



GENERAL TERMS & CONDITIONS

Recruitment to the post of Finance Officer (likely to be vacated)

[Recruitment Advertisement No.: R/F.117/2020/4395 dated 16.01.2020]

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, the candidate shall enclose certificate/ proof of conversion the grade to percentage.
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.
7. The date for determining the eligibility of all candidates in every respect will be the last date of submission of applications.
8. 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.
9. 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.
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 may 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) to fill or not to fill up the advertised post for any reasons whatsoever.
 - (iii) 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
 - (iv) to draw up reserve panel / waiting list(s), which will be valid for one year from the date of approval of the competent authority and may be used for appointments on consequential / new vacancies.
 - (v) to consider applications received after last date.
 - (vi) to decide criteria / procedure for short listing of the candidates
 - (vii) to consider the appointment on direct recruitment / on deputation / contract basis.
 - (viii) to relax any of the qualifications, experience, age, etc., in exceptionally deserving cases, 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) along with 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. The reserved category candidates shall be treated at par with 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. Candidate should not be above 57 years of age on closing date of the advertisement. Age limit can be relaxed for the persons holding analogous position on regular basis in their parent organization/cadre. Age limit will be relaxed for appointment on deputation.
15. Payment of T.A.: The candidate will have to present himself/ herself for Written Test and Interview, if called for, at the place and time mentioned at his own expenses. However, the out-side 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 and after ensuring the receipt of application fee through online mode as per bank details mentioned in this advertisement. The required application fee, to be deposited through online, is mentioned hereunder:

S. No.	Category	Amount
1.	GENERAL/ OBC/ EWS Category	Rs. 1500
2.	SC, ST & PWD	Rs. 500/-
3.	The regular employees of Central University of Rajasthan shall be exempted from application fee.	Nil

- b. Payment can be done by NEFT/ RTGS/ NET Banking, etc. and the transaction number, date of payment, amount etc. must be mentioned while filling in online application. The hardcopy receipt of the transaction must be attached with the application form.
- c. Application fee must be paid in favour of Central University of Rajasthan in its SB A/c. No. 666110210000003, IFSC Code – BKID0006667 of Bank of India, Central University of Rajasthan branch, NH-8, Bandarsindri-305817, Kishangarh, District Ajmer (Raj.)
- d. Demand Draft/ Money Orders/ Cheque/ cash payment will not be accepted as application fee. Fee once paid will not be refunded.
- e. 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.
- f. 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 interview and his candidature shall be treated as cancelled without any further communication in this regard.
- g. 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.
- h. 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 without attaching proof of payment of application fee, are liable to be summarily rejected.
- i. Every page of the application and annexure as well as certificates must be self-attested.
- j. 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.
- k. The selected candidate 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.

17. After the submission of online application, candidates will be required to take the printout of the online application form and send it with all enclosures and proof of payment of prescribed application fee in an envelope duly superscribed "**Application for the post of Finance Officer**" to the following address:

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

18. **The last date of submission of online application is 10.02.2020.**
19. **After successfully applying online, the self-attested copies of all the required documents along with application form should reach the university on or before 15.02.2020.**
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) Proof of payment 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 application form.
 - (vi) Photocopy of SC/ST/OBC/PWD certificate, where applicable. The OBC certificate should be issued in the proforma prescribed by the Government of India and should not have been 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 interview and reasons for not being called for interview.

Candidates are advised to visit the University website regularly 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.

All correspondence from the University including interview call shall be sent to the e-mail ID as provided by the candidate.

27. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the University shall be final.
28. 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.
29. Addendum/ deletion/ corrigendum shall be posted on the University website only i.e. www.curaj.ac.in

Registrar
