



**ADVERTISEMENT FOR NON-TEACHING POSITIONS**

Central University of Andhra Pradesh invites applications for (i) Assistant Registrar – 01 No. (ii) Consultant (Finance) – 01 No from the qualified citizens of India with valid documents as applicable to the following non-teaching positions. Please submit your application with all relevant documents to mail id: [arcuap@gmail.com](mailto:arcuap@gmail.com) on or before 25.10.2022

1	<b>Name of Post</b>	<b>Assistant Registrar</b>
2	Number of Post (s)	One (01)
3	Category	Group – A / Level 10
4	Scale of Pay	Rs. 56100 -177500
5	Method of Recruitment.	<b>On Deputation</b>
6	Tenure of Deputation	2 Years (Extendable as existing Rules under DoPT /GoI)
7	Age Limit	Not More than 45 Years
8	Scale of Pay/Pay Band / Grade Pay	Level 10
9	Educational and other qualifications required	<b>Essential:</b> <ol style="list-style-type: none"><li>1. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</li><li>2. Officers holding analogous posts on regular basis or with 5 years regular service in lower grades position in Level 7/Level 8 (under 7<sup>th</sup> CPC) in the Central /State Government, Universities and other autonomous organizations.</li><li>3. Knowledge of Computer Applications</li></ol> <b>Desirable:</b> <ol style="list-style-type: none"><li>1. Knowledge of Government rules and experience of working at supervisory level in Government funded Academic Institution. Candidates should have a desirable leadership quality and requisite experience in one or more of the following areas:</li><li>2. Rules and regulations concerning all matters pertaining to Academic activities, Time table preparation, preparation of Grading, maintenance of students' academic records, senate records and implementation of senate decisions, award of scholarships etc.</li><li>3. Financial procedures / Accounting / Auditing</li><li>4. Administrative matters including recruitment, establishment rules, handling of disciplinary and legal matters</li><li>5. Procurement of equipment's, consumables, instruments, furniture etc and regulations relating to stores purchase, stores accounting</li></ol>

1	<b>Name of Post</b>	<b>Consultant (Finance)</b>
2	Number of Post (s)	One (01)
4	Pay	Consolidated / Rs. 50,000/-
5	Method of Recruitment.	<b>On Contractual Basis</b>
6	Tenure of Contract	2 Years (The Contract shall not be extended beyond 05 Years after superannuation)
7	Age Limit	Not More than 64 Years of Age on the last date of receipt of Application
8	Educational and other qualifications required	<ol style="list-style-type: none"> <li>1. Pay Level – 7 of the Revised Pay Matrix.</li> <li>2. Minimum 05 Years of Post Qualification Experience.</li> <li>3. Graduate in Commerce with proficiency in Accountancy, familiar with GFR of Government of India, GEM, PFMS, Accounting methods, competency with latest accounting software, experience in handling audits, taxation and bank reconciliation work. Experience of working in a Central/State University environment. Retired Government employees are preferred.</li> </ol>

**(\*) The Age, Educational Qualifications will be relaxed by the Hon'ble Vice Chancellor in case of deserved candidates.**