No. CUAP/Estt./2025-26/Job/25

Dated, 12th July, 2025

NOTIFICATION

Applications are invited for the engagement of following positions on outsourced/temporary basis. Interested eligible candidates may apply and send their application along with self-certification of all educational certificates, experience certificates, etc., in the **prescribed format** in **one single PDF** only to the email: arcuap@gmail.com on or before 31st July, 2025 till midnight. Application received after the last date shall not be accepted.

S.NO.	NAME OF THE POSTS	NUMBER	QUALIFICATION	JOB DESCRIPTION
1.	Doctor: 1. Boys (Clinic) 2. Girls (Clinic)	2	Qualification – MBBS, M.D Experience – 1- 2 years Language: Hindi/English/Telugu	Patient Diagnosis, Examination, Treatment and Management, Emergency Care, performing medical procedures, managing medications, maintaining accurate medical records
2.	Accountant	1	Qualification – B. Com/M. Com Experience – 1- 2 years in relevant fields Language: Hindi/English/Telugu	Candidates should have good knowledge of tally accounting software, Proficiency in preparing financial statements, Data Management, Mathematical skills, maintain Balance Sheets, Trail Balance, Reconcile/maintain bank statements, manage invoices, Communication Skills, MS Words, MS Excel, PPT, English Typing 30-35 wpm, Noting & Drafting.
3.	Data Entry Operator (Account-SAMARTH)	2	Qualification – 3 years Diploma/B. Tech /BE in Computer Science Experience – 1- 2 years in relevant fields Language: Hindi/English/Telugu	Candidates should have good knowledge of MS Office, Mathematical skills, Communication Skills, Noting & Drafting, English Typing 30-35 wpm. experience of monitoring/implementing SAMARTH Portal.
4.	Assistant (Establishment)	1	Qualification – 3 years Diploma in Computer Science/UG/PG Experience – 1- 2 years in relevant fields Language: Hindi/English/Telugu	Candidates should have good knowledge of MS Office, Mathematical skills, Communication Skills, Noting & Drafting, English Typing 30-35 wpm.
5.	Lab Assistant (Computer Lab)	4	Qualification – 3 Years Diploma in Computer Science / MCA / B. Tech / B.E/M.E in Computer Sc. with knowledge of software including programming i.e. C, C++, Python, Java, SQL, HTML, etc. & Hardware.	Candidates should have good knowledge of MS Office, Office Procedures, all type of troubleshooting of computer to resolve, Knowledge in Python, Software Networking and Any other Programming Skills.

			Experience – 1- 2 years in relevant fields Language: Hindi/English/Telugu	
6.	Lab Assistant (Geography & Space Science)	1	Qualification – B.Sc./M.Sc. in Geography/ Geology with PG Diploma in remote sensing or Geoinformatics. Experience – 1- 2 years of maintenance of Geography or Space Science Laboratory/Handling Geospatial data Language: Hindi/English/Telugu	To Assist in laboratory activities and conduct of experiments related to teaching and responsible for the operation and maintenance of laboratory equipment. Noting & Drafting and Good Knowledge of Computer Operation i.e. MS Word, Excel, Power Point.
7.	Hostel Care Taker (Boys)	2	Qualification – 3 Years Diploma/UG/PG Experience – 1- 2 years in relevant fields Language: Hindi/English/Telugu	Monitoring & Maintenance of occupancy/vacation of rooms to/by the students, proper maintenance of the hostel rooms, common room, gymnasium hall, toilets, mess and premises, proper water supply and drinking water arrangement in the hostel, Maintaining the record of the Students/Guests/visitors, Daily report to the Warden/Assistant Warden & University authority.
8.	Hostel Care Taker (Girls)	2	Qualification – 3 Years Diploma/UG/PG Experience – 1- 2 years in relevant fields Language: Hindi/English/Telugu	Monitoring & Maintenance of occupancy/vacation of rooms to/by the students, proper maintenance of the hostel rooms, common room, gymnasium hall, toilets, mess and premises, proper water supply and drinking water arrangement in the hostel, Maintaining the record of the Students/Guests/visitors, Daily report to the Warden/Assistant Warden & University authority.
9.	Nurse	1	Qualification – GNM / B.Sc. Nursing / M.Sc. Nursing Experience – 1- 2 years in relevant fields Language: Hindi/English/Telugu	General Care of the Patients, Admission of Patient, recording of temperature, Pulse/BP, respiration, administration of medicines, injections, dressing, sterilization of equipment, maintenance of register and other nursing related works as assigned by the University Doctor from time to time.
10.	Hindi Translator cum Typist	1	Qualification – 3 Years Diploma/UG/PG Experience – 1- 2 years in relevant fields Language: Hindi/English/Telugu	Candidates should have good knowledge of MS Office, Communication Skills, Noting & Drafting in English to Hindi & vice versa, Typing 20-25 wpm in Hindi & 30 – 35 wpm in English
11.	Technical Assistant (Data Centre)	1	Qualification –MCA / B. Tech / M. Tech/ B.E/ M.E in Computer Sc. Experience – 1- 2 years in relevant fields	Candidates should have good knowledge in Computer operation, MS Office, Hardware installation & troubleshooting, Knowledge in Python, Software Networking and other Programming Skills with knowledge of software including programming i.e. C,

				C++, Python, Java, SQL, HTML, etc. & Hardware, Maintenance of Surveillance, all type of troubleshooting of computer, DCIM (Data Centre Infrastructure Management), Server virtualization, Incident management systems, Network cabling etc.
12.	Plumber	1	Qualification – 10th /12th / ITI Experience – 1- 2 years in relevant fields Language: Hindi/English/Telugu	Repair & maintenance of the damages in administrative/ academic departments/hostels and any places within the campus and any other duties as entrusted by the authority.

INSTRUCTIONS:

1. The application shall be accepted in the prescribed format only along with self-certification of all educational certificates, experience certificates etc., in one single PDF only. The candidates are advised to refrain from sending multiple files in the form of PNG, JPG etc. failing which application shall be summarily rejected.
2. The candidate may apply more than one post as per their eligibility and separate applications should be filled up for each post applied for.
3. In case of any willful error or inadvertence in the process of selection, which may be detected at any stage even after issuing an offer letter, the University reserves the right to modify/withdraw/cancel any communication made to the applicant.
4. Applicants are required to show the original documents at the time of test/skill test.
5. Duty timing may be staggered and as decided by the university.
6. The university reserves the right to withdraw this advertisement or increase/decrease the number of posts at any time without assigning any reason (s).
7. The right is also reserved with the university either to fill or not to fill the advertised positions. The decision of the Competent Authority of the university in this regard shall be final.
8. Qualification and experience etc. will be counted as on the date of test/interaction.
9. The candidates having experience of working in Central/State Government Universities shall be preferred.
10. The candidates will not have any claim on regular position/absorption at any stage and in case of any advertised vacancy, they shall be required to compete with the outsiders as per the terms of the advertisement.
11. Canvassing in any form may lead to cancellation of candidature.
12. Incomplete applications or the relevant supporting enclosures (self-attested copies of degree/certificates /marks sheets/experience certificate, etc.) will be out-rightly rejected.
13. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his/her candidature. In case, it is detected at any point of time in future even after engagement that the candidate was not eligible as per the prescribed qualification, experience etc. which could not be detected at the time of test/skill test due to whatever circumstances, his/her engagement shall be liable to be terminated immediately.

14. The University will get verified all the certificates in support of qualification, experience etc. submitted by candidates, from the issuing authority. If any document is found to be false/ fake/ incorrect/ malafide at any stage of verification before or after engagement, the document in question shall be summarily rejected which shall lead to termination of his/her appointment, if already engaged and action may be initiated against the candidate for this misconduct as per rules.

15. In case of any ambiguity w.r.t the candidature of any applicant, the decision of the Competent Authority shall be final.

16. Honorarium is negotiable and shall be decided as per the university/GoI norms.

17. **Last Date to receipt of Applications:** The candidates may send their application as mentioned above on or before 31/07/2025 till midnight. Application received after the last date shall not be accepted under any circumstances.

Sd/-
Registrar i/c

Date:

┌─────────────┐
│   │
│   PASTE   │
│   PHOTO   │
│   │
└─────────────┘

APPLICATION FORMAT

1. Name of the Post Applied for   :

2. Name of the Applicant   :

3. Father's/ Mother's Name   :

4. Date of Birth   :
   **(Certificate of proof to be enclosed)

5. Nationality   :

6. Category (UR/OBC-NCL/SC/ST/EWS/PwBD)   :
   **(Certificate of proof to be enclosed as applicable)

7. Gender (Male/Female)   :

8. Marital Status (Married/Unmarried)   :

9. Contact Number (Mobile No.)   :

10. Email Id   :

11. Academic Qualifications   :
    **(Eligibility Certificate(s) to be enclosed)

12. (a). Work Experience in the relevant Field   :
    **(Certificate of Experience to be enclosed)

13. Permanent Address   :

14. Any discrepancies/pending cases either in Court/Police
    Station/criminal case   :

15. Any other information   :

Declaration:

The above-mentioned information furnished by me are true to the best of my knowledge and belief. In case of it is detected at any stage even after joining the service that there is a concealment of material information or submission fake/forged documents, my engagement shall be terminated forthwith & legal action shall be initiated against me.

(Signature of the Applicant)

Note: Please send PDF file to email: arcuap@gmail.com. Hard copies sent by post/courier shall not be accepted.