duly filled in on the prescribed form must reach the office of the **Registrar, Central University of Himachal Pradesh, Post Box No.21, Dharamshala, Distt. Kangra (Himachal Pradesh)-176215** on or before **15th March, 2012. Applications received after this date shall not be considered and will be rejected straightway.**
12. Separate application along with application fee should be submitted for each post applied for. One application will be considered for one category only.
13. The service conditions including pay scales and age of superannuation shall be as per UGC/University rules/norms.

14. 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.
15. Candidates shall have to produce original documents at the time of appearing in Test/Interview.
16. Canvassing in any form may lead to cancellation of candidature.
17. Incomplete applications or applications not submitted on prescribed form, or sent without relevant supporting enclosures (attested copies of degree/certificates/marks sheets/ experience certificate, etc.) and prescribed application fee will be out-rightly rejected.
18. The fees etc. submitted will **not be refunded** and no correspondence will be entertained. The applicant must ensure that he/she fulfils the minimum eligibility conditions and only then apply.
19. The University shall not be responsible for postal delay, if any.

**Registrar**