



**केरल केंद्रीय विश्वविद्यालय**  
**CENTRAL UNIVERSITY OF KERALA**  
Tejaswini Hills, Periyē, Kasaragod – 671320

संख्या /No. CUK/APPT/SO/2020

दिनांकित १६ फरवरी २०२१/Dated, 16<sup>th</sup> February 2021

**EMPLOYMENT NOTIFICATION No. SO- 01/2021**

Central University of Kerala invites applications in the prescribed format from eligible Indian nationals for filling up the following posts.

Sl No.	Name of the post	Pay Matrix Level & Pay	No. of post	Category
1	Registrar	Level 14 : ₹ 144,200/- - ₹ 218,200/-	01	UR
<b>IMPORTANT DATES</b>				
Date of Commencement of Online Application		17.02.2021		
Last date of Online Application		31.03.2021		
Last date of receipt of hardcopy of online application along with all self-attested enclosures to the University (Including postal/ processing days)		16.04.2021		

**Essential Qualifications:**

- i) Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale.
- ii) At least 15 years of experience as Assistant Professor in the AGP of ₹ 7,000/- and above or with 8 years' of service in the AGP of ₹ 8,000/- and above including as Associate Professor, along with experience in educational administration.

**OR**

Comparable experience in a research establishment and / or other institutions of higher education.

**OR**

15 years of administrative experience of which 08 years shall be as a Deputy Registrar or an equivalent post.

**Age limit for Direct Recruits :** Preferably below 57 Years

**Desirable:**

Preference shall be given to the candidates from Central Services

**NATURE OF APPOINTMENT:** The post of Registrar shall be filled by direct recruitment or on deputation basis for a period of five years or till attaining the age of 62 years, whichever is earlier. Direct recruits shall be governed by the provisions under New Pension Scheme- National Pension System of Government of India with all its amendments made from time to time.

**JOB DESCRIPTION:** The Registrar must have wide range of knowledge in all aspects of University management. The Registrar shall have the power to enter into agreements , sign documents and authenticate records on behalf of the University, and shall exercise such powers and perform such duties as may be prescribed by the Statutes.

Sl No.	Name of the post	Pay Matrix Level & Pay	No. of post	Category
2	Internal Audit Officer (on Deputation)	Level 12 : ₹ 78,800/- - ₹ 209,200/-	01	UR
<b>IMPORTANT DATES</b>				
Date of Commencement of receipt of application		17.02.2021		
Last date of receipt of application along with all self-attested enclosures to the University (Including postal processing days)		16.04.2021		

***Essential Qualifications:***

By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous posts on regular basis.

OR

With three years regular service in PB-3 (Rs.15600-39100) + Grade Pay Rs.6,600/- in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.

OR

With five years regular service in PB-3 (Rs.15600-39100) + Grade Pay Rs.5,400/- in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.

**Upper Age limit : 56 Years**

  
कुलसचिव-प्रभारि /Registrar-i/c

**GENERAL INSTRUCTIONS**

1. Candidate who is already in service shall submit his/her application through proper channel along with vigilance clearance certificate from the competent authority. However, he/she may send an advance copy of his/her application and in case his/her application is not forwarded due to whatever reasons till the time of interview as the case may be, he/she, should produce a "No Objection Certificate along with the Vigilance clearance certificate in a sealed cover" from the employer, failing which he/she shall not be allowed to appear at the interview as the case may be.
2. The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs) for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.
3. It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc. and submit his/her application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his/her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to termination forthwith as per this clause. This must be mentioned in the letter of offer and appointment clearly. In case of any ambiguity in the recruitment rules in general and eligibility of the post, the decision of the Executive Council shall be final.
4. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false / fake / incorrect either before or after appointment, the document shall be summarily rejected and action may be initiated against the candidate which shall lead to cancellation of his/her appointment, as the case may be.
5. The person appointed in the post shall be governed by the Act/ Statutes/ Ordinances/ Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/ resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.

6. Changes in Regulations on qualifications, experience, etc. issued by the UGC/Govt. of India subsequent to this notification will become mandatory from the respective dates of effect prescribed.
7. 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.
8. The selected candidate shall produce a medical fitness certificate issued by a Medical Board of any Govt. Hospital / or Govt./CGHS empanelled Hospital prior to his/her 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/she need not be required to undergo a fresh examination. For this purpose, he/she has to submit a copy of the medical certificate duly countersigned by the designated officer of the University.
9. The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidate. 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.
10. The selected candidate 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.
11. The selected candidate shall be liable to serve anywhere within the jurisdiction of the University.
12. The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc. for direct recruitment to the post of Registrar shall be governed strictly as per the UGC's guidelines/regulations. 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.
13. 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 kept with the Vice Chancellor's Secretariat. Such service agreement shall be duly stamped as per the rates applicable.
14. The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of interview. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his/her application, he/she may not be allowed to appear at the interview and his/her candidature may be treated as cancelled without any further communication in this regard.
15. The University reserves the right to fill or not to fill up the post advertised for any reasons whatsoever. The University may draw a panel in the form of a waiting list to fill up the post, if a candidate on higher merit regrets to join within a period of one year. However, if a candidate joins the post and subsequently resigns or relinquishes the office due to whatever reasons, the post shall be re-advertised and under such circumstances the panel shall stand invalid. The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason. If the advertisement for this post is withdrawn by the University, the application fee collected from the candidates shall be refunded.

16. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received is large and/or where it will not be convenient or possible to interview all the candidates, the University, at its discretion may, restrict the number of candidates to a reasonable limit on the basis of qualifications/experience prescribed in the Notification.
17. The qualifications and age prescribed shall be as on the last date of receipt of online application.
18. In case of suits or legal proceedings against the Central University of Kerala, the jurisdiction shall be the High Court of Kerala, Ernakulam only.
19. Incomplete applications such as unsigned/non-submission of- prescribed fees, recent photograph, self-attested copies of supporting documents/non-submission of application in prescribed format/applications received after due date will not be accepted. Any documents/enclosures received separately after submission of original applications will not be merged with the original application.
20. No interim queries regarding /selection from the candidates will be entertained. All updates to this Employment Notification including corrigendum, if any will be host in University website.
21. For the post of **Registrar**, interested persons should apply through online. Processing fee of ₹ 1,500/- shall be remitted through online (Credit/Debit Cards, NEFT, Transfer, Net Banking etc.) along with application.
22. Candidates in their own interest are advised to remain in touch with the University website [www.cukerala.ac.in](http://www.cukerala.ac.in) regularly. All information will be uploaded in the University website.
23. Only online applications will be accepted for the post of **Registrar**. The applications should be submitted through online portal at the website [www.cukerala.ac.in](http://www.cukerala.ac.in) between **17.02.2021 to 31.03.2021**. The last date for submission of online application to the post of Registrar is **31.03.2021**.
24. For the post of **Registrar**, applicants need to send ONE hard copy of Printout of Application along with all self-attested testimonials, certificates and all supporting documents along with proof of remittance of fee to "Recruitment Cell, Central University of Kerala Tejaswini Hills, Periy, Kasaragod – 671320" in closed cover on or before **16.04.2021** up to **5.00 PM**, super scribing as under through **Registered Post / Speed Post / Courier** only, failing which the application will be rejected. The University is not responsible for any Postal/Courier delay if caused.
25. For the post of **Internal Audit Officer**, interested persons should submit the duly filled up prescribed application form along with all self-attested testimonials, certificates and all supporting documents to "Recruitment Cell, Central University of Kerala Tejaswini Hills, Periy, Kasaragod – 671320" in a closed cover on or before **16.04.2021** up to **5.00 PM**, super scribing as under through Registered Post / Speed Post / Courier only.

Application No: .....

Post Applied for: Registrar/Internal Audit Officer

From  
Name of Applicant:  
Full Address:  
Mobile no.

To  
Recruitment Cell, Central University of Kerala  
Tejaswini Hills, Periy, Kasaragod – 671320.

  
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