

आंध्रप्रदेश केंद्रीय विश्वविद्यालय అంధ్రప్రదేశ్ కేంప్రీయ విశ్వవిద్యాలయం CENTRAL UNIVERSITY OF ANDHRA PRADESH (Established by an act of Parliament in 2019)

No. CUAP/Estt./2023-24/Job/62

Dated, 18th June, 2024

NOTIFICATION

Applications are invited for the engagement of following positions on outsourced/contract basis purely on temporary. Interested eligible candidates may apply and send their Curriculum Vitae along with self-certification of all educational certificates, experience certificates, etc., in the <u>prescribed format</u> in one single PDF only to the email: <u>arcuap@gmail.com</u> on or before 30th June, 2024. Application received after the last date shall not be accepted.

S.NO.	NAME OF THE POSTS	NUMBER	QUALIFICATION	JOB DESCRIPTION	
1.	Accountant (Tally)	1	Qualification – B. Com/M. Com Experience – 1- 2 years Language: Hindi/English	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, Filing GST and IT/TDS.	
2.	Assistant (Examination)	2	Qualification – Diploma in Computer Science/UG/PG Experience – 1- 2 years Language: Hindi/English	Candidates should have good knowledge of preparation of Scholarship, Results, Payment Gateway Configurations, MS Office, Mathematical skills, Communication Skills, Noting & Drafting, English Typing 30-35 wpm.	
3.	Junior Engineer (Civil)	1	Qualification – Bachelor's Degree of Engineering/Technology in relevant field from a recognized institute/university with 1 year experience. OR Diploma in Engineering in relevant field and 3 years' experience in relevant field in CPWD/State PWD/Central/State Institutions/Autonomous Bodies or reputed private construction companies. Language: Hindi/English	Overseeing of construction site, setting out from the contract drawings/information, carryout surveys as and when required, be able to use robotic instruments, GPS instruments, lasers, levels etc., ensure works are carried out as per the contract drawings and specification, maintain records, maintenance books, quality assurance documentation, reports and records, responsibility for the health and safety matters on site, Strong technical, mathematical, and science skills assess project and its requirements, study and assess drawings, plans, specifications and repair and maintenance of building wherever required.	

4.	Junior Technical Assistant (Computer Lab)	2	Qualification – Diploma in Computer Science/BCA/MCA/Any Degree with Hardware, Software & Networking Knowledge Experience – 1- 2 years Language: Hindi/English	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.
5.	Lab Assistant (Psychology)	1	Qualification – Bachelor in Psychology Experience – 1- 2 years of maintenance of Psychology Laboratory Language: Hindi/English	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.
6.	Lab Assistant (Molecular Biology)	1	Qualification – Bachelor's degree in Biotechnology / Biochemistry / Microbiology Experience – 1- 2 years maintaining Lab Language: Hindi/English	To Assist in laboratory activities, 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 Assistant (Boys)	1	Qualification – Diploma/UG/PG Experience – 1- 2 years Language: Hindi/English	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)	1	Qualification – Diploma/UG/PG Experience – 1- 2 years Language: Hindi/English	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 Language: Hindi/English	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.	Electrician	1	Qualification - ITI/Polytechnic in	To repair all the damages in administrative/ academic	
10.			electrical trade.	departments/hostels and any places within the campus,	
			Experience – 1- 2 years	check all the places, Installing, maintaining, repairing	
			Language: Hindi/English	electrical control, wiring, lighting systems, reading	
				technical diagrams and blueprints, performing	
				general electrical maintenance, Inspecting	
				transformers, circuit breakers, and other electrical	
				components, Troubleshooting electrical issues using	
				appropriate testing devices, Repairing and replacing	
				equipment, electrical wiring, and fixtures,	
				Performing circuit breaker corrective maintenance,	
				Maintaining good knowledge of heating and air	
				conditioning systems as well as various testing	
				equipment.	
11.	Plumber	1	Qualification – 10 th /12 th / ITI	to repair the small damages in administrative/ academic	
1	1.10		Experience – 1- 2 years	departments/hostels and any places within the campus	
			Language: Hindi/English	and any other duties as entrusted by the authority.	
12.	Driver (Tractor & Pick	2	Qualification – 10 th /12 th / ITI	Along with driving of vehicle the driver is required to	
	up)		Experience – 1- 2 years with a valid	maintain log books, insurance, servicing of vehicle from	
	1		LMV/HMV Driving license.	time to time and other assigned works by the authority.	
			Language: Hindi/English		

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/interaction.
- 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.



- 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 without uploading of 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/ interaction 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. Last Date to receipt of Applications: The candidates may send their CV as mentioned above on or before 30/06/2024. Application received after the last date shall not be accepted under any circumstances.

Sd/-Assistant Registrar (Admin.)

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आंध्रप्रदेश केंद्रीय विश्वविद्यालय ಅಂಧ್ರಕ್ಷವೆ ಕೆಂಶ್ರಿಯ ಏಕ್ವವಿದ್ಯಾಲಯಂ CENTRAL UNIVERSITY OF ANDHRA PRADESH (Established by an act of Parliament in 2019)

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	•
5.	**(Certificate of proof to be enclosed) 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.	Work Experience in the relevant Field **(Certificate of Experience to be enclosed)	•
13.	Address for Communication	:
14.	Any discrepancies/pending cases either in Court/Police	
	Station	:
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.

(Signature of the Applicant)

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