



ADVERTISEMENT FOR NON-TEACHING POSITIONS

Advt. No:01/2022

Applications are invited from the eligible candidates for recruitment to the following other academic and non-teaching posts through on line mode:

Non-teaching:

S.No	Name of the Post with Pay Level	No. of posts& Category	Mode of Recruitment	Upper Age Limit for Direct Recruitment	Post code
1	Asst Librarian (Academic Level -10)	1-UR	Direct/ Deputation*	40 Years	NT-01
2	Asst. Registrar (Level -10)	1-UR	Direct/ Deputation*	40 Years	NT-02
3	Section Officer (Level -7)	1-UR	Direct/ Deputation*	35 Years	NT-03
4	Junior Engineer(civil) (Level -6)	1-UR	Direct/ Deputation*	35 Years	NT-04
5	Technical Assistant (Level -5)	1-UR	Direct/ Deputation*	35 Years	NT-05
6	Upper Division Clerk (Level -4)	2-UR	Direct/ Deputation*	32 Years	NT-06
7	Security Asst. (Level -2)	2-UR	Direct/ Deputation*	32 Years	NT-07

(*) 56 Years for Deputation. Candidate appointed on deputation shall be duly repatriated to his/her parent organization. However, the University may absorb any such candidate in the Interest of the University subject to the discretion of the Competent Authority.

Date of Commencement of Online Application.	12th November 2022
Last date of submission of online Application	14th December 2022
Last date of receipt of hardcopy of online application along with all enclosures	26th December 2022

Essential Qualification: (Strictly as per Ordinance 1 governing the CRR)

I. — ASSISTANT LIBRARIAN

Essential Qualification:

- A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale, wherever grading system is followed)
- A consistently good academic record, with knowledge of computerization of library.
- Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree), Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfilment of the following conditions:

- The Ph.D. degree of the candidate has been awarded in the regular mode
- The Ph.D. thesis has been evaluated by at least two external examiners;
- Open Ph.D. viva voce of the candidate has been conducted;



- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal.
- e) The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any similar agency.

Note:

- i. The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned.
- ii. NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

II. ASSISTANT REGISTRAR:

Essential Qualification:

Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

III. SECTION OFFICER:

Essential Qualification:

- i) A Bachelor's Degree in any discipline from any recognized Institute/ University.
- ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200.00 Crores or more.
- iii) Proficiency in Computer Operation, noting and drafting.

IV. JUNIOR ENGINEER (CIVIL) :

Essential Qualification:

Bachelor's Degree of Engineering/Technology in Civil or relevant field from a recognized Institute/University with one year of relevant experience

OR

Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD/State PWD or Similar Organised Services/Statutory or Autonomous Organizations/Central/State Universities/Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200.00 Crores or more.

V. TECHNICAL ASSISTANT(COMPUTER) :

Essential Qualification:

- i. Bachelor's Degree in Engineering/Technology in Computer Science and Technology/ Information Technology from any recognized University or Institute.

OR

Master's Degree in Computer Science/Technology/MCA from any recognized University/Institute.

- ii. At least two years' experience in relevant field in University/Research establishment/Central/State Govt./PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200.00 Crores or more.

VI. UPPER DIVISION CLERK:

Essential Qualification:

1. A Bachelor's Degree from any recognized Institute/University.
2. Two years' experience as Lower Division Clerk/Equivalent posts in University/Research Establishment/Central State Govt./PSU/Autonomous Bodies or equivalent pay package in the reputed private Companies/Corporate Banks with a minimum annual turnover of at least Rs.200.00 Crores or more.
3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm
4. Proficiency in Computer Operations



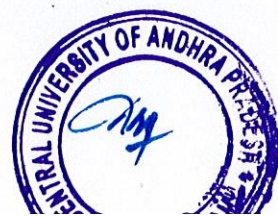
VII. SECURITY ASST:

Essential Qualification:

- i. Bachelor's Degree from a recognized University/Institution.
- ii. Should be an Ex-Army/Para-Military Personnel with proper discharge certificate with Medical Category "AYE" and Character "Very Good" or equivalent.
- iii. Holding a valid Driving License (LMV/Motor cycle).

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

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 in r/o **the posts under Level-10. For posts under categories** fees shall be Rs. 1,000/- (Rs One thousand only). The payment is through online mode only. 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 **14th December 2022**. The print out of the online application along with the supporting / relevant documents must reach the Section Officer I/c, Selection Committee Section of the University on or before **26th December 2022**. **In case of any technical difficulty in submission of the application through on line 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 in triplicate (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 26th December 2022** 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 will be placed on the web-site of the University and the candidates are advised to visit the web-site- 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 his/her print out of the 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 lien 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 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 and applications received after the due date shall be rejected.



8. 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 shall be rejected.
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. 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. At the time of recruitment, a service agreement shall be executed between the university and the employee concerned 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 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. 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 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 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.



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 No.1 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 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 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. For all other academic positions, 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.
25. 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. The articles/ research papers not published in refereed journals shall not be taken in consideration.
26. 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.*
27. 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.
28. 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.
29. 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.



30. 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.
31. 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.
32. 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.
33. 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.
34. Typographical error or anomaly, if any in the advertisement shall be rectified as per rule.
35. 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.
36. 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**
37. *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 no 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: _____



Assessment Criteria and Methodology for Librarians

S.No.	Activity	Grading Criteria
1	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> Library Resource and Organization and maintenance of books, journals and reports. Provision of Library reader services such as literature retrieval services to researchers and analysis of report. Assistance towards updating institutional website 	<p>90% and above - Good</p> <p>Below 90% but 80% and above - Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	<p>Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>
3.	<p>If library has a computerized database then OR If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory – 90% catalogue database made up to date</p> <p>Unsatisfactory – Catalogue database not upto mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>

4.	Checking inventory and extent of missing books	<p>Good : Checked inventory and missing book less than 0.5%</p> <p>Satisfactory - Checked inventory and missing book less than 1%</p> <p>Unsatisfactory - Did not check inventory</p> <p>Or</p> <p>Checked inventory and missing books 1% or more.</p>
5.	<p>(i) Digitisation of books database in institution having no computerized database.</p> <p>(ii) Promotion of library network.</p> <p>(iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>(iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>(v) Design and offer short-term courses for users.</p> <p>(vi) Publications of at least one research paper in UGC approved journals.</p>	<p>Good : Involved in any two activities</p> <p>Satisfactory : At least one activity</p> <p>Not Satisfactory : Not involved/ undertaken any of the activities.</p>
Overall Grading	<p>Good : Good in Item 1 and satisfactory/good in any two other items including Item 4.</p> <p>Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.</p> <p>Not satisfactory : If neither good nor satisfactory in overall grading.</p>	
<p>Note :</p> <p>(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.</p> <p>(2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.</p> <p>(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.</p>		

