



# हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय

## Central University of Himachal Pradesh

कैंप कार्यालय, एचपीसीए क्रिकेट स्टेडियम के निकट, धर्मशाला, जिला - कांगड़ा, हिमाचल प्रदेश - 176215  
Camp Office, Near HPCA Cricket Stadium, Dharamshala, District Kangra (HP)-176215  
Phone No. 01892-229574; Fax No. 01892-229331; E-mail : [registrar.cuhp@gmail.com](mailto:registrar.cuhp@gmail.com)

Employment No.: 001/2017

Dated: 27<sup>th</sup> May, 2017

### RECRUITMENT FOR NON - TEACHING POSITIONS

Online Applications are invited from eligible Indian citizens for the followings Non-Teaching positions on Direct Recruitment basis in Central University of Himachal Pradesh, Dharamshala:

<b>'Group-A' Posts:</b>			
<b>Sr. No.</b>	<b>Positions</b>	<b>Scale</b>	<b>No. of Posts</b>
1.	Finance Officer	Pay Scale Rs. 37,400-67,000 + Grade Pay Rs. 10,000/-	01 ( UR )
2.	Librarian	Pay Scale Rs. 37,400-67,000 + Grade Pay Rs. 10,000/-	01 ( UR )
3.	Deputy Librarian	Pay Scale Rs. 15,600-39100 + Grade Pay Rs. 7,600/-	01 ( UR )
4.	Deputy Registrar	Pay Scale Rs. 15,600-39100 + Grade Pay Rs. 7,600/-	02 ( UR )
5.	Executive Engineer (Civil)	Pay Scale Rs. 15,600-39100 + Grade Pay Rs. 6,600/-	01 ( UR )
6.	Assistant Registrar	Pay Scale Rs. 15,600-39100 + Grade Pay Rs. 5,400/-	01 UR (PWD-OH (OA, OL,BL)
7.	Medical Officer	Pay Scale Rs. 15,600-39100 + Grade Pay Rs. 5,400/-	02 (UR) (1 Male & 1 Female)
8.	Information Scientist	Pay Scale Rs. 15,600-39100 + Grade Pay Rs. 5,400/-	01 ( UR )
<b>'Group-B' Posts:</b>			
9.	Private Secretary	Pay Scale Rs. 9,300-34,800 + Grade Pay Rs. 4,600/-	02 (UR)
10.	Security Officer	Pay Scale Rs. 9,300-34,800 + Grade Pay Rs. 4,600/-	01 ( UR )
11.	Assistant Engineer (Civil)	Pay Scale Rs. 9,300-34,800 + Grade Pay Rs. 4,600/-	01 (UR)
12.	Personal Assistant	Pay Scale Rs. 9,300-34,800 + Grade Pay Rs. 4,200/-	01 ( UR )
13.	Junior Engineer (Civil)	Pay Scale Rs. 9,300-34,800 + Grade Pay Rs. 4,200/-	01 ( UR )
14.	Professional Assistant	Pay Scale Rs. 9,300-34,800 + Grade Pay Rs. 4,200/-	01( UR ) (PWD-HH)
15.	Senior Technical Assistant	Pay Scale Rs. 9,300-34,800 + Grade Pay Rs. 4,200/-	01 ( UR )
16.	Senior Technical Assistant Computer	Pay Scale Rs. 9,300-34,800 + Grade Pay Rs. 4,200/-	01 ( UR )
17.	Nurse	Pay Scale Rs. 9,300-34,800 + Grade Pay Rs. 4,600/-	01 ( UR )
18.	Security Inspector	Pay Scale Rs. 5,200-20,200 + Grade Pay Rs. 2,800/-	01 ( UR )

Sr. No.	Positions	Scale	No. of Posts
<b>'Group-C' Posts:</b>			
19.	Semi - Professional Assistant	Pay Scale Rs. 5,200-20,200 + Grade Pay Rs. 2,800/-	01 ( UR )
20.	Pharmacist	Pay Scale Rs. 5,200-20,200 + Grade Pay Rs. 2,800/-	01 (UR)
21.	Technical Assistant	Pay Scale Rs. 5,200-20,200 + Grade Pay Rs. 2,800/-	04: (03-UR), & (01-SC)
22.	Upper Division Clerk (UDC)	Pay Scale Rs. 5,200-20,200 + Grade Pay Rs. 2,400/-	02 (UR)
23.	Library Assistant	Pay Scale Rs. 5,200-20,200 + Grade Pay Rs. 2,000/-	02 (UR)
24.	Laboratory Assistant	Pay Scale Rs. 5,200-20,200 + Grade Pay Rs. 2,000/-	05 (UR-03, SC-01, OBC-01)
25.	Lower Division Clerk (LDC)	Pay Scale Rs. 5,200-20,200 + Grade Pay Rs. 1,900/-	11 (UR-07, Ex-Serviceman 01, OBC-02, SC-01)
26.	Lower Division Clerk (for caretaking the job of Hostel)	Pay Scale Rs. 5,200-20,200 + Grade Pay Rs. 1,900/-	01 (UR)
27.	Lower Division Clerk (for caretaking the job of Guest House)	Pay Scale Rs. 5,200-20,200 + Grade Pay Rs. 1,900/-	02 (UR-01, SC-01)
28.	Hindi Typist	Pay Scale Rs. 5,200-20,200 + Grade Pay Rs. 1,900/-	01 (UR)
29.	Cook	Pay Scale Rs. 5,200-20,200 + Grade Pay Rs. 1,900/-	02 (UR)
30.	Driver	Pay Scale Rs. 5,200-20,200 + Grade Pay Rs. 1,900/-	05 (UR-03, SC-01, OBC-01)
31.	Multi-Tasking Staff/ Office Attendant	Pay Scale Rs. 5,200-20,200 + Grade Pay Rs. 1,800/-	06 (UR-04, SC-01, OBC-01)
32.	Laboratory Attendant	Pay Scale Rs. 5,200-20,200 + Grade Pay Rs. 1,800/-	04 (UR-04) [-01-PWD-OH(OL, OA, BL), OBC-01, SC-01
33.	Library Attendant	Pay Scale Rs. 5,200-20,200 + Grade Pay Rs. 1,800/-	02 (UR)
34.	Medical Attendant/Dresser	Pay Scale Rs. 5,200-20,200 + Grade Pay Rs. 1,800/-	01 (UR)
35.	Kitchen Attendant	Pay Scale Rs. 5,200-20,200 + Grade Pay Rs. 1,800/-	02 (UR)
36.	Hostel Attendant	Pay Scale Rs. 5,200-20,200 + Grade Pay Rs. 1,800/-	02 (UR)
Posts sanctioned under <b>Dr. Ambedkar Chair</b> for Deputation/Contract basis (The followings posts will be filled for a period of <b>05 years</b> or <b>co-terminus with the Chair</b> , whichever is earlier).			
1.	Research Officer	Pay Scale Rs. 15,600-39,100 + Grade Pay Rs. 6,000/-	01 (UR)
2.	Stenographer (Grade-I)/ Personal Assistant	Pay Scale Rs. 9,300-34,800 + Grade Pay Rs. 4,200/-	01 (UR)
3.	Peon	Pay Scale Rs. 5,200-20,200 + Grade Pay Rs. 1,800/-	01 (UR)
Posts sanctioned under <b>Deen Dayal Kaushal Kendra</b> for Deputation/Contract basis (The followings posts will be filled for a specific period or <b>co-terminus with the kendra</b> , whichever is earlier).			
1.	Technical Assistant	Pay Scale Rs. 5,200-20,200 + Grade Pay Rs. 2,800/-	01 (UR)
2.	Multi-Tasking Staff	Pay Scale Rs. 5,200-20,200 + Grade Pay Rs. 1,800/-	01 (UR)

#### **OTHER CONDITIONS:**

- Posts will be filled up by observing reservation as per Government of India, norms wherever applicable.
- The post of **Finance Officer** will be filled by **Direct Recruitment/Deputation Basis for a term of five years** or attaining age of 62 years, whichever is earlier, as per GOI rules.
- The Posts under Dr. Ambedkar Chair will be filled for a period of 05 years or co-terminus with the Chair, whichever is earlier.
- The posts under Deen Dayal Upadhyay Kaushal Kendra will be filled for a specific period or co-terminus with the Kendra, whichever is earlier.
- For essential qualifications and other details visit University's website; [www.cuhimachal.ac.in](http://www.cuhimachal.ac.in)
- **Last Date for receipt of online application is 05.07.2017**
- Application fee : Rs.500/- for General Category; Rs.400/- for OBC candidates;
- No application fee for SC/ST/Women/PWD candidates.
- Application fee once paid shall not be refunded.
- The Candidates should keep a copy of the Application printout alongwith fee submission receipt. **The Candidates are not required to send hard copy of application form to the University.** However, the same will have to be produced by the candidates at the time of document verification in the University.
- **THE APPOINTMENT OF CANDIDATES ON REGULAR BASIS SHALL BE GOVERNED BY NEW PENSION SYSTEM (NPS).**

#### **GENERAL INSTRUCTIONS:**

1. The number of vacancies mentioned hereinabove is tentative. The University reserves the right to withdraw any advertised post at any time without assigning any reason if the circumstances so warrant. The right is also reserved with the University either to fill or not to fill the post and its decision, in this regard shall be final.
2. Mere eligibility will not entitle any candidate for being called for Interview/Skill Test/Written Test.
3. Applicants must apply **online mode only. Applications received in any other form than prescribed mode will be rejected without assigning any reason.**
4. As per Government of India Rules/Instructions the Interview is discontinued for Group 'B' and Group 'C' posts.
5. Candidates applying for posts where there is provision for applying on Deputation/Direct Recruitment/On Contract will have to clearly specify the mode i.e. whether applying on Deputation/Direct Recruitment or On Contract.
6. Recruitment to all Group 'A' posts in the University shall be made on the recommendations of a duly constituted Selection Committee from amongst the eligible candidates as per the recommendations of Screening Committee.
7. Recruitment to all the posts of Group 'B' & Group 'C' categories and all such equivalent posts shall be done by holding the written test in Hindi/English or both mediums of Reasoning Ability, Mathematics or Simple Arithmetic, General Knowledge, General English/General Hindi, Noting and Drafting or any other subject or professional test/skill test/ physical test. However, professional tests/skill test/physical test will only be of qualifying nature. Assessment will be done on the basis of marks of written test.
8. Only short-listed candidates will be called for Written Test/Interview (wherever applicable). The University reserves its right to place reasonable limit on the total number of candidates to be called for Written Test/Interview. The number of such candidates will be decided by the **Screening Committee** constituted by the University for the purpose.

9. The eligibility of candidates will be determined as on the last date fixed for receipt of online application i.e. **05.07.2017**.
10. The upper age limit for appointment to various posts shall be as prescribed by the Executive Council of the University in the Cadre Recruitment Rules from time to time keeping in view the guidelines of the UGC / DOPT.
11. The age condition shall not be applicable to the regular employees of this University who apply for direct recruitment. However, they have to fulfil the eligibility criteria in respect of qualification and experience prescribed for Direct Recruitment.
12. Before applying for a post, candidates are advised to satisfy themselves about their eligibility. No enquiry in this regard will be entertained.
13. **Separate application** along with application **fee** (If applicable) should be submitted **for each post** applied for.
14. The University shall verify the antecedents or documents submitted at any time at the time of appointment or during the tenure of service. In case, it is detected that the documents submitted are fake or the candidate has clandestine antecedents / background and has suppressed the said information, his / her services shall be terminated forthwith.
15. The applicants serving in Government / Semi-Government organizations / Public Sector Undertakings / Autonomous Bodies/State Government must upload NOC issued from their employer at the column provided in online application form. The format of the NOC is attached. The application of In-service candidates without uploading NOC shall be summarily rejected.
16. Candidates shall have to produce all original documents at the time of Written Test / Interview.
17. Canvassing in any form may lead to cancellation of candidature.
18. ***Incomplete applications, applications without requisite fee shall be summarily rejected.***
19. Selected candidates may be posted at any place in jurisdiction of the University.
20. In case any disputes, any suits or legal proceeding against the University, the territorial jurisdiction shall be restricted to the Courts in Himachal Pradesh at District Court, Dharamshala and High Court at Shimla.
21. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the University reserves the right to modify / withdraw / cancel any communication made to the candidates.

**Registrar**  
**Central University of Himachal Pradesh**

## 28. 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. Otherwise the application is liable to be rejected.)

**Forwarded to the Central University of Himachal Pradesh, Dharamshala, District - Kangra, Himachal Pradesh, India - 176 215**

The applicant Dr./Mr./Mrs/Ms. \_\_\_\_\_, who has submitted this application for the post of \_\_\_\_\_ in the Central University of Himachal Pradesh, has been working in this organization namely \_\_\_\_\_ in the post of \_\_\_\_\_ 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 vigilance case or disciplinary proceedings or criminal proceeding is either pending or contemplated against the said applicant. There is no objection for his/her application being considered by the Central University of Himachal Pradesh.

**(Signature of the forwarding officer)**

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

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

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

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

**(Seal)**