

CENTRAL UNIVERSITY OF
KARNATAKA
(Established by an Act of the Parliament in 2009)



Kadganchi, Aland Raod
Kalaburagi 585 311
Phone (08477) – 226722
Telefax : 226703
Website: www.cuk.ac.in

INFORMATION BOOKLET FOR RECRUITMENT TO NON-TEACHING POSITION

(NOTIFICATION No. 17/2015)

**KALABURAGI
May 2015**

The Central University of Karnataka invites applications from the eligible Indian citizens for the post of Finance officer on deputation/tenure basis for a period of 05 years. The details can be downloaded from CUK website (www.cuk.ac.in).

Downloading of Application form	21st May 2015 10 : 30 am
Last date for receipt of completed application form along with prescribed Application fee and self-attested copies of testimonials in an envelope duly superscripted “ Application for the post of Finance officer ” addressing to The Registrar, Central University of Karnataka, Aland Road Kadganchi, 585 367, Karnataka-	19th June, 2015 5 : 30 pm

DETAILS OF VACANCY

Sl. No.	Post	Pay Band	No. of Posts	Category	Remarks
1.	Finance Officer	Rs.37400-67000 (Grade PayRs.10,000/-)	01	UR	Direct Recruitment/ Deputation

The candidates those who have applied earlier for the above mentioned post will have to apply afresh enclosing the documentary evidence of last payment. No payment of fees for current application is necessary. The detailed information may be seen from the university website: www.cuk.ac.in.

DETAILS OF ELIGIBILITY, QUALIFICATIONS, ETC.

CANDIDATES MAY NOTE THAT THE QUALIFICATIONS AS PRESCRIBED BY THE UGC FROM TIME TO TIME IS APPLICABLE IN RESPECT OF THE POSTS MENTIONED ABOVE. THEY ARE ADVISED TO VISIT UGC WEB SITE (www.ugc.ac.in) FOR LATEST REVISIONS /CHANGES. THE SAME WILL BE APPLICABLE AT THE TIME OF INTERVIEW.

1. FINANCE OFFICER

Pay Band-4: Rs. 37400-67000 (Grade pay Rs.10, 000) + Allowances

Essential Qualifications

- Master’s Degree with at least 55% of the marks or its equivalent grade of “B” in UGC seven point scale in any discipline from a recognized University/Institute.
- At least 15 years of experience as Assistant Professor in the AGP of

Rs.7000 and above or with 8 years' of service in the AGP of Rs.8000 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 8 years should be as Deputy Registrar or an equivalent post, in pay scale of Deputy Registrar with AGP of 7600.

Desirable Qualifications:

- i. Good working knowledge of rules & regulations of Central Universities, R & D institutions relating to accounts / audit, service conditions and related financial matters.
- ii. Well versed in the financial / accounting systems.
- iii. Experience in computer systems, finance/accounts related software handling for information processing and retrieval.
- iv. Ph.D. in any subject from a recognized institution. Passing of Subordinate Accounts Service (SAS) or its equivalent accounts service examination of Central / State government.
- v. Preference will be given to the candidates with M.Com./M.B.A.(Finance)/ICWA/CA/SAS or appropriate experience of financial management.

Mode of appointment:

Direct recruitment on deputation basis for tenure period of five years and eligible for re-appointment and retirement at age of 62 year

Age limit: Below 57 years.

SEVEN POINTSCALE

GR	GRADE POINT	PERCENTAGEEQUIVALENT
'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	0-24

GENERAL INFORMATION

1. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. The University reserves the right to restrict the candidates to be called for interview to a reasonable number (10:1) on the basis of qualifications and experience higher than the minimum prescribed, or by any other condition that may deem fit.
2. It would be open to the University to consider the names of suitable persons who may not have applied, but duly recommended by experts in their respective fields.
3. The panel of selected waitlisted candidates will be valid for one year from the date of approval of competent authority and University shall make appointments on consequential/ new vacancies. Once the selected candidate reported for duty, the selected waitlist stands cancelled.
4. Outstation candidates belonging to SC/ST categories called for interview will be paid contribution equivalent to return single second-class railway fare towards journey expenses on production of ticket numbers/proof as provided under Government of India rules.
5. Canvassing in any form on behalf of any candidate will disqualify such candidate.
6. Selection will be made on the basis of candidates' previous record, their performance in the test/ interview (wherever applicable).
7. The in-service candidates should apply through proper channel, failing which the application is liable to be rejected. The conditions of age and experience will be relaxed for in-service candidates, on the recommendations of the selection committee.
8. Experience and qualifications will be reckoned as on the last date of submission of application form.
9. Applications incomplete in any respect will not receive any consideration at all.
10. No interim queries regarding test/interview/selection will be entertained.
11. University reserves the right not to fill up the vacancy advertised, if the circumstances so warranted.
12. New pension scheme in accordance with the O.M.No. 1(13)EV/2001, Govt. of India, Ministry of Finance, Department of Expenditure, dated 15.03.2004, will be applicable with subsequent amendments made or will be made from time to time.
13. In case of any disputes/suits or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts in Kalaburagi, which is the Head quarter of the University.

14. The University will have the right to relax any of the qualifications, experience, age, etc., in exceptionally deserving cases on the recommendations of the screening and selection committee.
15. Errors and omissions are subject to corrections.
16. Applications received after the last date and without complete information or without requisite fee will be summarily rejected. The University will not be responsible for any postal delay.
17. **Fee structure:**
Application fee for General & OBC: Rs. 500/-
The SC/ST/PWD candidates are exempted from payment of Application fee.
18. The completed application form, along with the prescribed application fee in the form of Demand Draft of any nationalized bank favoring “ **Central University of Karnataka**” payable at **Gulbarga** and self-attested copies of testimonials/certificates in an envelope duly superscripted “**Application for the post of Finance officer**” must be sent to **The Registrar, Central University of Karnataka, Aland Road, kadganchi. Kalaburagi (Gulbarga) District, Karnataka-585 367 on or before 18th June, 2015.**

Place: KALABURAGI

Date : 21.05.2015

Sd/-
Registrar

**CENTRAL UNIVERSITY
OF KARNATAKA**

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Aland Road, Kadaganchi
Kalaburagi, 585 106
Phone (08477) – 226722
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Website: www.cuk.ac.in

**EMPLOYMENT NOTIFICATION FOR RECRUITMENT
TO NON-TEACHING POSITION
(No.17/2015)**

APPLICATION FORM

KALABURAGI
May, 2015

CENTRAL UNIVERSITY OF KARNATAKA

(A Central University established by an Act of the Parliament in 2009)

Sl.No.

FOR OFFICE USE ONLY
REGN. NO.

APPLICATION FORM FOR NON-TEACHING POST

Name of the post applied for.....

Notification No.....Date.....

DEMAND DRAFT PARTICULARS			
Name of the Bank	D.D. Number	Date	Value

PASTE HERE A
RECENT PASS-PORT
SIZE PHOTOGRAPH
AND SIGN ACROSS

GENERAL INFORMATION:

1. Full name of the candidate
(IN BLOCK LETTERS) :
2. Father's Name :
3. Husband's Name
(in case of married Women) :
4. Date of Birth
(As recorded in Matriculation or
equivalent certificate) : Day : Month : Year :
5. Age
(as on the last date of advertisement) :years
6. Nationality :
7. Sex (Male / Female) :
8. Marital Status (Married / Unmarried) :
9. Do you belong to Scheduled Caste
(SC) or Scheduled Tribe (ST) or Other
Backward Class (OBC) or Physically
Handicapped (PH) category? If yes,
write clearly and enclose the copy of
certificate issued by competent
authority (Encl. No.).
10. Permanent Address :

11. Address for correspondence : PIN CODE

12. Contact Details : Phone No : PIN CODE
E-mail :

EDUCATIONAL QUALIFICATIONS (From Matriculation onwards):

Exam. Passed	Board/ University	Year of Passing	Class/Divn/ Merit	Marks		% of marks	Subjects offered and passed	Encl No.
				Obtained	Out of			
Matriculation (10 th)								
Higher Secondary/ Intermediate (10+2)								
Bachelor's degree (Give name)								
Master's Degree (Give name)								
M.Phil.								
Ph.D.								
NET/SLET *								
Any other Degree/ Diploma (Give name)								
Technical Qualifications								

* Wherever applicable.

DETAILS OF EXPERIENCE

Designation	Scale of Pay & Salary drawn	Name of the University/Institution	Period of service			Encl. No.
			From	To	No. of years	

PRESENT POSITION WITH PAY, PAY-SCALE ETC.:

Position.....

Basic Pay Rs.p.m in the pay-scale / Pay Band of Rs.....Grade Pay

Rs..... Gross monthly salary as on.....(date) Rs.....Date of
next increment**LANGUAGES KNOWN:**

i) Spoken.....

ii) Written.....

DETAILS OF VISIT ABROAD:

Countries visited	Purpose of visit	Duration			Period
		From	To	Total	

PARTICIPATION IN CORPORATE LIFE:

(Give a short account of your contribution to the College /University/ Institution where you served or serving at present in the matter of co-curricular activities, enrichment of campus life, student welfare, committee work, etc.)
(Attach separate sheet if necessary, clearly typed out bearing your signature. Please do not exceed one sheet.)

State whether you have been at any time (a) dismissed, removed or debarred from Service or (b) convicted by a Criminal Court. (Please tick **YES/NO**)

State clearly how you satisfy the requirements of the advertisement in respect of qualifications and experience prescribed for the post. (**Attach separate sheet if necessary clearly typed out bearing your signature. Please do not exceed one sheet.**)

Give the names of two responsible persons not related to you to whom a reference can be made about you. Also give their addresses

1.....
.....
.....
.....

2.....
.....
.....
.....

I HEREBY DECLARE THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF:

Place.....

Date

Signature of the Applicant

(The endorsement below is to be signed and forwarded by the Head of the Department/Employer in the case of in-service candidates whether in permanent or temporary capacity failing which the application is liable to be rejected).

ENDORSEMENT OF THE EMPLOYER

Ref. No.....

Date.....

FORWARDED

The applicant(name) is holding the post of in this College/University/Institution/Organization in a temporary/permanent capacity since.....(date). His / Her present basic pay is Rs.....per month in the pay scale / pay band of Rs.....Grade Pay Rs..... His / Her date of next increment will be There is no objection to his/her application being considered.

Signature
Of the forwarding Officer
(with office seal)

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**Kalaburagi,
Karnataka**

Date:_____

ACKNOWLEDGEMENT

Received one application form bearing Serial No. _____ from _____
for the post of _____ along with a D.D. bearing No. _____
dated _____ for Rs. _____ drawn on Bank _____

Signature of the receiver