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

No. CUAP/Estt./2024-25/JOB/   Dated: 04.02.2026

NOTIFICATION

Applications are invited for the engagement of following positions to be engaged on outsourced basis (Unskilled, Semi-skilled, Skilled, Highly skilled category) or contractual basis purely on temporary in nature.

Sl. No.	Name of the Posts	Number of Vacancies
1.	Data Entry Operator (Samarth)	2
2.	Data Entry Operator (Exam)	1
3.	Assistant (Establishment)	2
4.	Lab Assistant (Computer Lab)	2
5.	Assistant (Library)	1
6.	Lab Assistant (Geography & Space Science)	1
7.	Hindi Translator cum Typist	1
8.	Electrician	2
9.	Accountant	3
10.	Driver	2

➢ **Date of Advertisement:** 4th February, 2026.

➢ **Last Date for receipt of Online Application:** 15th February, 2026 till midnight.

➢ **Mode of Receipt of Applications:** Through Samarth Portal (Only Online Applications submitted through Samarth portal shall be accepted).

➢ **Link for Online Application & Payment:** https://cuapnt.samarth.edu.in/index.php/site/login

➢ **Date of Conduct of Test/Skill Test:** shall be informed at later stage.

➢ **Venue of Conduct of Test/Skill Test:** Central University of Andhra Pradesh, Janthaluru Village, Bukkarayasamudram Mandal, Ananthapuramu, Andhra Pradesh – 515701.

➢ **Duration of the appointment**: The engagement shall be initially for a period of one year subject to extension of further year (s) based on satisfactory performance and approval of the competent authority.

➢ **Nature of the appointment:** The appointment shall be outsourced or contractual basis purely on temporary in nature.

Application Fee to be paid through SAMARTH as stated below:

Sl. No.	Name of the Posts	UR/OBC/EWS	SC/ST/PWD/Women
1.	Data Entry Operator (Samarth), Data Entry Operator (Exam), Assistant (Establishment), Lab Assistant (Computer Lab), Assistant (Library), Lab Assistant (Geography & Space Science), Hindi Translator cum Typist, Electrician, Accountant, Driver	Rs.700/-	Rs.500/-

Note:

1. *Selected candidates shall be intimated by e-mail or telephonically.*
2. *No TA/DA shalll be paid for attending Test/Skill Test/Interaction.*

ELIGIBILITY CRITERIA & OTHER DETAILS

(1)

Name of the Post	Data Entry Operator (Samarth)
No. of Post	**2 (two)**
Essential Qualification	- UG/PG preferably BCA/MCA, B.Sc./M.Sc. in Computer Science from any recognized Institute/ University. - Proficiency in Computer Operation (MS Office). - English Typing @ 35 wpm.
Experience	1 or 2 Years in relevant field/area in any University/College/ Research Institute. - Language proficiency in Hindi, English, Telugu with good communication skills.
Upper Age Limit as on 15.02.2026	32 Years (Relaxation in upper age limit to the SC/ST/OBC/PwD/Ex-Serviceman etc. candidates shall be given as per Govt. of India rules)

(2)

Name of the Post	Data Entry Operator (Exam)
No. of Post	**1 (One)**
Essential Qualification	- UG/PG from any recognized Institute/ University. - Proficiency in Computer Operation (MS Office). - English Typing @ 35 wpm.
Experience	1 or 2 Years in relevant field/area in any University/College/ Research Institute. - Language proficiency in Hindi, English, Telugu with good communication skills.
Upper Age Limit as on 15.02.2026	32 Years (Relaxation in upper age limit to the SC/ST/OBC/PwD/Ex-Serviceman etc. candidates shall be given as per Govt. of India rules)

(3)

Name of the Post	Assistant (Establishment)
No. of Post	2 (two)
Essential Qualification	• UG/PG from any recognized Institute/ University. • Proficiency in Computer Operation (MS Office) & Noting/Drafting. • English Typing @ 35 wpm
Experience	• 1 or 2 Years in relevant field/area in any University/College/ Research Institute. • Language proficiency in Hindi, English, Telugu with good communication skills.
Upper Age Limit as on 15.02.2026	• 32 Years (Relaxation in upper age limit to the SC/ST/OBC/PwD/Ex-Serviceman etc. candidates shall be given as per Govt. of India rules)

(4)

Name of the Post	Lab Assistant (Computer Lab)
No. of Post	2 (two)
Essential Qualification	• UG/PG/Diploma in Computer Science from any recognized Institute/ University. • Proficiency in Computer Operation, Troubleshooting, Hardware & Software.
Experience	• 1 or 2 Years in relevant field/area in any University/College/ Research Institute. • Language proficiency in Hindi, English, Telugu with good communication skills.
Upper Age Limit as on 15.02.2026	• 32 Years (Relaxation in upper age limit to the SC/ST/OBC/PwD/Ex-Serviceman etc. candidates shall be given as per Govt. of India rules)

(5)

Name of the Post	Assistant (Library)
No. of Post	1 (one)
Essential Qualification	• UG/PG from any recognized Institute/ University.
Experience	• 1 or 2 Years in relevant field/area in any University/College/ Research Institute. • Language proficiency in Hindi, English, Telugu with good communication skills.
Upper Age Limit as on 15.02.2026	• 32 Years (Relaxation in upper age limit to the SC/ST/OBC/PwD/Ex-Serviceman etc. candidates shall be given as per Govt. of India rules)

(6)

Name of the Post	Lab Assistant (Geography & Space Science)
No. of Post	1 (One)
Essential Qualification	• UG/PG in Geography or Space Science from any recognized Institute/ University.
Experience	• 1 Years in relevant field/area in any University/College/ Research Institute. • Language proficiency in Hindi, English, Telugu with good communication skills.
Upper Age Limit as on 15.02.2026	• 30 Years (Relaxation in upper age limit to the SC/ST/OBC/PwD/Ex-Serviceman etc. candidates shall be given as per Govt. of India rules)

(7)

Name of the Post	Hindi Translator cum Typist
No. of Post	1 (One)
Essential Qualification	• UG/PG from any recognized Institute/ University in Hindi with English as a compulsory or elective subject or as the medium of examination at degree level.
Experience	• 1 Years in relevant field/area in any University/College/ Research Institute. • Language proficiency in Hindi, English with good communication skills
Upper Age Limit as on 15.02.2026	• 30 Years (Relaxation in upper age limit to the SC/ST/OBC/PwD/Ex-Serviceman etc. candidates shall be given as per Govt. of India rules)

(8)

Name of the Post	Electrician
No. of Post	2 (two)
Essential Qualification	• 10th Pass/ITI from a recognized Board.
Experience	• 1 Years in relevant field/area in any University/College/ Research Institute. • Language proficiency in Hindi, English, Telugu.
Upper Age Limit as on 15.02.2026	• 30 Years (Relaxation in upper age limit to the SC/ST/OBC/PwD/Ex-Serviceman etc. candidates shall be given as per Govt. of India rules)

(9)

Name of the Post	Accountant
No. of Post	3 (three)
Essential Qualification	• B.Com/M.Com from any recognized Institute/ University.
Experience	• 1 Years in relevant field/area in any University/College/ Research Institute. • Experience in operation of Tally software, preparation of balance sheet, IT TDS, GST Calculation & accounting. • Language proficiency in Hindi, English, Telugu.
Upper Age Limit as on 15.02.2026	• 30 Years (Relaxation in upper age limit to the SC/ST/OBC/PwD/Ex-Serviceman etc. candidates shall be given as per Govt. of India rules)

(10)

Name of the Post	Driver
No. of Post	2 (two)
Essential Qualification	• 10th /12th Pass from a recognized Board.
Experience	• 1 Years in relevant field/area in any University/College/ Research Institute for driving HMV/LMV. • Language proficiency in Hindi, English, Telugu.
Upper Age Limit as on 15.02.2026	• 30 Years (Relaxation in upper age limit to the SC/ST/OBC/PwD/Ex-Serviceman etc. candidates shall be given as per Govt. of India rules)

GENERAL INSTRUCTIONS:

1) The engagement on these posts shall be on outsourced or contractual basis purely temporary in nature. The selected candidates shall have no right to claim for regularization in the University.
2) The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for the test/skill test.
3) Wherever the number of applications received in response to an advertisement is considerably more and in case it does not seem feasible or convenient to test/interact with all the candidates, the University at its discretion, may restrict the number of candidates to a reasonable limit on the basis of merit in terms of the qualifications, and experience higher than the minimum prescribed for the post.
4) The process of selection may include a test/skill Test or other criteria if any or a combination of all.
5) The University shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false or incorrect, the responsibility and liability shall be solely with the candidate and the candidature of such candidate shall be rejected even after the selection.
6) Before applying for a position, applicants are advised to go through the advertisement carefully and check their eligibility. No enquiry in this regard shall be entertained.
7) The application shall be accepted through SAMARTH Portal only. No physical or email application shall be entertained.
8) The candidate may apply more than one post as per their eligibility and separate application shall be filled up for each post applied for.
9) 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.
10) Applicants are required to show the original documents at the time of test/skill test.

11) Duty timing may be staggered and as decided by the university.

12) The university reserves the right to withdraw this advertisement or increase/decrease the number of posts at any time without assigning any reason (s).

13) 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.

14) Qualification and experience etc. shall be counted as on last date of this advertisement.

15) The candidates having experience of working in Central/State Government Universities shall be preferred.

16) The candidates shall 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.

17) Canvassing in any form may lead to cancellation of candidature.

18) Incomplete applications or non-submission of relevant supporting enclosures (self-attested copies of degree/certificates /marks sheets/experience certificate, etc.) shall be out-rightly rejected.

19) 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/interaction due to whatever circumstances, his/her engagement shall be liable to be terminated immediately.

20) 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.

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

22) All correspondence from the University for test/skill test (if any), shall be sent only to the email address provided by the applicant in the online application form.

23) Any addendum/corrigendum (if any) to this advertisement, shall be uploaded at Central University of Andhra Pradesh website only.

24) The applicants are advised to check the university website regularly for updates.

25) Incomplete applications in any respect shall be summarily rejected.

26) The University reserves the right to revise/reschedule/cancel/suspend/withdraw the recruitment process in part or full without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.

27) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.

28) If the service of any candidate is not found satisfactory, his/her services may be terminated without assigning any reason to him/her.

29) All candidates must possess a valid ID to be allowed to appear in test/skill test.

30) University shall not provide any Travelling Allowance or Accommodation to the candidate for attending test/skill test.

31) University will not provide any accommodation to any engaged candidate. Candidates shall have to arrange the accommodation at their own and university shall not reimburse/pay any HRA.

32) The University shall not pay any compensation for any injury/loss of life or any other kind of compensation during the engagement.

33) In case of disputes/suites or legal proceedings against the University, the Jurisdiction shall be confined to the High Court, Andhra Pradesh only.

34) **Last Date to receipt of Applications:** The candidates may apply through SAMARTH on or before 15/02/2026 till midnight. Application received after the last date shall not be accepted under any circumstances.

Sd/-
Registrar