



Advt. No:06/2025

**ADVERTISEMENT FOR RECRUITMENT TO THE TEACHING, OTHER ACADEMIC
AND THE NON-TEACHING POSTS**

Applications are invited from the eligible candidates for recruitment to the teaching, other Academic Post and Non-Teaching posts as detailed below through online mode only.

Details of Vacancies:

Teaching and Other Academic Post

Sl. No	Nomenclature of the Teaching posts with Academic Pay Level	Departments	Mode of Recruitment	No of posts & category	Post Code
1.	Associate Professor (Level-13A)	Psychology	Direct / Deputation	1 No -UR	T-04
2.	Librarian (AL - 14)	University Central Library	Direct / Deputation	1 No -UR	T- 17

Non -Teaching

S.No	Name of the Post with Pay Level	No. of posts & Category	Mode of Recruitment	Upper Age Limit for Direct Recruitment	Tenure of the Post	Post code
1.	Finance Officer (Pay Level 14)	1-UR	Direct/ Deputation**	57 years	3 Years	NT-09

*(**)58 Years for Deputation Candidate appointed on deputation shall be duly repatriated to his/her parent organization on completion of his deputation period. In case of Misconduct or unsatisfactory performance, such employee appointed on deputation may be repatriated even earlier than the prescribed tenure as per CRR of the CUAP.*

IMPORTANT DATES

1. Last date to apply through online mode: **27.03.2025 (till midnight)**
2. Last date for receipt of Hard copies: **10.04.2025 (Mandatory)**

IMPORTANT LINKS

1. University Website: www.cuap.ac.in
2. Link for Teaching and Other Academic post Applying Online: <https://curec.samarth.ac.in>
3. Link for Non- Teaching Applying Online: <https://cuapnt.samarth.edu.in/>



Important for Teaching and Other Academic post:

1. Candidate are required to note that the Minimum Qualification/Experience/Reservation Roster for various categories as prescribed by the UGC Regulations/MoE/DoPT/NCTE/AICTE and other regulatory bodies as amended from time to time shall be applicable *Mutatis Mutandis* in regard to the appointments of teachers in the Central university of Andhra Pradesh. The format of Academic/Research Score (Table-2) is applicable as per the **UGC regulations 2018 as amended from time to time**.
2. The Candidates are also required to note that the Procedure / Norms for Appointment /Promotion Under Career Advancement Scheme (CAS) to the Posts of Associate Professor and Other Academic Staff & Other Terms and Conditions of Service shall be governed under **Ordinance No. 20** of the Central university of Andhra Pradesh as amended from time to time which has been hosted on the website of the university. (www.cuap.ac.in)

Essential Qualification: (Strictly as per the UGC Regulations)

1) ASSOCIATE PROFESSOR (Psychology)

Essential Qualification (Direct)
Eligibility: <ol style="list-style-type: none">i) A good academic record, with a Ph.D. Degree in the concerned/allied/ relevant disciplines.ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).iii) A minimum of eight years of experience of teaching*** and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy-five (75) as per the criteria given in Appendix II, Table 2.
Essential Qualification (Deputation)****
Eligibility: <ol style="list-style-type: none">i) A good academic record, with a Ph.D. Degree in the concerned/allied/ relevant disciplines.ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).iii) A minimum of eight years of experience of teaching*** and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy-five (75) as per the criteria given in Appendix II, Table 2.

*** **Note: The required experience/past service shall be counted as per Section 10.0 (a-g) UGC Regulations,2018.**

**** **Note: Initially for a period of three years and extendable subject to satisfactory performance as per CUAP ordinance 20 read with GoI rules.**

2) LIBRARIAN (University Librarian)

(Academic Level -14)

Essential Qualification (Direct)
<ol style="list-style-type: none">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.

Essential Qualification (Deputation)** for a period of two 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.

*** *Note: The required experience/past service shall be counted as per Section 10.0 (a-g) UGC Regulations, 2018.*

**** *Note: The terms of deputation shall be governed strictly as per GoI rules.*

3. FINANCE OFFICER

Finance Officer - (01-UR) NT-09

Pay Level -14

Direct/Deputation

ELIGIBILITY:-

1	Method of Recruitment	Direct/Deputation for a <i>tenure of three years**</i> or till attaining the age of superannuation i.e. 62 years, whichever is earlier. <i>(Eligible for re-appointment after observance of due selection process)</i>
2	Educational Qualification and experience required for direct recruitment	Master's degree with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 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 shall be as a Deputy Registrar or an equivalent post.
3		Age Limit for Direct Recruits- Preferably below 57 years
4	In case of recruitment by promotion/ deputation /	<u>Deputation:</u>



	absorption, grades from which promotion / deputation / absorption to be made	<p>Qualification & Experience: As indicated at Col:2 Grade: Holding analogous post or eight years' experience at Pay Level-12</p> <p>Age Limit for Deputation – Less than 58 years of Age</p> <p>Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in the Central/ State Govt.</p> <p style="text-align: center;">or</p> <p>University System/ Other organization subject to fulfilment of qualification as indicated under col.2 on Deputation for a tenure of 3 years or till attaining the age of 62 years, whichever is earlier.</p>
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**** As per clause 44 of the Central Universities Act,2009, the Finance Officer shall be appointed by the Visitor and these officers shall hold office for a term of three years.**

The Post (Finance Officer) was advertised earlier vide Advt. No. 04/2024 dated 08/11/2024 but could not be filled up due to inadequate response from the eligible candidates. Therefore, the candidates who have already applied in response to the earlier advertisement no. (04/2024), need not to apply. They may however update their biodata, if they so desire and send it to the university by Registered/Speed post only for consideration of their candidature.

A. GENERAL TERMS & CONDITIONS FOR APPOINTMENT AND INSTRUCTIONS TO THE CANDIDATES

Teaching and Other Academic Post

1. The eligibility criteria along with the details of the terms and conditions of recruitment can be downloaded from the University website "www.cuap.ac.in" The candidates are required to submit their applications and pay the non-refundable requisite fees of Rs. 2,000/- (Rs Two thousand only) for UR/OBC **for all the posts**. The payment shall be accepted through online mode only. It is mandatory for the candidates to submit separate application for each post along with prescribed post details. The SC/ST/PwBD/Women candidates are not required to pay any fee. Any corrigendum/addendum or any other related information relating to the recruitment shall be posted on the university website only for which the candidates are required to be in constant touch with the website of the University. The closing date for submission of the online application is **27.03.2025** The Candidates who do not submit the online Applications within the stipulated date i.e., **27.03.2025** their candidature shall not be considered on the basis of the hard copy of the application.
2. A print out of the online application (**Single copy**) (from all candidates including candidates applying for deputation) in a closed cover, complete in all respects along with supporting documents duly self-attested, should be sent to the

“I/c Selection Committee Section,
Central University of Andhra Pradesh,
JNTU Incubation Centre, JNTU Road,
Chinmaya Nagar,
Anantapuramu – 515 002, Andhra Pradesh”



on or before **10.04.2025** by super-scribing "**Application for the post of(Post Code:.....)**" by **Speed Post Only**. In case of any technical difficulty in submission of the application through online mode, the candidate may write to the University by mail: **rectt.cuap@gmail.com** sufficiently in advance before the closing date as stipulated and shall not entertain any queries at the last moment.

3. The closing date may be extended by the competent authority depending upon the exigency of the situation. Notification to this effect shall be placed on the web-site of the University and the candidates are advised to visit the website www.cuap.ac.in of the University in this regard. Any excuse /complaint for not visiting the University website shall not be entertained.
4. The in-service candidate or the candidate applying for the post on deputation shall submit the print out of his/her online application through his parent Organization duly signed by the competent authority in the enclosed format at **Annexure-I**. The vigilance clearance and Performance Appraisal Reports as applicable, for the last five years duly certified by the employer must be forwarded before the date of interview. However, he/she may send an 'advance copy' of his/her application. In case his/her application is not forwarded due to whatever reasons till the time of interview as the case may be, he/she should produce a "No Objection Certificate along with Vigilance Clearance in a sealed cover" from the employer.
5. The employee either from Government /Semi-Government / Public Sector Undertaking / Autonomous Organizations / Private Sector/ Universities shall submit his/her relieving letter from the employer at the time of joining after acceptance of his resignation or request for lien as the case may be.
6. **The University shall not be responsible for any postal delay.** No application or complaint of any kind shall be entertained under any circumstances by the University after the screening process of any post is completed. It shall be the responsibility of the applicant to ensure that the print out of online application is received by the University within the specified time period failing which the application shall not be considered. Incomplete applications, applications not submitted in the prescribed format, applications not supported by relevant enclosures as required for the post or applications received after the closing date (for the online applications) shall be rejected.
7. The candidate should send the self-attested copies of all certificates relating to his educational qualification, experience, age, caste/category and other testimonials along with his application. In case the application of any applicant is not supported by the desired enclosures including certificates, mark sheets, his/her candidature shall be summarily rejected, and no correspondence shall be entertained thereafter. The candidates may enclose the proof of research output, supervision of Ph.D. scholars, research projects, consultancy etc. in support their candidature, if available. The candidate is required to submit a list of enclosures to avoid any confusion in this regard. Category/Caste certificate submitted by the candidate seeking reservation under SC/ ST/ OBC/PwBD/EWS quota, should be submitted in the prescribed proforma from the competent authority indicating clearly the candidate's Category/Caste, the Act/ Order under which the Category/Caste is recognized as SC/ ST/ OBC/ PwBD/EWS and the village/ town the candidate has ordinarily been a resident of as the case may be.
8. The applicants shall possess the minimum essential qualification and experience and fulfil the prescribed eligibility criteria as on the closing date of application, as notified by the University from time to time for the respective posts. The posts advertised shall carry the pay scales plus admissible allowances as indicated against each post. The posts shall be advertised keeping in view the broad areas of specializations in subjects as have been indicated against each post.



9. Apart from possessing the requisite essential qualification and experience as on the closing date of receipt of application prescribed in the advertisement, any additional qualification and experience acquired after the closing date of the application may be taken into account at the time of selection.
10. It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualification, experience etc., and submit his application form duly filled-in along with the desired information, relevant documents and other supporting materials as per the advertisement and recruitment rules. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. as per the recruitment rules which could not be detected at the time of interview due to whatever circumstances, his appointment shall be liable to termination forthwith as per this clause and also based on his undertaking. With regard to any ambiguity relating to the recruitment rules in general and eligibility in respect of any post or candidate in particular, that may occur in the process of selection the decision of the Executive Council shall be final.
11. The reservation for applicants from SC, ST, EWS, OBC (non-creamy layer), and Persons with Benchmark Disability (PwBD) categories will be applicable as per UGC/Central Government norms. Applicants seeking reservation benefits available for SC/ST/OBC/ EWS/PwBD categories must upload the necessary documents justifying the claim of respective reservation as per Govt. of India lists/rules/norms. The certificate uploaded should be in the format prescribed by the Union Government and should be digitally verifiable. In case the applicant wants to claim benefits under the PwBD category, the applicant's specific disability should not be less than 40 percent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application. Applicants applying for the post(s) reserved for OBC must upload certificate of OBC (non-creamy layer) in the prescribed form issued by the Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Union Government in this respect. Applicants should ascertain that they belong to the Other Backward Classes enlisted in the Central List for the Other Backward Classes. If the relevant certificates for respective reserved categories are not uploaded with the application, the application shall be rejected and no appeal against its rejection shall be entertained.
12. In case of OBC, a declaration in the prescribed format (**Annexure-II**) by the candidate seeking reservation as OBC that he/she does not belong to the creamy layer as on the crucial date, in addition to the community certificate (OBC). Unless specified otherwise, the prescribed closing date for receipt of Online Recruitment Application for the post is to be treated as the crucial date.
13. As per the OM No.36039/1/2019-Estt (Res) dated 31.01.2019 of the DoPT, Govt. of India, the benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given in Annexure-I of the above-mentioned OM dated 31.1.2019, shall only be accepted as proof of candidate's claim of 'belonging to the EWS: - (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary 3 Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate! Executive Magistrate/ Extra Assistant Commissioner (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar and (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.
14. Further, the service conditions including Academic pay Level and the age of superannuation etc. shall be as per the guidelines/ orders issued by the UGC/Govt. of India from time to time.



15. The provision for academic/Research Score has been given in Appendix II, Table 2 as per UGC Regulation 2018. Each Academic/Research score must be supported by the documentary evidence (copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc) which should be objectively verifiable, without which no claim on account of API score would be entertained. The API score shall be calculated as per revised regulations of UGC Regulation 2018 as amended from time to time.
16. Experience and qualification shall be reckoned as on the closing date of submission of application. Clear, quality Xerox self-certified copies of all important certificates must be uploaded and attached with the application.
17. The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedent's reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/terminated forthwith.
18. **Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.**
19. The selected candidate in Group-A shall produce a medical fitness certificate issued by the Medical Board of a Govt. Hospital/or Govt./CGHS empanelled Hospital prior to his Joining.
20. The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
21. The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
22. The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc. for direct recruitment to the Teaching Posts etc. shall be governed strictly as per the UGC's guidelines/regulations. Any amendment to the Notification/ Regulations/Guidelines of the UGC/Government of India in future shall be deemed to have been adopted by the University for Implementation in supersession of the existing provisions already adopted and incorporated in these Rules.
23. The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of tests or interview wherever applicable. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/interview and his candidature may be treated as cancelled without any further communication in this regard.
24. The details of the vacancies shall be indicated in the advertisement. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. However, the number of posts filled up shall not exceed the number of posts advertised.
25. The University may draw a reserved panel to fill up a post. In case a candidate on higher merit regrets to join within a period of one year or resigns/dies after joining, within a period of one year,



the offer shall be made to the next candidate on the merit, (if otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy. (Reference: DoPT OM No.41010/18/97-Estt(B) dated 13th June, 2000)

26. If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded within a reasonable period of time.
27. The guidelines of the UGC and Government of India rules with regard to the reservation, relaxation, concessions, if any, as applicable for various categories, shall be followed in letter and spirit.
28. The applicant shall be solely responsible for the authenticity of the information submitted in the Online application. The candidates are required to fill the online application as available on the University website “www.cuap.ac.in” The details regarding qualification, experience, screening guidelines and indicative proforma etc. shall be as per the GoI/UGC Guidelines /Regulations 2018 as amended from time to time and the University rules. The applicants are required to go through these details before filling-up the form.
29. For detailed provisions relating to the recruitment, the candidates are required to go through the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 as amended from time to time which are available on the websites of the UGC www.ugc.ac.in
30. Mere possession of eligibility conditions shall not entitle a candidate to be called for interview. The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the applications. In other words, no candidate shall be called for interview if he does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.
31. Acceptance of documents/certificates/claims etc. submitted by an applicant shall be subject to verification by the competent authority. If any information/claim/certificate/document is found to be incorrect/false/fake at any stage of verification before or after appointment, the material/document in question shall be summarily rejected and action shall be initiated against the candidate on ground of misconduct including rejection of his candidature which shall lead to cancellation of his appointment, if already appointed.
32. If at any stage of the recruitment process or employment, it is detected that there is a willful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents/ or misleading statement/information in the application or tampering of documents or providing such information relating to the caste, educational qualification, experience, date of birth or domicile or any other factual information the candidature shall be cancelled and services shall be terminated forthwith ,if already appointed.
33. Notwithstanding anything mentioned above, the candidature of the candidate(s) applied against posts in response to the advertisement of the University or the persons to be appointed against any post shall be governed by the provisions of CUAP Act and Statutes/Ordinance/ UGC Regulations, ECR and also CCS (CCA) Rules, CCS Conduct Rules ,CCS Pension Rules or any other rules of Govt. of India as applicable and as amended from time to time and any other rule / resolutions prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
34. **In case the appointment is made on deputation basis, the instructions issued by the**



Government of India shall be followed.

35. For all teaching posts, the research publications of a candidate shall mean his original contributions/ works which have seen the light of the day after being published by any publishers. The Publications must display the originality of the author with an innovative mind indicating scholarship. Under no circumstances editing of collected articles/materials which have already been published earlier by other eminent scholar can be equated with publications as this work does not meet the afore-mentioned objectives and requirements. The publications or academic credentials already considered once at the time of initial appointment/promotion/up-gradation under the CAS shall not be considered again for subsequent appointment/ up-gradation/promotion under the CAS.
36. Publications ‘under submission’ or submitted to referees shall not be considered towards calculation of marks for publication criteria. Further, all the items for which marks are claimed should be strictly in accordance with the screening guidelines. The minimum score requirement for short listing of applicants for the post is as per UGC Guidelines 2018.
37. The University may scrutinize the authenticity of the research output and publications, study materials, articles, status of journals etc. of any candidate through external experts in the relevant field at any point of time and even at a later stage after appointment as it may not be possible on the part of the Selection Committee to perform this task instantly due to constraints of time. In case it is found by a board consisting of external experts in the relevant field that any or all of the publications/articles/research output etc. are pirated or substandard or misleading not indicating an iota of originality or innovative mind or scholarship, the Board of Management may review its decision at any stage and recommend to the Visitor giving specific reasons to consider cancellation of the appointment forthwith on ground of eligibility. The University shall mention this clause in the letter of offer to be made to the candidate which shall be duly accepted by the candidate before issue of the letter of appointment. *An undertaking from all the candidates shall be taken to the effect that the publications, research out-put, certificates of experience, qualification or testimonials submitted are genuine and not fake, manufactured, manipulated or pirated. In case it is detected by the employer at any point of time even after employment that his academic credentials are without standing, fake or substandard, pirated or misleading or his documents are false, fabricated, manufactured, his/her services shall be terminated forthwith after following the principle of natural justice.* Candidates who have obtained degrees or diplomas or certificates for various programmes/courses from any Institution declared fake/derecognised by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised. In case any candidate is called for interview or is appointed due to oversight or inadvertence, his/her letter of interview or appointment shall be withdrawn forthwith.
38. The complete details pertaining to the recruitment including the Terms & Conditions, Rules, Regulations, list of short-listed candidates called for Interview and list of selected candidates etc., shall be hosted on the University Website, i.e., www.cuap.ac.in The letter of Interview and the letter of appointment or any other relevant letter shall be sent to the candidate by e-mail as provided by him in his/her online application.
39. Every person appointed permanently to a post in the University by direct recruitment shall be on probation for a period of One Year and the Rules of Probation followed by confirmation shall be governed as per UGC Regulations/ GoI Rules. Where a person has not completed his period of probation successfully, the appointing authority may process his case for termination as per GoI Rules.
40. In case of any inadvertence/error 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.

41. Typographical error or anomaly, if any in the advertisement shall be rectified as per rule.
42. The applications received shall be screened as per the screening guidelines stated in these rules.
43. The Shortlisted candidates called for interview should submit all the testimonials / certificates in original along with a set of self-attested photocopies with respect to the qualifications, experience and category as applicable and indicated in the online application form at the time of reporting. The candidate has to produce a valid photo ID (Aadhaar/ Voter Id/ Driving License/ Passport etc.,) for the purpose of identification during the time of interview.
44. In order to avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicants may mail their issues at the **email Id: rectt.cuap@gmail.com**
45. The selected candidate shall be governed by the New Pension Scheme of the Govt. of India, as the case may be, duly extended by UGC.
46. Out station unemployed candidates belonging to SC/ST/PWD categories called for interview shall be paid by the shortest route return single second-class rail fare towards the journey expenses on production of ticket /proof as provided under Government of India rules.
47. Candidates must write their contact number & Email ID correctly for contacting or mailing interview/ appointment letters as attachment. The mailing date shall be considered as the official date of dispatch and receipt of communication. Candidates not having an e-mail-ID must create his/her e-mail-ID and check both the Inbox & Spam folder regularly for further communication and in case of any non-compliance of these instructions, the University shall not be liable.
48. Interim enquiries shall not be entertained. **CANVASSING IN ANY FORM SHALL DISQUALIFY THE CANDIDATURE OF THE CANDIDATE.**
49. An employee of the University shall not be confirmed on his post unless and until he signs the 'Service Agreement'.
50. ***In case of any grievance of any candidate, the candidate may also approach the Vice-Chancellor/ Registrar of the University in writing for redressal relating to the recruitment sufficiently in advance.***

Annexure-I

I/c-Selection Committee Section,
Central University of Andhra Pradesh,
Anathapuramu

The applicant Dr/Mr./Mrs./Ms. _____ who has submitted this application for the post of _____ in the Central University of Andhra Pradesh, Anathapuramu, has been in employment _____ a permanent capacity with effect from _____ in the Scale of Pay of Rs._____. He / She is drawing a basic pay of Rs._____. His /Her next increment is due on _____.



Further, it is certified that no disciplinary and/or vigilance case has ever been held or contemplated or is not pending against the above - named applicant. There is no objection for his / her application being considered by the Central University of Andhra Pradesh, Anathapuramu and in the event of selection, he/she will be relieved to join the Central University of Andhra Pradesh, Anathapuramu as per rules. The APAR for the Last Five years as required shall be forwarded subsequently.

Signature of the forwarding officer

Name: _____

Designation: _____

Place: _____

Date: _____

Annexure-II

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I Son/daughter of Shri.....resident of village/town/city.....district.....state.....hereby declare that I belong to the.....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that as on closing date, I do not belong to persons/sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature:.....

Full Name:.....

Address:.....

B. CONSTITUTION AND ROLE OF SCREENING/ SHORTLISTING COMMITTEE:

1. The Vice-Chancellor shall constitute a Screening Committee by including at least one or two outside expert(s) in the relevant field, in addition to the internal members. *The Screening/Shortlisting committee shall be required to consider the relevant guidelines/regulations issued by the UGC from time to time in matters of Screening/shortlisting of applications and may fix higher criteria at its discretion in order to ensure quality and excellence while shortlisting the applications.*
2. The Member-Secretary to the Screening/shortlisting Committee shall be nominated by the Vice-Chancellor. It shall be the duty of the Member-Secretary to place all the relevant documents relevant rules of GoI/UGC guidelines/Regulations etc., relating to the selections before the Committee.
3. The screening shortlist committee shall be required to screen/shortlist the applications, keeping in view strictly the terms and conditions of the Advertisement, UGC guidelines/ Regulations, 2018 as amended from time to time /GoI instructions/Rules/ECR . The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the applications. In other words, no candidate shall be called for interview if he does not possess the minimum prescribed qualification and experience etc. as on the closing date of the application for a particular post. Mere fulfilment of the qualification



or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview.

4. It must be ensured that the ratio between the number of vacant posts to be filled-in and the number of candidates to be called for interview shall not exceed 1:15. In order to comply with this requirement of maximum ratio, the Screening committee may fix higher criteria than the minimum prescribed/advertised qualification at its discretion for the candidates so as to downsize the number of candidates. However, the screening committee has no powers to relax the qualification and experience under any circumstances unless authorized under the UGC Regulations or GoI Rules.
5. If three eligible applicants are not available to meet the minimum ratio to appear for the written test/interview, the post shall be re-advertised at-least twice after which the University may take appropriate action with regard to the selection.
6. This condition shall not be insisted upon in case of selection on deputation (without absorption). In case of any post in which the University decides to hold a common written test, then all the eligible candidates, **subject to minimum of 3**, may be called for the written test notwithstanding the maximum prescribed ratio. However, the successful candidates in the written test may be called for interview, wherever required in order of merit subject to maximum ratio of **1:15**
7. The Screening Shortlisting Committee(s) may at its discretion, recommend the candidate for the post on conditional basis and the conditions must be complied with by the candidate before the written test/interview as the case may be. Till such time, the candidature of the candidate shall continue to remain provisional.
8. Relevant grade which is regarded as equivalent to 55% wherever the grading system is followed by a recognized university shall also be considered eligible. It shall be the responsibility of the candidate to provide equivalence certificate for grade obtained from (in terms of %) the concerned degree awarding University. In the absence of such a certificate, the verification shall not be considered for appointment to the post applied for.

Appendix -II (Table 2)

Methodology for University and College Teachers for calculating Academic/Research Score under UGC Regulations-2018.

(Assessment must be based on evidence produced by the teacher such as; copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filling and approval letters, students' Ph.D. award letter etc.)

S.No	Academic/Research Activity	Faculty of Languages/ Humanities/ Arts/ Social Sciences/Library/Educati on/Physical Education/ Commerce/ Management & other related disciplines	Obtain Marks
1.	Research Papers in Peer-Reviewed or UGC listed Journals	10 per paper	
2.	Publications (other than Research papers)		



	(a) Books authored which are published by;		
	International publishers	12	
	National publishers	10	
	Chapter in Edited Book	05	
	Editor of Book by International Publisher	10	
	Editor of Book by National Publisher	08	
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research Paper	03	
	Book	08	
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	
	(b) Design of new curricula and courses	02 per curricula/course	
	(c) MOOC's		
	Development of complete MOOC's in 4 quadrants credit course (in case of MOOCs of lesser credit 05 marks/credit)	20	
	MOOCs (developed in 04 quadrant) per module/lecture	05	
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	
	Course Coordinator for MOOCs (4 credit course) (in case of MOOCs of lesser credits 02 marks/credit)	08	
	(d) E-Content		
	Development of e-content in 4 quadrants for complete course/e-book	12	
	e-Content (developed in 4 quadrants) per module	05	
	Contribution to development of e-content module complete course/paper/e-book (at least on quadrant)	02	
	Editor of e-content for complete course/paper/e-book	10	
4.	(a) Research guidance		
	Ph. D	10 per degree awarded 05 per thesis submitted	
	M. Phil/P.G. dissertation	02 per degree awarded	
	(b) Research Projects Completed		
	More than 10 lakhs	10	
	Less than 10 lakhs	05	
	(c) Research Projects Ongoing:		
	More than 10 lakhs	05	
	Less than 10 lakhs	02	



	(d) Consultancy	03	
5.	(a) Patents		
	International	10	
	National	07	
	(b) *Policy Document (Submitted to an International body/organization like UNO/UESCO/World Bank/ International Monetary Fund etc. or Central Government or State Government)		
	International	10	
	National	07	
	State	04	
	(c) Awards/Fellowship		
	International	07	
	National	05	
6.	*Invited lectures/ Resources Person/ paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	
	International (within country)	05	
	National	03	
	State/ University	02	

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- i) Paper in refereed journals without impact factor - 5 points
- ii) Paper with impact factor less than 1 - 10 points
- iii) Paper with impact factor between 1 and 2 - 15 points
- iv) Paper with impact factor between 2 and 5 - 20 points
- v) Paper with impact factor between 5 and 10 - 25 points
- vi) Paper with impact factor > 10 - 30 points

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.



C. GENERAL TERMS & CONDITIONS FOR APPOINTMENT AND INSTRUCTIONS TO THE CANDIDATES

Non- Teaching

1. The eligibility criteria along with the details of the terms and conditions of recruitment can be downloaded from the University website "www.cuap.ac.in" The candidates are required to submit their Online applications and pay the non-refundable requisite fees of Rs. 2,000/- (Rs Two thousand only) for UR/OBC in r/o **the post in the Pay Level-14**. The payment is through online payment mode only in favour of the Central University of Andhra Pradesh. Separate application should be submitted for each post. The SC/ST/PwBD/Women candidates are not required to pay any fee. Any corrigendum/addendum or any other related information relating to the recruitment shall be posted on the university website only for which the candidates are required to visit the website of the University. The closing date for submission of the online application is **27.03.2025**. The print out of the online application along with the supporting / relevant documents must reach the "I/c, Selection Committee Section" of the University on or before **10.04.2025**. **In case of any technical difficulty in submission of the application through online mode, the candidate may write to the University by mail: rectt.cuap@gmail.com sufficiently in advance before the closing date as stipulated and shall not entertain any queries at the last moment.**
2. The print out of the online application (Single copy) (from all the candidates including the *candidates applying for deputation*) should be sent in a closed cover, complete in all respects along with supporting documents and payment receipt duly self-attested wherever applicable to the:
I/c Selection Committee Section, Central University of Andhra Pradesh, JNTU Incubation Centre, JNTU Road, Chinmaya Nagar, Anantapuramu – 515 002, Andhra Pradesh **on or before 10.04.2025** by super-scribing "Application for the post of " by **Speed Post Only. Submission of applications in person at the University counter shall not be entertained.**
3. The closing date may be extended by the competent authority depending upon the exigency of the situation. Notification to this effect shall be placed on the website of the University and the candidates are advised to visit the website- www.cuap.ac.in of the University on regular basis in this regard. Any excuse / complaint for not visiting the University website shall not be entertained.
4. The candidates who are already in service shall submit the print out of his online application through proper channel along with the employer's certificate and vigilance clearance report duly filled and signed by the current employer in the enclosed format as annexed at **Annexure-I**. The Annual Performance Appraisal Reports duly certified by the employer for the last five years may be forwarded prior to date of interview. However, he/she may send an 'advance copy' of his/her application. In case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she should produce a "No Objection Certificate along with Vigilance Clearance Certificate in a sealed cover" from the employer.
5. The employee either from Government /Semi-Government / Public Sector Undertaking / Autonomous Organizations / Private Sector shall submit his/her relieving letter from the employer at the time of joining after acceptance of his resignation or request for retention of lien is permitted as the case may be.
6. However, the in-service candidates or *candidates applying for any post on deputation* may submit the advance copy of the print out of the Online application to the University within the stipulated



time to save delay and forward the same application through the employer prior to the date of interview.

7. The University shall not be responsible for any postal delay. Notwithstanding the provision under clause Point 11 Para III (C/Bullet No -2) of the CRR, no application or complaint of any kind shall be entertained under any circumstances by the University after the screening process of applications is completed.
8. It shall be the responsibility of the applicant to ensure that the print out of the online application is received by the University within the specified time period. i.e., **10.04.2025**. Incomplete applications, applications not submitted in the prescribed format, applications not supported by relevant enclosures as required for the post or applications received after the closing date (for the online applications) shall be rejected.
9. Apart from possessing the minimum eligibility with regard to the requisite essential qualification and experience as on the closing date of receipt of application prescribed in the advertisement, any additional qualification and experience acquired after the closing date of the application may be taken into account at the time of selection.
10. The applicants should possess the minimum essential qualification and experience and fulfil the prescribed eligibility criteria as on the closing date of application, as notified by the University from time to time for the respective posts. The posts advertised carry the pay scales plus admissible allowances as indicated against each post.
11. 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 and submit his application form duly filled-in along with the desired information, relevant documents and other supporting materials as per the advertisement and recruitment rules. In case, it is detected at any point of time in future even after appointment that the candidate was not eligible as per the prescribed qualification, experience etc. as per the recruitment rules which could not be detected at the time of interview due to whatever circumstances, his appointment shall be liable to termination forthwith as per this clause and also based on his undertaking. With regard to any ambiguity relating to the recruitment rules in general and eligibility in respect of any post or candidate in particular, that may occur in the process of selection, the decision of the Executive Council shall be final.
12. In case of a regular employee, a service agreement shall be executed between the university and the employee concerned at the time of recruitment and a copy of the same shall be submitted to the Registrar for record. Such service agreement shall be duly stamped as per the rates applicable.
13. The candidate should send the self-attested copies of all certificates relating to his educational qualifications, experience, age, caste/category and other testimonials along with his application. In case the application of any applicant is not supported by the desired enclosures including certificates, mark sheets, his/her candidature shall be summarily rejected, and no correspondence shall be entertained thereafter. The candidate is required to submit a list of enclosures to avoid any confusion in this regard. Category/Caste certificate by candidate seeking reservation under SC/ST/OBC/PwBD/EWS quota, should be submitted in the prescribed proforma from the competent authority indicating clearly the candidate's Category/Caste, the Act/Order under which the Category/Caste is recognized as SC/ST/OBC/PwBD/EWS and the village/ town the candidate has ordinarily been a resident of as the case may be.
14. The guidelines of the UGC and Government of India rules with regard to the reservation and relaxation, if any, as applicable for various categories, shall be followed in letter and spirit.



15. The applicant shall be solely responsible for the authenticity of the contents of the Online application submitted at the time of recruitment. The candidates are required to fill the online application as available on the University website www.cuap.ac.in. The details of qualification, experience etc shall be as per the UGC/GoI guidelines and the CRR of the CUAP only. The applicants are required to go through these details before filling-up the form.
16. Mere possession of eligibility conditions shall not entitle a candidate to be called for written test/interview. The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the applications. In other words, no candidate shall be called for interview if he does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.
17. Acceptance of documents/certificates/claims etc. submitted by an applicant shall be subject to verification by the competent authority. If any information/claim/certificate/document is found to be incorrect/false/fake at any stage of verification before or after the appointment, the material/document in question shall be summarily rejected and action shall be initiated against the candidate on ground of misconduct including rejection of his candidature which shall lead to cancellation of his appointment, if already appointed.
18. If at any stage of the recruitment process or employment, it is detected that there is a wilful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents/ or misleading statement/information in the application or tampering of documents or providing such information relating to the caste, educational qualification, experience, date of birth or domicile or any other factual information the candidature shall be cancelled and his services shall be terminated forthwith ,if already appointed.
- 19. Interim enquiries shall not be entertained. CANVASSING IN ANY FORM SHALL DISQUALIFY THE CANDIDATURE OF THE CANDIDATE.**
20. The candidates are required to note that they shall strictly be governed by the *Ordinance-2* of the CUAP regulating the recruitment to the non-teaching and other academic posts in the university.
21. In addition to the General Terms and Conditions of Recruitment mentioned as per CRR, the candidates shall also be governed by the undermentioned conditions.
22. Notwithstanding anything mentioned above, the candidature of the candidate(s) applied against posts in response to the advertisement of the University or the persons to be appointed against any post shall be governed by the provisions of the CUAP Act and Statutes/Ordinance/ UGC Regulations, ECR and also CCS (CCA) Rules – 1965, CCS Conduct Rules – 1964, CCS Pension Rules or any other rules of the Govt. of India as applicable and as amended from time to time and any other rule / resolutions prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
23. In case the appointment is made on deputation basis, the instructions issued by the Government of India from time to time and the provisions of the recruitment rules of the university shall be followed.
24. Any corrigendum/addendum or any other related information including the extension of closing date relating to recruitment shall be posted on the website of the University only for which the



candidates are required to be in constant touch with the website of the University.

25. Out station unemployed candidates belonging to SC/ST/PwBD categories called for interview shall be paid by the shortest route return single second-class rail fare towards the journey expenses on production of ticket /proof as provided under Government of India rules.
26. Candidates must write their contact number & Email ID correctly for communication contacting or mailing interview/ appointment letters. The mailing date shall be considered as the official date of dispatch and receipt of communication. Candidates not having an e-mail-ID must create his/her e-mail- ID and check both the Inbox & Spam folder regularly for further communication and in case of any non- compliance of these instructions, the University shall not be liable.
27. The list of short-listed candidates for Interview shall be published on the University Website i.e., www.cuap.ac.in The letter of Interview and the letter of appointment or any other relevant letter shall be sent to the candidate by e-mail as provided by him in his online application.
28. Every person appointed permanently to a post in the University by direct recruitment shall be on probation for a period as indicated in the Schedule-1 of the CRR/ GoI Rules, provided that the appointing authority may, in any individual case, extend the period of probation to such an extent as it may deem necessary as per Govt. of India Rules by stating the reasons to be recorded in writing. Where a person has not completed his period of probation successfully, the appointing authority may process his case for termination as per GoI Rules.
29. Candidates who have obtained degrees or diplomas or certificates for various programmes/ courses from any Institution declared fake/derecognised by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised. In case any candidate is called for interview or is appointed due to oversight or inadvertence, his/her letter of interview or appointment shall be withdrawn forthwith.
30. In case of any inadvertence/error 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.
31. Typographical error or anomaly, if any in the advertisement shall be rectified as per rule.
32. The Shortlisted candidates called for interview (wherever applicable) should submit all the testimonials / certificates in original along with a set of self-attested photocopies with respect to the qualifications, experience and category as applicable and indicated in the online application form at the time of reporting. The candidate has to produce a valid photo ID (Aadhaar/ Voter Id/ Driving License/ Passport etc.,) for the purpose of identification during the time of interview.
33. In order to avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicants may mail their issues at the **email Id:** rectt.cuap@gmail.com
34. ***In case of any grievance of any candidate, the candidate may also approach the Vice-Chancellor/ Registrar of the University in writing for redressal relating to the recruitment sufficiently in advance.***
35. **In case of in-service candidate or candidate applying under deputation,** the hard copy of the online application along with the supporting/relevant documents such as certificates, marksheets, testimonials, APAR for the last 5 years and vigilance clearance must reach the I/c, Selection



Committee Section of the University on or before **10.04.2025**.

36. The candidates who are already in service shall submit his/her hardcopy of the online application through proper channel along with the employer's certificate and vigilance clearance report duly filled-in and signed by the current employer in the following format to be enclosed as Annexure-I to the application and also the Annual Performance Appraisal Reports duly certified by the employer for the last five years.

Annexure-I

CERTIFICATE OF THE EMPLOYER

This is to certify that applicant Dr./Mr./Ms. who has submitted the application for the post of.....at Central University of Andhra Pradesh, Anantapur is employed as..... on regular/PMT basis from to in the Pay Level..... He/ She is drawing a basic pay of Rs. His/ Her next increment date is due on.....

Further, it is certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the applicant. The integrity of the officer is also certified. No Major/Minor penalties have been imposed during the last 5 years. The institution/department has no objection, if the candidature is considered by Central University of Andhra Pradesh, Anantapur for the Post of ... and in case of his/her selection, he/she will be relieved to join the University as per rules.

Dated:.....

Signature:.....

**Name of Head of Institution/Organization
Seal/Stamp:**.....

**Email id:
Tel./Mobile No.:**.....

37. The Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement and as per recruitment rules.
38. The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents' reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/terminated forthwith.
39. The selected candidate shall produce a medical fitness certificate issued by a Govt. Hospital/or Govt./CGHS empanelled Hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. Hospital/or Govt./CGHS empanelled Hospital for Group A post as the case may be prior to his joining. In cases where a person has already been



examined by a Medical Board in respect of his previous appointment and if standard of medical examination prescribed for the new post is the same, then he need not be required to undergo a fresh examination. For this purpose, he has to submit a copy of the medical certificate duly countersigned by the designated officer of the University.

40. The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn. *The Central University of Andhra Pradesh reserves the right to withdraw the offer of Appointment at any time even after acceptance by the candidate without stating any reason thereof.*
41. The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
42. The selected candidate shall be governed by the New Pension Scheme of the Govt. of India, as the case may be, duly extended by UGC.
43. The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc. for direct recruitment or promotion/under career progression scheme, wherever applicable on the posts of Finance Officer shall be governed strictly as per the UGC's guidelines/GoI orders as the case may be. Any amendment to the Notification/ Regulations/Guidelines of the UGC/Government of India in future shall be deemed to have been adopted by the University for Implementation in supersession of the existing provisions already adopted and incorporated in these Rules.
44. (i) The details of the vacancies shall be indicated in the advertisement. The University may also include the details with regard to anticipated vacancies arising due to retirement of employee(s) of that particular year or any case of voluntary retirement or resignation for which the employee has served notice prior to the issue of advertisement shall be included in the instant advertisement. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. However, the number of posts filled up shall not exceed the number of posts advertised including anticipated vacancies.
(ii) The University may draw a reserved panel to fill up a post. In case a candidate on higher merit regrets to join within a period of one year or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate on the merit, (if otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy. (Reference: DoPT OM No.41010/18/97-Estt(B) dated 13th June, 2000)
(iii) The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.
(iv) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded within a reasonable period of time.

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