



No.CUK/ADMN-III/F-893/2015-16

Dated: 05.05.2015

**EMPLOYMENT NOTIFICATION FOR APPOINTMENT OF INTERNAL AUDIT  
OFFICER ON DEPUTATION BASIS**

**No: 01 of 2015 Dated: 05.05.2015**

Applications on the prescribed form are invited from the eligible candidates for appointment to the post of Internal Audit Officer on deputation basis for an initial period of three years.

|                       |   |   |
|-----------------------|---|---|
| <b>Post</b>           | : | <b>Internal Audit Officer</b>   |
| Number of Vacancies   | : | 01 (One)  |
| Pay Band & Grade Pay  | : | 15,600 - 39,100 + G.P. 7600   |
| Method of recruitment | : | Deputation among officers working in the organized Audit and Accounts Services in Pay Band 3 with five years' experience on a post having G.P. of 5400 or With three years experience on a post with Grade pay of Rs.6600 and above |

**GENERAL CONDITIONS**

1. Application in the attached proforma from eligible and willing candidates, who can be spared immediately, may be sent through proper channel (Administrative Heads) to the Registrar Central University of Karnataka, Aland Road, Kadganchi, Gulbarga together with their copies of Confidential Reports/APAR/ACR of last five years, Vigilance clearance and Integrity certificate. The maximum age limit for appointment on deputation on Foreign Service basis shall be 56 years as on the last date of application. The application form and guidelines can also be downloaded from the University website ([www.cuk.ac.in](http://www.cuk.ac.in)).
2. Last date for receipt of application forms through proper channel is 04-06-2015. The University will not be responsible for any postal delay.
3. The selection will be made on the basis of nomination/panel received from the concerned

departments, quality of APARs/ACR and interview.

4. The engagement to the post advertised is purely on deputation basis and the selected candidates will not have any claim for the permanent appointment.
5. The initial period of engagement is for a period of three years. The University may extend the tenure at its discretion. The selected candidate shall have no right in this regard.
6. Before applying for a post, candidates are advised to satisfy themselves about their eligibility. No enquiry in this regard will be entertained.
7. No TA/DA shall be paid to the candidates for attending the interview.
8. The University reserves the right to terminate the deputation of a selected candidate at any time during the period of deputation in case of indiscipline, financial irregularity, poor performance or any other reason.
9. Applications not routed through proper channel shall not be considered.
10. Candidates in their own interest are advised to remain in touch with the University website [www.cuk.ac.in](http://www.cuk.ac.in). Issuance of notifications in the newspapers is not obligatory on part of the University.
11. The university reserves its right to limit the number of candidates to be called for interview. Short listing of the applicants, if necessary, shall be made on the basis of academic merit, higher qualification and/or experience.
13. In case of any dispute, any suite or legal proceedings against the University, the jurisdiction shall be restricted to the Courts at Kalburagi (Gulbarga), Karnataka.

**Dated: 05-05-2015**

**Sd/-**

**Registrar**



## APPLICATION FORM

|   |  |
|---|--|
| Employment Notice No. .... Dated: .....<br><br>Post Applied for ..... | Fix your<br>latest photograph<br>and sign across |
|---|--|

| 1. PERSONAL DETAILS:   |   |   |              |                                 |   |              |
|--|---|---|--------------|---------------------------------|---|--------------|
| <b>Name:</b>   | <b>English</b>  |   |              |                                 |   |              |
|  | <b>Hindi</b>  |   |              |                                 |   |              |
| <b>Date of Birth:</b>  |   | <b>Day</b>  | <b>Month</b> | <b>Year</b>                     | <b>Age as on date</b>   |              |
|  |   |   |              |                                 | <b>Year</b>   | <b>Month</b> |
| <b>Place of Birth</b>  | <b>City / Village</b>                                   |   | <b>State</b> |                                 | <b>Country</b>  |              |
|  |   |   |              |                                 |   |              |
| <b>Father's Name</b>   | <b>English</b>  |   |              |                                 |   |              |
|  | <b>Hindi</b>  |   |              |                                 |   |              |
| <b>Mother's Name</b>   | <b>English</b>  |   |              |                                 |   |              |
|  | <b>Hindi</b>  |   |              |                                 |   |              |
| <b>Religion:</b>   |   |   |              |                                 |   |              |
| <b>Nationality :</b>   | <b>Gender</b><br><i>(Tick, whichever is applicable)</i> | <b>Category</b><br><i>(Tick, whichever is applicable)</i> |              |                                 | <b>Marital Status</b><br><i>(Tick, whichever is applicable)</i> |              |
|  | Male  | SC  | ST           |                                 | Single  |              |
|  | Female  | OBC   | General      |                                 | Married   |              |
| <b>If physical challenged, indicate relevant particulars</b> | <b>Type of Disability</b>                               |   |              | <b>Percentage of Disability</b> |   |              |
|  |   |   |              |                                 |   |              |

## 2. EDUCATIONAL QUALIFICATIONS: (Attached self-attested photocopy of marks sheet & degree of each examination)

|   | Name of the Board / University | Year | Marks Obtained | Maximum marks | %age of marks / CGPA with %age marks | Division | Subjects studied |
|---|--------------------------------|------|----------------|---------------|--------------------------------------|----------|------------------|
| Matriculation (10 <sup>th</sup> )               |                                |      |                |               |                                      |          |                  |
| Higher Secondary / Intermediate(10+2)           |                                |      |                |               |                                      |          |                  |
| Bachelor's degree<br>.....<br>( Name of degree) |                                |      |                |               |                                      |          |                  |
| Master's degree<br>.....<br>( Name of degree)   |                                |      |                |               |                                      |          |                  |
| M.Phil. in<br>.....                             |                                |      |                |               |                                      |          |                  |
| :   | <b>Title</b>                   |      | <b>Title :</b> |               |                                      |          |                  |
| Ph.D.<br>.....                                  |                                |      |                |               |                                      |          |                  |

Any other

## 3. CURRENT POSITION

| Designation    | Employer<br>(Name of the Organisation) | Date of Joining<br>(Date / Month / Year) | Nature of Appointment<br>(Ad hoc / Temporary / Permanent / Contractual) |                                  |
|----------------|--|--|---|----------------------------------|
|                |  |  |   |                                  |
| Basic Pay p.m. | Pay Band                               | GP / AGP                                 | Gross Salary p.m.   | Increment<br>Date (Date / Month) |
|                |  |  |   |                                  |



### 7. Details of the Orientation Programmes / Training Programmes / Workshops attended:

| Name of the Programme | Year | Duration (in days) | Organising Institution |
|-----------------------|------|--------------------|------------------------|
|                       |      |                    |                        |
|                       |      |                    |                        |
|                       |      |                    |                        |
|                       |      |                    |                        |
|                       |      |                    |                        |
|                       |      |                    |                        |

### 8. Details of the Refresher Programmes attended:

| Name of the Programme | Year | Duration (in days) | Organising Institution |
|-----------------------|------|--------------------|------------------------|
|                       |      |                    |                        |
|                       |      |                    |                        |
|                       |      |                    |                        |
|                       |      |                    |                        |
|                       |      |                    |                        |

### 9. Involvement in Research & Publications, if any:

| Publications:   | Numbers | Publishers / Journals | Communicated |
|---|---------|-----------------------|--------------|
| Books   |         |                       |              |
| Research Papers   |         |                       |              |
| Articles  |         |                       |              |
| Others  |         |                       |              |
| <b>Research Projects undertaken</b>                             |         |                       |              |
| Major Research Projects Completed                               |         |                       |              |
| Major Research Projects ongoing                                 |         |                       |              |
| <b>Research Supervisions</b>                                    |         |                       |              |
| No. of Ph.Ds produced   |         |                       |              |
| No. of Candidates enrolled for Ph.D                             |         |                       |              |
| <b>Participations in Seminars / Conferences/ Workshops</b>      |         |                       |              |
| No. of Papers presented in national seminars / conferences      |         |                       |              |
| No. of Papers presented in international seminars / conferences |         |                       |              |

**10. Any other Experience / Achievements / Qualifications considered to be relevant to the post applied for:**

|  |
|--|
|  |
|--|

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

|  | 1 | 2 | 3 |
|--|---|---|---|
| <b>Name and address</b>                    |   |   |   |
| <b>Contact Address</b>                     |   |   |   |
| <b>Email:</b>                              |   |   |   |
| <b>Phone (landline)<br/>With STD Code:</b> |   |   |   |
| <b>Mobile Phone<br/>No.</b>                |   |   |   |
| <b>Fax with STD<br/>Code</b>               |   |   |   |

**12. Contact Details of the Applicant:**

| Address for Correspondence  |                                      | Permanent Address   |                |
|---|--------------------------------------|---|----------------|
| <b>Name:</b><br><b>House No:</b><br><b>Street:</b><br><b>City:</b><br><b>State:</b><br><b>Pin Code:</b> |                                      | <b>Name:</b><br><b>House No:</b><br><b>Street:</b><br><b>City:</b><br><b>State:</b><br><b>Pin Code:</b> |                |
| <b>Email:</b>   | <b>Phone No.<br/>(With STD Code)</b> | <b>Mobile No.</b>   | <b>Fax No.</b> |
|   |                                      |   |                |

### 13. Declaration

I, \_\_\_\_\_ son / daughter of \_\_\_\_\_ hereby declare that all the particulars given in this application form 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:** \_\_\_\_\_

**Note:**

1. *Unsigned application is liable to be rejected and no correspondence will be entertained.*
2. *The University shall not be responsible, if any column is not filled up properly and legibly.*

### 14. 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, failing which application is liable to be rejected.)*

**Forwarded to the Registrar, Central University of Karnataka, Kadaganchi, Aland Road, Kalaburagi – 585 367**

The applicant Dr./Mr./Mrs/Ms. \_\_\_\_\_, who has submitted this application for the post of \_\_\_\_\_ in the Central University of Karnataka, has been working in this Organization namely \_\_\_\_\_ as \_\_\_\_\_ (name of the post), in a temporary / contract / permanent capacity with effect from \_\_\_\_\_ in the Scale of Pay/Pay Band of `\_\_\_\_\_. He / She is drawing a basic pay of `\_\_\_\_\_ 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 Karnataka.

**(Signature of the forwarding officer)**

**Name** \_\_\_\_\_

**:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Designatio**

*(Seal)*

**n:**



**15. Checklist of Documents Enclosed**

| <b>Sl. No.</b> | <b>Documents</b>  | <b>Tick (√)</b> |
|----------------|---|-----------------|
| 1.             | Matric / Secondary / High School (10 <sup>th</sup> Class) Marks Sheet |                 |
| 2.             | Sr. Secondary / Intermediate (12 <sup>th</sup> Class) Marks Sheet     |                 |
| 3.             | Bachelor's Degree Marks Sheet   |                 |
| 4.             | Master's Degree Marks Sheet   |                 |
| 5.             | M. Phil Degree  |                 |
| 6.             | Ph. D. Degree   |                 |
| 7.             | Experience Certificate(s) from previous employers:                    |                 |
| 8.             | Endorsement from the present employer                                 |                 |
| 9.             | SC / ST / OBC / Handicapped Certificate                               |                 |
| 10.            | Others, if any:   |                 |

**Note:** List of Documents be checked & ticked properly. Any lapse on this account is liable for rejection of your form.