



Central University of Punjab

RECRUITMENT NOTICE

Advt. CUPB/21-22/007
Dated: 17.09.2021

Online Application are invited for following Teaching & Non-Teaching positions on purely temporary & contractual basis :

- Assistant Professor
- Tally (Accounts) Expert
- Guest Faculty (on lecture basis)

Last date to apply online: **30.09.2021** (upto 23:59:59 hrs)

Visit website **www.cup.edu.in** for other details.

Registrar

Badal- Bathinda Road, VPO Ghudda, Distt.Bathinda-151401, Email: recruitment@cup.edu.in

विज्ञापन का हिंदी रूपांतर विश्वविद्यालय की वेबसाइट पर उपलब्ध है।



पंजाब केन्द्रीय विश्वविद्यालय

भर्ती सूचना

विज्ञा. सीयूपीबी / 21-22 / 007
दिनांक : 17.09.2021

पूर्णतः अस्थायी एवं संविदात्मक आधार पर निम्नलिखित शैक्षणिक एवं गैर-शैक्षणिक पदों हेतु ऑनलाइन आवेदन आमंत्रित किये जाते हैं:

- सहायक प्रोफेसर
- टैली (लेखा) विशेषज्ञ
- अतिथि संकाय (व्याख्यान के आधार पर)

ऑनलाइन आवेदन की अंतिम तिथि: 30.09.2021 (रात्रि 11:59:59 बजे तक)

अधिक जानकारी हेतु देखें वेबसाइट: www.cup.edu.in

कुलसचिव

बादल-बठिंडा मार्ग, ग्राम व डाकघर घुद्दा, जिला बठिंडा-151401; ईमेल: recruitment@cup.edu.in

(Actual Size of Advt. to be published in newspapers is 04cm x 08cm = 32cm²)



Advertisement No. CUPB/21-22/007

Dated: 17.09.2021

RECRUITMENT NOTICE

Applications are invited from eligible candidates for the following posts on purely temporary & contractual basis for a period of 89 days. The details of eligibility criteria, emoluments and other terms & conditions are given below:

A. Name of the Post		TALLY (Accounts) EXPERT
1	Number of Post	ONE (01-UR)
2	Educational Qualifications and Experience	<u>Minimum qualifications</u> i) B. Com. ii) CA (Inter) Pass iii) Experience: Working experience in Accounts & Finance in a Government Educational Institution. iv) Sound knowledge of Tally ERP9. <u>Desirable:</u> Working Experience & Knowledge of Preparation of Balance Sheet, Statutory Audit/Tax Compliances, GST etc. <u>Work Profile:</u> 1. Preparation of Bank Reconciliation Statements; 2. Compilation of Semi-Annual Accounts and Final Accounts of the University and to explore the updations in the Tally Working; 3. Coordinating with CAG Audit team to explain the final accounts and reason of the various entries made in the specific manner; 4. Overall check on the books of accounts & routine entries; 5. Guiding the staff to prepare complex vouchers; 6. Reply of CAG Audit paras.
3	Emoluments	Rs. 40,000/- (Consolidated) per month

Note: Only shortlisted candidates will be invited through email for Interview.

Applicants are required to apply online (through recruitment portal: <https://cupnt.samarth.edu.in/>). The application fee of Rs. 100/- (for candidates other than SC/ST/PWD/Women) should be deposited while filling the online application form on/before **30.09.2021 upto 23:59:59 hrs**



Central University of Punjab, Bathinda

GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION

- 1. Applicants are required to apply online (through recruitment portal: <https://cupnt.samarth.edu.in/>). The application fee of Rs. 100/- (for candidates other than SC/ST/PWD/Women) should be deposited while filling the online application form on/before 30.09.2021 upto 23:59:59 hrs**
2. The interview will be held at Central University of Punjab, Village Ghudda, District Bathinda. However, in case the University finds it difficult to hold the interview Face-to-Face mode, the interview may be held online at the discretion of the Competent Authority. In such case, every candidate will have to arrange the required online facility to attend the interview online, and it will be the sole responsibility of the candidate to get ready with proper internet connection, speaker, microphone etc. The University will not be responsible for poor internet connectivity or any other problem during Interview at the candidate's end.
3. Any type of corrigendum/addendum/amendments/notice/updation etc. related to this advertisement shall be uploaded on University websites 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 regularly check CUPB websites: www.cup.edu.in for updates.
4. The interested candidates should also bring one copy of Online Application form along with original supporting documents.
5. University will not be liable to wait in case the applicant does not bring the filled application form with supporting documents; such candidates will not be allowed to appear at the interview.
6. Applicants are required to show the original documents at the time of joining.
7. Duties timing may be staggered and as decided by the university.
8. The university reserves the right to withdraw this advertisement or increase the number of posts at any time without assigning any reason.
9. The University may/may not draw reserve panel(s) against possible vacancies in future.
10. The right is also reserved with the university either to fill or not to fill the post. The decision in this regard shall be final by the Competent Authority of the university.
11. Application fee of Rs. 100/- will be deposited online through Recruitment Portal only. The SC/ST/PWD and Women candidates are exempted from application fee.
12. Application fees once paid shall not be refunded under any circumstances. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.



पंजाब केन्द्रीय विश्वविद्यालय
संसदीय अधिनियम 25 (2009) के द्वारा स्थापित
Central University of Punjab
Established vide Act No. 25 (2009) of Parliament

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13. Upper age limit, qualification and experience etc. will be counted as on the last date of applying online.
14. The candidates having experience of working in Central/State Government universities will be preferred.
15. The candidates will not have any claim on regular position/absorption.
16. Canvassing in any form may lead to cancellation of candidature.
17. Incomplete applications or without relevant supporting enclosures (self-attested copies of degree/certificates /marks sheets/experience certificate, etc.) may be out-rightly rejected.
18. 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.
19. No TA/DA will be paid for attending interaction/interview for the post.

For any further query contact:

Recruitment Cell,
Aryabhata Academic Block, Main Campus
Central university of Punjab, VPO Ghudda (Bathinda)-151401
Email: recruitment@cup.edu.in