



CENTRAL UNIVERSITY OF RAJASTHAN

Bandarsindri, NH-8, Tehsil Kishangarh, Ajmer (Raj.)-305817



Advt.: CURAJ/R/F.150/Rectt./2023/1542

Date: 04.08.2023

ADVERTISEMENT FOR NON-TEACHING POSITIONS

Online applications are invited from the eligible Indian Citizens in the prescribed format through www.curaj.ac.in for the various non-teaching positions in the University.

Group - A

Posts	Pay-Level	Total Posts	Post Categories					
			UR	SC	ST	OBC	EWS	PwBD
Librarian	APL-14	01	01	-	-	-	-	-
Deputy Librarian	APL-12	01	01	-	-	-	-	-
Total Posts		02	02	00	00	00	00	00

Group - B

Posts	Pay-Level	Total Posts	Post Categories					
			UR	SC	ST	OBC	EWS	PwBD
Private Secretary	PL-07	04	02	01 (B.L.)	-	01 (B.L.)	-	-
Personal Assistant	PL-06	01	01	-	-	-	-	-
Assistant	PL-06	01	-	-	-	-	-	01-UR (LD) (B.L.)
Professional Assistant	PL-06	01	01	-	-	-	-	-
Total Posts		07	04	01	00	01	00	01

*Group - C

Posts	Pay-Level	Total Posts	Post Categories					
			UR	SC	ST	OBC	EWS	PwBD
Statistical Assistant	PL-05	01	01	-	-	-	-	-
LDC (including Hindi Typist)	PL-02	02	01	-	-	01-OBC (B.L.)	-	-
Driver	PL-02	01	-	-	-	01 (B.L.)	-	-
Cook	PL-02	01	01	-	-	-	-	-
Kitchen Attendant	PL-01	01	-	-	01 (B.L.)	-	-	-
Laboratory Attendant	PL-01	03	02	-	-	01-OBC (B.L.)	-	-
Dresser	PL-01	01	01	-	-	-	-	-
Total Posts		10	06	00	01	03	00	00

* The University has reserved two positions for PWD (HI) Category under Group C positions. The University has right to fill any two position from PWD (HI) Category out of total 10 positions advertised under Group C.

Abbreviation: B.L.-Backlog. PwBD-Persons with Benchmark Disabilities. B-Blindness. LV-Low Vision, LD-Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy. HI- Hearing Impairment including D-Deaf, HH-Hard of Hearing.

Minimum qualification, Experience, Reservation, Relaxation in Age, Service Conditions, Emoluments, Age of Superannuation etc. are available at www.curaj.ac.in.

Application Fee:

Candidates belong to General/ EWS/OBC categories:

Rs. 1500/-

Candidates belong to SC/ ST/ PwBD categories:

Rs. 750/-

Last date for submission of online application:

10 September 2023 upto 11:59 PM

Last date for submission of Hardcopy of Application:

16 September 2023 upto 05:00 PM

Registrar (i/c)



राजस्थान केन्द्रीय विश्वविद्यालय

बांदरसिंदरी, एन.एच. 8, तहसील-किशनगढ़, जिला-अजमेर (राज.) 305817



विज्ञापन: सीयूराज/आर/एफ.150/भर्ती/2023/1542

दिनांक: 04.08.2023

अशैक्षणिक पदों पर भर्ती हेतु विज्ञापन

विश्वविद्यालय के विभिन्न अशैक्षणिक पदों पर भर्ती हेतु योग्य भारतीय नागरिकों से निर्धारित प्रारूप में वेबसाइट www.curaj.ac.in के माध्यम से ऑनलाइन आवेदन आमंत्रित किये जाते हैं। न्यूनतम अर्हता, अनुभव, आरक्षण, आयु में छूट, सेवा शर्तें, परिलब्धियों, सेवानिवृत्ति की उम्र आदि विश्वविद्यालय की वेबसाइट www.curaj.ac.in पर उपलब्ध है।

आवेदन शुल्क:

सामान्य/ ईडब्ल्यूएस/अन्य पिछड़ा वर्ग के आवेदकों हेतु रु. 1500
एससी/एसटी/पीडब्ल्यूडी वर्ग के आवेदकों हेतु रु. 750

ऑनलाईन आवेदन करने की अंतिम तिथि: 10 सितम्बर 2023 अपराह्न 11:59 बजे तक
आवेदन की मूल प्रति जमा करने की अंतिम तिथि: 16 सितम्बर 2023 अपराह्न 05:00 बजे तक

प्रभारी कुलसचिव



CENTRAL UNIVERSITY OF RAJASTHAN

Bandarsindri, NH-8, Tehsil Kishangarh, Ajmer (Raj.)-305817



Advt.: CURAJ/R/F.150/Rectt./2023/1542

Date: 04.08.2023

Advertisement for recruitment on Non-Teaching Positions

Applications are invited from eligible Indian Citizens for various Non-Teaching positions. Candidates are required to apply online in the prescribed format through www.curaj.ac.in. Minimum Qualification, Experience, Reservation, Relaxation in Age, Emoluments, Age of Superannuation and other service conditions are available at www.curaj.ac.in

Application Fee:

Candidates belong to General/ EWS/OBC categories: Rs. 1500/-
Candidates belong to SC/ ST/ PwBD categories: Rs. 750/-

Last date for submission of online application: 10 September 2023 upto 11:59 PM
Last date for submission of Hardcopy of Application: 16 September 2023 upto 05:00 PM

Registrar (i/c)



CENTRAL UNIVERSITY OF RAJASTHAN

(A Central University established in 2009 by an Act of Parliament)
NH-8, Bandarsindri, Tehsil Kishangarh, District Ajmer (Raj.)-305817
website: www.curaj.ac.in, Ph.: 01463-257528



ADVERTISEMENT FOR VARIOUS NON-TEACHING POSITIONS

(Employment Notification No.: CURAJ/R/F.150/Rectt./2023/1542 dated 04.08.2023)

Online applications are invited from eligible Indian nationals to fill up the various Non-Teaching positions under direct recruitment.

Minimum eligibility for each post is governed by the University/UGC/GoI Rules and Regulations and qualifications specific to individual post are appended below. For further details, please visit the following website www.curaj.ac.in

Detail of Non-Teaching positions:

Total posts: 19

Post Code	Name of Post	Number of Post	Reservation	Pay- Level
Group – A (02 Posts)				
A-01	Librarian	01	01-UR	Academic Pay Level-14
A-02	Deputy Librarian	01	01-UR	Academic Pay Level-12
Group – B (07 Posts)				
B-01	Private Secretary	04	02-UR, 01-OBC (B.L.), 01-SC (B.L.)	Level-07
B-02	Personal Assistant	01	01-UR	Level-06
B-03	Assistant	01	01-UR (LD) (B.L.)	Level-06
B-04	Professional Assistant	01	01-UR	Level-06
*Group – C (10 Posts)				
C-01	Statistical Assistant	01	01-UR	Level-05
C-02	LDC (including Hindi Typist)	02	01-UR, 01-OBC (B.L.)	Level-02
C-03	Driver	01	01-OBC (B.L.)	Level-02
C-04	Cook	01	01-UR	Level-02
C-05	Kitchen Attendant	01	01-ST (B.L.)	Level-01
C-06	Laboratory Attendant	03	02-UR, 01-OBC (B.L.)	Level-01
C-07	Dresser	01	01-UR	Level-01

* **The University has reserved two positions for PWD (HI) Category under Group C positions. The University has right to fill any two position from PWD (HI) Category out of total 10 positions advertised under Group C.**

Abbreviation: B.L.-Backlog. PwBD-Persons with Benchmark Disabilities. B-Blindness. LV-Low Vision, LD- Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy. HI- Hearing Impairment including D-Deaf, HH-Hard of Hearing.



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Essential qualification of Non-Teaching Positions

(Employment Notification No.: CURAJ/R/F.150/Rectt./2023/1542 dated 04.08.2023)

Post Code	Name of Post & Reservation	Pay Level	Age Limit (as on last date)	Essential Qualification
Group - A (02 Posts)				
A-01	Librarian (01-UR)	Academic Pay Level-14	Preferably below 57 years	i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point-scale wherever the grading system is followed. ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian. iii) Evidence of innovative library services, including the integration of ICT in a library. iv) A Ph.D. Degree in library science/information science/documentation/ archives and manuscript-keeping.
A-02	Deputy Librarian (01-UR)	Academic Pay Level-12	55 Years	i) A Master's Degree in Library Science/Information Science/Documentation Science, with at least 55% marks. ii) Eight years of experience as an Assistant University Librarian/College Librarian. iii) Evidence of Innovative Library Services including integration of ICT in library. iv) A Ph.D. Degree in Library Science/Information Science/Documentation Science/Archives and Manuscript Keeping/Computerization of Library. Note: Other conditions shall be applicable to all candidates as per UGC/University amendments.
Group - B (07 Posts)				
B-01	Private Secretary (02-UR, 01-OBC & 01-SC)	Level-07	35 Years	i) Bachelor's Degree from a recognized University/Institute. ii) Three years of experience as Personal Assistant at Pay Level 06 in 7th CPC or in the Pay Band Rs. 9300-34800 Grade Pay 4200 or Pay Band Rs. 5200-20200 Grade Pay 3600 in 6th CPC in Central/State Governments, University/Institution of Autonomous nature. iii) *Proficiency in Stenography in English/Hindi with minimum speed of 100 w.p.m. iv) *Proficiency in Typing in English/Hindi with minimum speed of 35/ 30 w.p.m. v) *Knowledge of computer applications. * Proficiency to be evaluated and will be of qualifying nature
B-02	Personal Assistant (01-UR)	Level-06	35 Years	i) Bachelor's Degree from a recognized University/Institute. ii) Proficiency in Stenography in English/Hindi with minimum speed of 80 w.p.m. iii) Proficiency in Typing in English/Hindi with minimum speed of 35/ 30 w.p.m. iv) Knowledge of computer applications. v) One (01) year of experience as Stenographer in Central/State Governments, University/Research Institution or Autonomous organization.

Post Code	Name of Post & Reservation	Pay Level	Age Limit (as on last date)	Essential Qualification
B-03	Assistant (01-UR-LD)	Level-06	35 Years	i) Bachelor's degree from a recognized University/ Institute, with at least 50% marks or pass in Master's Degree. ii) Two (02) years of experience in Administration/Finance & Accounts in Central/State Governments University/ Research Institution or Autonomous organization iii) Knowledge of Computer Applications.
B-04	Professional Assistant (01-UR)	Level-06	35 Years	Essential: i) Master's degree in Library & Information Science ii) Knowledge of Computer Applications. Desirable:- i) Two years' relevant experience. ii) PG Diploma in Library Automation and Networking or PGDCA or equivalent.
*Group - C (10 Posts)				
C-01	Statistical Assistant (01-UR)	Level-05	32 Years	i) Master's Degree in Statistics/Applied Statistics/Statistics and Informatics/Statistics and Computers from a recognized University/ Institute with at least 55% marks ii) *Knowledge of Computer based Data Analysis Software * Proficiency to be evaluated and will be of qualifying nature.
C-02	LDC (including Hindi Typist) (01-UR & 01-OBC)	Level-02	30 Years	i) Bachelor's Degree from a recognized University/ Institute with at least 50% marks or pass in Master's Degree. ii) A typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer. iii) Knowledge of Computer Applications.
C-03	Driver (01-OBC)	Level-02	30 Years	i) Class 10th standard from a recognized School/Board ii) Possession of a valid driving commercial license for L/M/H motor vehicles issued by the Competent Authority. iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). iv) Experience of driving motor vehicles for at least 03 years. Desirable: The candidate having commercial license for Heavy Motor Vehicles will be given preference.
C-04	Cook (01-UR)	Level-02	30 Years	i) Class 10th Standard from a recognized School/ Board ii) Two (02) years of experience in cooking/ catering services in educational institutions/guest houses, reputed hotels, restaurants or similar organizations Desirable: i) ITI Trade Certificate in Bakery & Confectionery (one year duration) ii) Experience in preparation of vegetarian and non-vegetarian food items both of South Indian/ North
C-05	Kitchen Attendant (01-ST)	Level-01	30 Years	i) Class 10th Standard from a recognized School/Board. OR ITI Trade Certificate in the relevant field ii) Two (02) years of experience as Cook Apprentice in cooking/catering services in educational institutions/ guest houses, reputed hotels, restaurants and similar facilities

Post Code	Name of Post & Reservation	Pay Level	Age Limit (as on last date)	Essential Qualification
C-06	Laboratory Attendant (02-UR & 01-OBC)	Level-01	30 Years	10+2 or its equivalent examination with Science subjects from a recognized Board. Desirable: Experience of working in Science Laboratory
C-07	Dresser (01-UR)	Level-01	30 Years	i) Matriculation or its equivalent examination from any recognized Board/ University. ii) Elementary knowledge of first aid. iii) One year experience in hospital work or handling of dressing wounds. Desirable: 10+2 with Science Biology subject or equivalent from a recognized Board/ University

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GENERAL TERMS & CONDITIONS

1. The qualifications, emoluments and conditions of service, including age of superannuation, shall be as prescribed by the University/ UGC/ Govt. of India, as amended from time to time.
2. Candidates are advised to ensure/ satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement and ensure that they fulfil all the eligibility norms.
3. Wherever grading system is followed, equivalent grade point is required.
4. 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. 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 candidature.
5. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for the trade test/written test/interview as the case may be. Where the number of applications received in response to an advertisement is large and it is not feasible or convenient to interview all the candidates, the University at its discretion, may restrict the number of candidates to a reasonable limit on the basis of qualifications / experience higher than the minimum prescribed for the post. The University, however, encourages candidate possessing higher qualifications and experience.
6. If any amendment or update will be done in this advertisement, the information will be given on the University website only.
7. The date for determining the eligibility of all candidates in every respect will be the last date of submission of applications.
8. The University may also conduct written test/ trade test/ computer test or any other test as per the requirement of the post as per Cadre Recruitment Rules (Non-Teaching), 2018.
9. Experience will be considered only after the date of fulfilling the minimum educational qualification as required for the post. Experience will be counted only if the candidate has atleast 6 months of continuous service with an employer.
10. Guidelines to the candidates, who are already employed:
 - a. The candidate(s) should apply through proper channel. However, they may submit an advance copy to meet the deadline set for receiving the application and should produce a "No Objection Certificate" from the employer at the time of interview, failing which he/ she shall not be interviewed.
 - b. The candidate(s) should also submit a certificate from the employer or his authorized officer to the effect that no disciplinary proceeding is pending or contemplated against him. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application form or at the time of interview.
11. Canvassing in any form may lead to cancellation of candidature.

12. The University reserves the right:

- (i) to withdraw the advertisement at any time without assigning any reason to this effect.
- (ii) Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointment accordingly.
- (iii) to fill or not to fill up the advertised post for any reasons whatsoever.
- (iv) to consider "in absentia" candidature of those who may not have applied or who may have applied but are not able to appear for the interview
- (v) to draw up reserve panel/waiting list(s), which will be valid for one year from the date of selection committee and may be used for appointments on consequential/new vacancies.
- (vi) to consider applications received after last date.
- (vii) to decide criteria/procedure for short listing of the candidates
- (viii) to consider the appointment on direct recruitment / on deputation / contract basis.
- (ix) 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.

13. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.

14. Reservation and Relaxation:

- (i) An Ex-serviceman candidate has to submit a copy of the discharge Certificate/pension payment order and documentary proof of rank last/presently held (substantive as well as acting) alongwith application form. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services to join the said post (if selected).
- (ii) If an Ex-serviceman who has already joined a civil post in any department will not be considered for any relaxation/concession of Ex-serviceman category for the post.
- (iii) For UR post, the reserved category candidates shall be treated at par Unreserved category/General category candidates. No relaxation will be provided on UR post to any category candidates and selection will be based on merit only.
- (iv) The PWD candidates with less than 40% of relevant disability shall not be considered. The disability certificate will be issued by competent authority duly authorized by the Central or State Government.
- (v) The Central Government, State Government or other Public funded organization regular employees having at least three (03) year of working experience which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post shall be considered for an age relaxation (if required) upto a maximum period of 5 years.
- (vi) The age relaxation for SC/ST/OBC/PWD candidates shall be given as per University/UGC/GoI rules.
- (vii) Age limit shall not apply to the employees of Central University of Rajasthan.

15. **Payment of T.A.:** The candidate will have to present himself/herself for Test and Interview, if called for, at the place and time mentioned at his own expenses. However, the outside candidates belonging to SC/ST/PWD categories will be defrayed second class rail fare, and in case any station is not connected by rail, ordinary bus fare shall be paid by shortest route as per the guidelines of the University/UGC/Government of India rule, if they attend the interview. Extra charges (if any) incurred for reserving seat/sleeping berth in the train will not be reimbursed to the candidates. The above mentioned concessions shall not be admissible to those SC/ST/PWD candidates who are already in Central/ State Government

services. This facility may also be extended to other categories as per the guidelines of the UGC/ Government of India rule.

16. Application Form and fees -

- a. Applications for the post shall be entertained only on the prescribed application forms. The application fee is to be paid using Credit Card, Debit Card, Net Banking and UPI as per details given below:

#	Particular	Amount
1	Candidates belong to General/ EWS/OBC categories:	Rs. 1500.00
2	Candidates belong to SC/ ST/ PWD categories:	Rs. 750.00
3	Regular employees of Central University of Rajasthan	Nil

- b. **Candidates applying for more than one post must submit separate applications. Fees for each application will be paid separately.** Fee once paid will not be refunded.
- c. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the University shall process the applications entirely on the basis of information/ documents submitted by the candidates. In case the information/documents are found to be false/ incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
- d. Candidate should bring all original testimonials/certificates relating to his/her age, qualification, experience and caste etc. at the time of trade test/written test/interview for verification as per instructions of the University. 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 or 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.
- e. All certificates, which are not in either English or Hindi, need to be translated preferably to either English or Hindi and the same shall be self-attested.
- f. Applications, which do not meet the criteria given in this advertisement &/or received after the last date &/or incomplete in any respect &/or sending enclosures after closing date &/or fee details mentioned in the Application Form is not found correct or does not match with the original demand draft attached with the application form, are liable to be summarily rejected.
- g. Every page of the application and annexure as well as certificates must be self-attested.
- h. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work, name and designation of the issuing authority along with his signature.
17. The selected candidate(s), 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.
18. After the submission of online application, candidates shall take the printout of the online application form and send it with all enclosures including fee payment receipt of prescribed fee in an envelope duly superscripted "**Application for the post of _____ Post Category _____**" to the following address:

**Registrar
(Atten.: Recruitment Cell),
Central University of Rajasthan,
NH-8, Bandarsindri, Kishangarh,
District - Ajmer, 305817 (Rajasthan)**

19. The last date of submission of apply online is **10 September 2023 by 11:59 PM** and submission of hardcopy of application to the University is **16 September 2023 by 05:00 PM**. Applications received after the last date due to postal delay or any other reason(s), shall be summarily rejected and no further correspondence shall be entertained in this regard.

Candidates residing in *Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep* may send application by post on or before **20 September 2023 by 05:00 PM**.

20. Candidates are advised to visit the University website at regular intervals for the updates.
21. The University will not be responsible for any delay/loss due to postal or technical reasons in receipt of the application forms.
22. CV/Resume/Bio-data sent directly by post or through e-mail cannot be considered. All applications should be submitted in the prescribed format.
23. Documents/Certificates to be enclosed along with the application form:
 - (i) Online payment receipt of prescribed application fee (in original),
 - (ii) Photocopy of certificate in support of Date of Birth,
 - (iii) Photocopies of all the documents related to qualifications,
 - (iv) Photocopies of certificates related to experience,
 - (v) Any other document in support of your qualifications, experience etc. as mentioned in the form,
 - (vi) Photocopy of SC/ST/OBC/PWD certificate, where applicable. The OBC certificate should be issued in the Performa prescribed by the Government of India and should not be issued before six months from the date of submission of application form and it should clearly state that the candidate does not fall under creamy layer.
- Note:** All documents to be submitted along with the application form should be self-attested.
24. The University shall verify the antecedents or documents submitted by a candidate at any time, at the time of appointment or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents / background and has suppressed the said information, his services shall be terminated without prejudice to any other action initiated by the University.
25. 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.
26. No correspondence or personal enquiries will be entertained by the University regarding postal delays, conduct and result of written test / interview and / or reasons for not being called for interview. Candidates are advised to regular visit the University website for getting the information about progress in scrutiny work / result, important dates of written / trade / computer proficiency test / interview (if any). The University 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 CURAJ website i.e. www.curaj.ac.in for updates.
27. All correspondence from the University including interview call shall be sent to the e-mail ID as provided by the candidate.
28. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the University shall be final.
29. In case of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Rajasthan High Court Bench Jaipur.
30. Addendum/ deletion/ corrigendum shall be posted on the University website only i.e. www.curaj.ac.in

Registrar (i/c)
