



**Advt. No:04/2024**

**ADVERTISEMENT FOR NON-TEACHING POSITIONS**

Applications are invited from the eligible candidates for recruitment to the following non-teaching Statutory post through online 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	Tenure of the Post	Post code
1.	Finance Officer	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.

<b>Finance Officer - (01-UR) NT-09</b>		
<b>Pay Level -14</b>		
<b>Direct/Deputation</b>		
<b>ELIGIBILITY:-</b>		
1	<b>Method of Recruitment</b>	Direct/Deputation for a <b>tenure of three years**</b> 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	<b>Educational Qualification and experience required for direct recruitment</b>	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  <b>OR</b>  Comparable experience in research establishment and/ or other institutions of higher education,  <b>OR</b>  15 years of administrative experience, of which 8 years shall be as a Deputy Registrar or an equivalent post.
3		<b>Age Limit for Direct Recruits-</b> Preferably below 57 years



4	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>Deputation:</b></p> <p>Qualification &amp; Experience: As indicated at Col:2 Grade: Holding analogous post or eight years' experience at Pay Level-12</p> <p><b>Age Limit for Deputation – Less than 58 years of Age</b></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><b>or</b></p> <p>University System/ Other organisation 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.**

### **IMPORTANT DATES**

1. Last date to apply online: **08.12.2024 (till midnight)**
2. Last date of submission of Hard copies: **18.12.2024**

### **IMPORTANT LINKS**

1. University Website: [www.cuap.ac.in](http://www.cuap.ac.in)
2. Link for Applying Online: <https://cuapnt.samarth.edu.in/>

#### **A. 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](http://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 **08/12/2024**. 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 **18/12/2024**. **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](mailto: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 18/12/2024 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., **18/12/2024**. 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](http://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](http://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](mailto: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 18/12/2024.**
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 13<sup>th</sup> 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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