



हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय

Central University of Himachal Pradesh

कुलपति सचिवालय, एचपीसीए क्रिकेट स्टेडियम के निकट, धर्मशाला, जिला - कांगड़ा, हिमाचल प्रदेश - 176215
Vice-Chancellor Secretariat, Near HPCA Cricket Stadium, Dharamshala, District Kangra (HP)-176215
Phone No. 01892-229574; Fax No. 01892-229331

Employment No.: 001/2025

Dated: 04.04.2025

RECRUITMENT FOR THE POST OF FINANCE OFFICER

Online Applications are invited from eligible Indian citizens for the followings Non-Teaching position on Direct Recruitment / Deputation basis in Central University of Himachal Pradesh, Dharamshala:

Sr. No.	Positions	Pay Level	No. of Posts
A. Statutory Positions (On Direct Recruitment/Deputation basis for the Term of 05 Years or attaining age of 62 years, whichever is earlier)			
1.	Finance Officer	Level-14	01 (UR-01)

GENERAL INSTRUCTIONS

- The **Link** for submission of **online application form** shall be open w.e.f. **04.04.2025**.
- Last Date of receipt of applications:** **04.05.2025**
- Application Fee:**

Sl.No.	Category	Application/ Processing fee (Rs.)	Examination fee (RS.)	Total fee (RS.)
1.	UR/OBC(NCL)/EWS	250/-	1500/-	1750/-
2.	SC/ST/PwD/Women Candidates (all categories)	-Nil-	1500/-	1500/-

- The application fee once paid shall neither be refunded nor be held in reserved for any other examination or selection under any circumstances. NO claim for refund shall be entertained.
- The posts of **FINANCE OFFICER** will be filled by **DIRECT RECRUITMENT/DEPUTATION BASIS FOR A TERM OF FIVE YEARS** or attaining age of 62 years, whichever is earlier, as per GOI rules.
- Any corrigendum/change/update related to this recruitment process shall be placed only on the official website of Central University of Himachal Pradesh www.cuhimachal.ac.in and genuine query, if any, may be forwarded at email: nonteachingrecruitment2023@hpcu.ac.in. For any Technical Issue/inquiry, candidate may contact at email: technical@hpcu.ac.in.

7. The candidates must read the INSTRUCTIONS CAREFULLY FOR APPLYING ONLINE, which are available on the website of the university, i.e. <http://www.cuhimachal.ac.in> before filling up Online Recruitment Application Form for the concerned post.
8. Before applying for the post, the candidate(s) must ensure their eligibility in respect of category, age and essential qualification(s) etc. as mentioned in the advertisement to avoid rejection at any later stage. The university shall not be responsible for any rejection in this regard.
9. Mere eligibility will not entitle any candidate for being called for Personal Interview. Only short-listed candidates will be called for Personal Interview. The University reserves its right to place reasonable limit on the total number of candidates to be called for Personal Interview. The number of such candidates will be decided by the **Screening Committee** constituted by the University for the purpose. **The decision of the Screening Committee shall be final.**
10. The eligibility of candidates will be determined as on the last date fixed for submission of online application form i.e. **04.05.2025.**
11. The eligibility of candidates for Non-Teaching positions shall be determined strictly as per Cadre Recruitment Rules (CRR) of the University which are annexed as '**Annexure-I**'.
12. Only Matriculation/SSC certificate/passing certificate issued by the concerned educational board will be considered as proof of date of birth. No other document will be accepted for verification of date of birth.
13. Incomplete Online Recruitment Application Forms submitted without requisite examination fee, scanned photograph, scanned documents & scanned signatures of prescribed size etc. will be rejected straightway.
14. Candidates belonging to SC/ST/OBC category should submit prescribed certificate as per the proforma of Govt. of India/State.
15. Candidates belonging to OBC category, but coming in creamy layer will not be entitled to the benefits of reservation and should apply as Unreserved Category candidate.
16. The University reserves the right to Revise/Reschedule/Cancel/Suspend/withdraw the recruitment process without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.
17. In service candidates should submit his/her application through proper channel. However, he/she may send an advance copy of his/her application and should produce a "No Objection Certificate" issued by the employer should be submitted before the written test/skill test failing which he/she shall not be allowed for written test/skill test.
18. The candidate must upload soft copy(ies) of all relevant documents which they have claimed in the online application form. The original certificates would be required at the time of verification of documents after the written test and skill test.
19. The decision of the Vice-Chancellor, Central University of Himachal Pradesh in all matters relating to eligibility, acceptance or rejection of applications, mode of selection will be final and binding on all the candidates. No enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.

20. In case of any dispute, any suite or legal proceeding against the University, the territorial jurisdiction shall be Himachal Pradesh High Court at Shimla.
21. Canvassing in any form will be treated as a disqualification for the post.
22. Candidates must be in sound health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as the University may require.
23. The Candidates should keep a copy of online application printout alongwith fee submission receipt. **The candidates are not required to send hard copy of application form to the University.** However, the same will have to be produced by the candidates at the time of document verification before issuing the offer of appointment.
24. The University shall verify the qualifications/experience/antecedents and documents submitted by the applicant before the final selection and during the tenure of service. In case, it is detected that the documents submitted are fake or the candidate has clandestine antecedents / background and has suppressed the said information, his / her services shall be terminated forthwith.
25. Selected candidates may be posted at any place within the jurisdiction of the University.
26. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the University reserves the right to modify / withdraw / cancel any communication made to the candidates.
27. **THE APPOINTMENT OF CANDIDATES ON REGULAR BASIS SHALL BE GOVERNED BY NATIONAL PENSION SCHEME (NPS) (APPLICABLE ON ORGANIZATIONS ESTABLISHED ON OR AFTER 1.1.2004) AND AS SUCH EMPLOYEES COMING FROM PENSIONABLE ESTABLISHMENTS WOULD BE GOVERNED BY PENSION SCHEME OF THE PARENT DEPARTMENT ONLY TILL SUCH TIME THEY RETAIN LIEN WITH THE PARENT POST.**

REGISTRAR

FINANCE OFFICER

1	Name of Post	Finance Officer
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">or</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;">or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier</p> <p>(Eligible for reappointment after observance of due selection process)</p>
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<p>Deputation:</p> <p>Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt.</p> <p style="text-align: center;">or</p> <p>University System/ Other organisation subject to fulfilment of qualification as indicated under col. 7 on Deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier.</p> <p>Note: The Selection Committee for deputation shall be the same as at column 12.</p>
12	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification