



ਪੰਜਾਬ ਕੇਂਦਰੀਯ ਵਿਸ਼ਵਵਿਦਯਾਲਯ
संसदीय अधिनियम 26 (2009) के द्वारा स्थापित
Central University of Punjab
Established vide Act No. 25 (2009) of Parliament

Advt. No. CUPB/19-20/04 Dated: 22.05.2019

Applications are invited from eligible candidates for the posts of **Finance Officer and Registrar**

1.	Name of the Post	REGISTRAR (UR-01)
2.	Number of Post	01
3.	Classification	Group-A
4.	Scale of Pay	Level 14 (Entry pay of Rs. 144200/-)
5.	Whether Selection or Non Selection Post	Not Applicable
6.	Age limit for direct recruits	<i>Preferably below 57 years</i>
7.	Education and other qualification required for direct recruits	<u>Minimum Qualifications:</u> i. Master's Degree with at least 55% of the marks or its equivalent grade in a point scale wherever grading system is followed. ii. 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. Or Comparable experience in research establishment and / or other institutions of higher education. Or 15 years of administrative experience, of which 08 years should be as Deputy Registrar or an equivalent post.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation	<i>Not Applicable</i>
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	<u>Mode of Appointment:</u> i. Appointment shall be made on direct recruitment basis/deputation basis for a term of five (05) years. ii. Registrar shall be eligible for reappointment, provided that he/she shall retire on attaining the age of 62 years.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<i>As per Sr. No. 7</i>

1	Name of the Post	FINANCE OFFICER (UR-01)
2	Classification	Group-A
3	Pay Level as per 7th CPC & Entry Pay	Level 14 (Entry pay of Rs. 144200/-)
4	Whether Selection or Non Selection Post	Not Applicable
5	Age limit for direct recruits	<i>Preferably below 57 years</i>
6	Education and other qualification required for direct recruits	<p><u>Minimum Qualifications:</u></p> <p>i. Master's Degree with at least 55% of the marks or its equivalent grade of "B" in UGC seven point scale.</p> <p>ii. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 08 years of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration.</p> <p>Or</p> <p>Comparable experience in research establishment and / or other institutions of higher education. Or 15 years of administrative experience, of which 08 years should be as Deputy Registrar or an equivalent post.</p>
7	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation	<i>Not Applicable</i>
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	<p><u>Mode of Appointment:</u></p> <p>i. Appointment shall be made on direct recruitment basis/deputation basis for a term of three (03) years for first finance officer and five years (05) for subsequent finance officers.</p> <p>ii. Finance Officer shall be eligible for reappointment, provided that he/she shall retire on attaining the age of 62 years.</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation / absorption to be made.	<i>As per Sr. No. 7</i>

Note:

1. Appointment of Registrar and Finance Officer shall be made for a term of five years.
2. Registrar and Finance Officer shall be eligible for reappointment, provided that he/she shall retire on attaining the age of 62 years.

General Instructions, Essential Information and Eligibility conditions

Advt. No:- CUPB/19-20/04 Dated: 22.05.2019

1. **The University strictly follows the last Pay drawn-minus-Pension rules. Therefore, the salary of eligible superannuated candidates, in case of selection, will be fixed as per UGC letter No. F.71-6/2012(CU) Dated 03.04.2013**
2. **In-service candidates are required to submit (through proper channel) his/her Vigilance Clearance Certificate and APARs of last five years in sealed cover at the time of submitting application form or at the time of attending interview.**
3. Any type of corrigendum/addendum/amendments/notice/updation etc. related to this advertisement shall be uploaded on University websites www.cup.ac.in; www.cup.edu.in only. Further, the university will not send any further information/call letters by post/newspapers. CUPB 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 CUPB websites: www.cup.ac.in; www.cup.edu.in for updates.
4. Mere possession of eligibility conditions shall not entitle a candidate to be called for skill test/written test/ interview (as applicable). As per instructions of Govt. of India, there will be no interview for the Group B (Non Gazetted) and Group C posts, except the posts identified to be filled through interview.
5. The date for determining the eligibility (i.e. age, qualifications and experience) of all candidates in every respect shall be the closing date of online applications as prescribed in the advertisement.
6. University reserves the right to conduct skill test for any post, to which it deems fit.
7. Experience will be counted only after the date of fulfilling the minimum educational qualification as required for the post.
8. 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 /her candidature. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of written test/ interview due to whatever circumstances, his/her appointment shall be liable to be terminated forthwith as per this clause and also based on his/her undertaking.
9. 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.
10. With regard to any ambiguity relating to the recruitment rules in general and eligibility in respect of any post in particular, the decision of the Competent Authority shall be final.
11. Acceptance of documents/ certificates/ claims etc. submitted by an applicant will be subject to their verification by the competent authorities/ sources. If any claim/ certificate/ document is found to be false/ fake/ incorrect/ *malafide* at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his/her candidature which shall lead to cancellation of his/her appointment, if already appointed.
12. In case of selection, the appointment will be provisional and is subject to the community certificate being verified through proper channels. If the verification reveals that the claim of the candidate to belong to SC/ST/OBC (non creamy layer)/PWD is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate.
13. The appointment of a fresh candidate will be subject to police verification. In case, the report of the police with regard to his/her conduct, character, antecedents etc. is not found to be satisfactory, the provisional appointment shall be withdrawn/ cancelled/ terminated forthwith without notice.
14. The selected candidate will also have to undergo a medical examination/ test to ascertain his/ her medical fitness for the post prior to joining. In case, he/ she is not found to be fit by the authorized medical authorities, the offer of appointment shall be treated as withdrawn. The persons already holding employment under Government or Autonomous Bodies/PSU, may submit Medical Fitness Certificate from any Government Hospital at the place of his/ her work duly countersigned by the Civil Surgeon or Chief Medical Officer of the concerned district.
15. The terms and conditions of appointment/ Engagement shall be communicated in the "Offer of Appointment/Engagement "to the Selected Candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment/ engagement letter within the stipulated time period, the offer will be treated as withdrawn and no further communication shall be entertained in this regard.
16. The probation period for the regular posts (wherever applicable) will be as per University Cadre Recruitment Rules. An employee will be considered for confirmation only if:
 - a) No one else holds a lien on the post on account of technical resignation, EOL etc.
 - b) The service of the employee have been found satisfactory.
 - c) A verification report about the character and antecedents of the employee is received from the district authorities.
 - d) A verification report of any other documents/certificates (as the university deems fit) have been obtained from the sources.
17. **Nature of Duties:** The selected candidate will be required to perform duties as per the rules of the University as amended from time to time. The University is free to assign any duty as per the exigency of the situation at any time even during non-working hours/ holidays which the employee has to perform without fail to avoid disciplinary action in this regard. The University administration notwithstanding the schedule of five-day week in its working may also direct any employee to work for six days in a week at its discretion depending upon the exigency of service and in the interest of the organization. However, it may be kept in view that the total number of working hours prescribed per week shall be equal to all the employees as per the Govt. of India rules.
18. The selected person shall be required to arrange his/ her own accommodation as per his/ her convenience.

19. The selected candidates, 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. Those who are appointed on deputation, payment of both leave salary and pension contribution will be as per rules.
20. The selected candidate shall be liable to serve anywhere under the jurisdiction of the Central University of Punjab.
21. The selected candidates shall be governed by the Act/ Statutes/ Ordinances/ Regulations/ Rules governing the service conditions/ method of recruitments as amended from time to time and resolutions of the Executive Council of the university and rules of the Govt. of India such as DOPT rules, the CCS(Conduct) Rules, 1964 and CCS (CCA) Rule, 1965 etc. adopted by the University from time to time.
22. The grade point B in the 7 point scale (Grades O, A, B, C, D, E & F) shall be regarded as equivalent to 55% wherever the grading system is followed.
23. Seven Point Scale for grading system is given below for information of all concerned with recruitment:

**PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A SEVEN POINTS SCALE
(Ref. UGC Regulations, 2010)**

Grade	Grade Point	% Equivalent
O-Outstanding	5.50-6.00	75-100
A-Very Good	4.50-5.49	65-74
B-Good	3.50-4.49	55-64
C-Average	2.50-3.49	45-54
D-Below Average	1.50-2.49	35-44
E-Poor	0.50-1.49	25-34
F-Fail	0-0.49	00-24

24. Candidate should bring all original certificates relating to his/ her age, qualification, experience and caste etc. at the time of document verification and/or interview. 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/she shall not be allowed to appear at the written test/interview and his candidature shall be treated as cancelled without any further communication in this regard.
25. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. If any vacancy arises after recruitment to a particular post due to whatsoever reasons, the vacancy may be filled up from the panel of that post within a period of one year from the date of meeting of selection committee. In any case every panel shall be treated as invalid after one year w.e.f. the date of the meeting of the Selection Committee.
26. The University may draw reserve panel(s) against possible vacancies in future.
27. Number of posts advertised may be treated as tentative. The University shall have the right to withdraw/increase/decrease the number of posts at the time of selection and make appointments accordingly.
28. The University reserves the right to reject any application without assigning any reason thereof.
29. If any advertisement for any post(s) is withdrawn due to whatever reasons, the application fee or any other fee collected from the candidates shall be refunded preferably within 30 working days.
30. Candidate, who is already in service 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 at the time of document verification failing which he/she shall not be allowed for written test/interview.
31. In case of in-service candidates, relieving letter from the employer at the time of joining must be submitted.
32. Interim enquiries shall not be entertained.
33. Canvassing in any form on behalf of or by the candidate shall disqualify him/her from being considered.
34. Under the term 'good academic record' the candidate must have obtained at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University; and at least 50% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Bachelor's degree level or an equivalent degree from an Indian/Foreign University.
35. Candidates who have been awarded degree(s) from foreign Universities should enclose "Equivalence Certificate", issued by the concerned Competent Authority, without which their candidature will not be considered and application will be rejected. However, the persons who have acquired degree from Foreign University through nomination by MHRD's foreign scholarship programme will be exempted from the Equivalency Certificate.
36. Applicants are required to apply on separate online application form for each post by depositing fee @ Rs. 600 through online mode only. Other mode of application fee will not be accepted. However, The SC/ST/PWD candidates are exempted for application fee.
37. The candidate shall be required to submit the list of enclosures and also write his/ her complete information with regard to his/ her correspondence and permanent address with pin code, telephone numbers, cell-phone numbers, e-mail ID, if any, in the application which will facilitate communication at any point of time.
38. Applications received late, incomplete or without signature, fee (if applicable) and enclosures may be liable to be rejected.
39. The reservations/relaxations to SC/ST/OBC/PWD Candidates will be provided as per the existing Govt. of India/UGC policy. The SC/ST/OBC/PWD candidates are required to attach the relevant certificate as per format prescribed by the Government of India. **OBC certificate (Non Creamy Layer) should not be issued later than six months from the last date of receipt of application.**

40. 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. In case the candidate who do not meet the minimum eligibility criteria and still apply will do so at their own risk and cost. Please note that the university is not responsible for incorrect entries and fee once paid will not be refunded in any circumstances.
41. Any change of address from the one given in the application form should be communicated to the university immediately.
42. The age of the superannuation for all the posts is as per UGC/GoI norms.
43. **Payment of TA:** The candidate shall attend the interview at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC/ ST/ PwD categories shall be reimbursed to and fro rail fare (sleeper class) for self only. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. However, fare for first 30 KM of the journey shall not be reimbursed. The above mentioned concessions shall not be admissible to those SC/ ST/ PwD candidates who are already in Central/ State Government Service/ or holding any other employment.
44. In case of disputes/suites or legal proceedings against the university, the jurisdiction shall be confined to the Court of Bathinda or Punjab and Haryana High Court Chandigarh only.
45. Applicants are required to send the duly signed **printout of the online application form along with all the self-attested photocopies of Pension details of superannuated employees/Qualification/ Experience/ Caste certificate/ proof of claim/NOC** at the following address:

Incharge Recruitment
Central University of Punjab
City Campus, Mansa Road
Bathinda-151 001, India

45. **Last date for submission of Online application form is 25.06.2019 by 23:59 Hours**
46. **The printout of the online applications form along with supporting documents must be submitted by 02.07.2019 by 17:00 Hours**
47. The University shall not be responsible for any postal delay. Late received applications will be summarily rejected.

Registrar