

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



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**INFORMATION BOOKLET FOR RECRUITMENT OF  
REGISTRAR, CONTROLLER OF EXAMINATIONS,  
FINANCE OFFICER AND INTERNAL AUDIT OFFICER**

**(NOTIFICATION No. 19/2016)**

**KALABURAGI  
FEBRUARY 2016**

The Central University of Karnataka invites applications (**Online and offline mode**) from eligible Indian citizens for recruitment to the following positions. The Schedule for both online and offline is given below:

Commencement of Online Registration on CUK website:	14.02.2016
Last date of <b>Online</b> Submission:	<del>14.03.2016 up to 17 :00 hrs</del>
Last date for downloading of Application forms ( <b>offline</b> )	<b>31/03/2016 up to 17 :00 hrs</b>
Last date for receipt of Hard copy of Applications (Online & Offline):	<del>18.03.2016 up to 17 : 00 hrs only</del> <b>04/04/2016 up to 17 : 00 hrs only</b>

**Note: Applications received after the end of submission date & time will be summarily rejected.**

#### **DETAILS OF VACANCIES**

<b>Sl. No.</b>	<b>Post</b>	<b>No. of Posts</b>	<b>Category</b>	<b>Remarks</b>
<b>1.</b>	<b>Registrar</b>	<b>01</b>	<b>UR</b>	<b>Direct Recruitment / Deputation basis.</b>
<b>2.</b>	<b>Finance Officer</b>	<b>01</b>	<b>UR</b>	<b>Direct Recruitment / Deputation basis.</b>
<b>3.</b>	<b>Controller of Examinations</b>	<b>01</b>	<b>UR</b>	<b>Direct Recruitment / Deputation basis.</b>
<b>4.</b>	<b>Internal Audit Officer</b>	<b>01</b>	<b>UR</b>	<b>On Deputation Basis only.</b>

#### **DETAILS OF ELIGIBILITY, QUALIFICATIONS, ETC.**

**INTERESTED CANDIDATES MAY NOTE THAT THE QUALIFICATIONS AS PRESCRIBED BY THE UGC FROM TIME TO TIME ARE APPLICABLE IN RESPECT OF THE POSTS MENTIONED AT SL. NOS. 1 to 4 ABOVE. THEY ARE ADVISED TO VISIT UGC WEB SITE ([www.ugc.ac.in](http://www.ugc.ac.in)) FOR LATEST UPDATES, AND THE SAME WILL BE APPLICABLE AT THE TIME OF INTERVIEW.**

## **1. REGISTRAR**

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

### **Essential Qualifications:**

- a. 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.
- b. 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 Rs.7600/-.

### **Desirable Qualifications:**

- a. Ph.D. in any subject from a recognized University /institute.
- b. Experience of administrative practices, human resource management, statutory functions and academic activities of universities/R&D institutions.
- c. Experience of handling legal matters.
- d. Experience in computer systems for information processing and retrieval.
- e. Published work on University Administration.
- f. Flair for administration

### **Tenure of appointment:**

Direct recruitment or on Deputation basis for the tenure of five years or 62 years of age whichever is earlier. Direct recruitment shall be governed by the provision under New Pension Scheme (NPS) of Govt. of India with all its amendments, made from time to time or CPF Scheme, whichever is applicable.

**Age limit:** Preferably below 57 years.

## **2. FINANCE OFFICER**

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

### **Essential Qualifications**

- a. 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.
- b. 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 Rs.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.

### **Tenure of appointment:**

Direct recruitment or on Deputation basis for the tenure of five years or 62 years of age whichever is earlier. Direct recruitment shall be governed by the provision under New Pension Scheme (NPS) of Govt. of India with all its amendments, made from time to time or CPF Scheme, whichever is applicable.

**Age limit:** Preferably below 57 years.

### **3. CONTROLLER OF EXAMINATIONS**

**Pay Band :Rs. 37400-67000/- (Grade Pay Rs. 10,000/-)**

#### **Minimum Qualifications:**

- a. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.
- b. 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 Rs.7600/-.
- c. Working knowledge of examination software and results automation.

#### **Desirable**

- i. Ph.D. in any subject from a recognized institution.
- ii. Adequate experience in the pre-conduct and post- conduct of University examinations or other comparable examinations.

#### **Tenure of appointment:**

Direct recruitment or on Deputation basis for the tenure of five years or 62 years of age whichever is earlier. Direct recruitment shall be governed by the provision under New Pension Scheme (NPS) of Govt. of India with all its amendments, made from time to time or CPF Scheme, whichever is applicable.

**Age limit:** Preferably below 57 years.

#### **4. INTERNAL AUDIT OFFICER (ON DEPUTATION)**

**Pay Band :Rs.15600-39100 (Grade Pay Rs.7,600/-)**

##### **Minimum Qualification:**

1. Master's degree from a recognized University. Qualified in SAS/ its equivalent accounts service examination of Central/ State Government; holding analogous position in any University or a Government/ PSU/Corporate Sector Organization.

Or

Five year Service in the next lower cadre in Audit/Accounts and works Dept. of any University or a Govt./PSU/Corporate Sector organization.

2. Good working knowledge of Computer Applications.

##### **Desirable:**

Preference will be given to the Candidates with M.Com/MBA Finance/CWA/CA/SAS.

##### **Tenure of appointment:**

On Deputation basis for the tenure of five years or 62 years of age whichever is earlier. Direct recruitment shall be governed by the provision under New Pension Scheme (NPS) of Govt. of India with all its amendments, made from time to time or CPF Scheme, whichever is applicable.

**Age limit:** Preferably below 56 years.

## 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 on the basis of qualifications and experience higher than the minimum prescribed, or by any other condition that may deem fit. It would be open to the University to consider the names of suitable persons who may not have applied, but recommended by experts in their respective fields.
2. The statutory provision for relaxing of age, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC/PWD categories will be made applicable to them as per UGC/GOI norms in force at time of interview. Candidates are advised to check UGC and other relevant websites for updated information.
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.
4. Outstation candidates belonging to SC/ST categories called for interview will be paid by the shortest route 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.**
8. The conditions of age and experience will be relaxed for in-service candidates, on the recommendations of the selection committee.
9. Separate application should be submitted for each post with prescribed fee.
10. Experience and qualifications will be reckoned as on the last date of receipt of applications.
11. Applications incomplete in any respect will not be considered.
12. No interim queries regarding test/interview/selection will be entertained.

13. University reserves the right not to fill up any of the vacancies advertised, if the circumstances so warranted.
14. Those candidates who applied earlier will have to apply again / afresh in response to this advertisement for his/her candidature to be considered. However, the fee shall be exempted on the production of proof of payment made earlier.
15. New pension scheme in accordance with the O.M.No. 1(13)EV/2001, dated 15/03/2004, Govt. of India, Ministry of Finance, Department of Expenditure, will be applicable with subsequent amendments.
16. In case of any disputes/suites or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts in Kalaburagi, which is the Head quarter of the University.
17. The University will have the right to relax any of the qualifications, experience, age, etc., in exceptionally deserving cases of all posts on the recommendations of the screening and selection committee.
18. Errors and omissions are subject to corrections.
19. 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.**
20. Fee structure:
  - a. Application fee for General & OBC Candidates : Rs.1000/-
  - b. The SC/ST/PWD candidates are exempted from payment of Application / Registration fee.
21. The print out of completed online application and duly filled offline application, as the case may be, along with original Demand Draft from any nationalized bank and self-attested copies of testimonials/certificates in an envelope duly superscripted **“Application for the post of \_\_\_\_\_”** must reach The Registrar, Central University of Karnataka, Kadaganchi, Aland Road, Kalaburagi - 585 367 on or before 18.03.2016 up to 17: 00 hrs only.

Place: Kalaburagi  
Date: 13.02.2016

Sd/-  
Registrar