



केन्द्रीय जनजातीय विश्वविद्यालय आंध्र प्रदेश
Central Tribal University of Andhra Pradesh
(A Central University)

Transit Campus: Kondakarakam Village, Cantonment, Vizianagaram-535003, AP

Ref. No. CTUAP/Advt-NT/2022/140

Date : 10/10/2022

ADVERTISEMENT FOR NON-TEACHING POSITIONS (REVISED)

Central Tribal University of Andhra Pradesh invites online applications from the eligible candidates for the following Non-Teaching positions at the various level of Pay. The details can be downloaded from University website (www.ctuap.ac.in).

Date of Commencement of online Application	11/10/2022
Last date of submission of online Application	10/11/2022
Last date of receipt of hardcopy of online application along with all enclosures	20/11/2022

Sl No.	Name of the Post	Pay Level (As per 7 CPC)	No. of Post
1	Assistant Librarian	Level-10	01
2	Assistant Registrar	Level-10	01
3	Section Officer	Level-7	01
4	Private Secretary	Level-7	01
5	Junior Engineer (Civil)	Level-6	01
6	Technical Assistant (Computer)	Level-5	01
7	Upper Division Clerk	Level-4	02
8	Stenographer	Level-4	02
9	Lower Division Clerk	Level-2	01
10	Security Assistant	Level-2	01
Total			12

ELIGIBILITY CRITERIA

Sl. No.	Name of the Post	Maximum Age	Eligibility
01	Assistant Librarian (UR) (Level-10)	40 Years	<p>Essential:</p> <ol style="list-style-type: none"> i. A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) ii. A consistently good academic record with knowledge of computerization of library. iii. Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree in accordance with the "University Grants commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be: <p><i>Provided</i> that the, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfilment of the following conditions:</p> <ol style="list-style-type: none"> a) The Ph.D. degree of the candidate has been awarded in regular mode b) The Ph.D. thesis has been evaluated by at least two external examiners; c) Open Ph.D. viva voce of the candidate had been conducted; d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal; e) The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency. <p>Note:</p> <ol style="list-style-type: none"> (i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned. <p>NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p>
02	Assistant Registrar (UR) (Level-10)	40 Years	<p>Qualifications:</p> <p>Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p>
03	Section Officer (UR) (Level-7)	35 Years	<p>Essential:</p> <ol style="list-style-type: none"> i) A Bachelor's Degree in any discipline from any recognized Institute/ University.

			<p>ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more.</p> <p>iii) Proficiency in Computer Operation, noting and drafting.</p>
04	Private Secretary (UR) (Level-7)	35 Years	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree from a recognized University/Institute. 2. At least 03 Years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. 3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi 4. English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. 5. Knowledge of computer applications. <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 120 w.p.m./100 w.p.m. Transcription: 50 minutes (English)/ 60 minutes (Hindi)</p> <p>Desirable: Proficiency in English & good communication skills.</p>
05	Junior Engineer (Civil) (UR) (Level-6)	35 Years	<p>Essential: Bachelor's Degree of Engineering/Technology in Civil or relevant field from a recognised Institute/ University with one-year relevant experience</p> <p style="text-align: center;">OR</p> <p>Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.</p>
06	Technical Assistant (Computer) (UR) (Level-5)	32 Years	<p>i) Bachelor's Degree in Engineering / Technology in Computer Science and Technology / Information Technology from any recognized University or Institute.</p> <p style="text-align: center;">OR</p> <p>Master's Degree in Computer Science/Technology / MCA from any recognized University / Institute.</p> <p>ii) At least two years experience in relevant field in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.</p>
07	Upper Division Clerk (UR) (Level-4)	32 Years	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree from any recognized Institute/ University. 2. Two years experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the

			<p>reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.</p> <p>3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm</p> <p>4. Proficiency in Computer Operations.</p>
08	Stenographer (UR) (Level-4)	32 Years	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree in any discipline from any recognized Institute/ University. 2. Proficiency in Stenography in English or Hindi with minimum speed of 80wpm. 3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. 4. Knowledge of Computer Applications. <p>Desirable Qualifications: Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 minutes English/65 minutes Hindi</p>
09	Lower Division Clerk (UR) (Level-2)	30 Years	<p>Essential:</p> <ol style="list-style-type: none"> (i) 12th Class or equivalent qualification from a recognised board or university. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500 KDPH/ 9000 KDPH on an average of 5 Key depressions for each word) on computer. Time allowed: 10 minutes. (iii) Proficiency in Computer Operations such as working knowledge of MS Office, etc.
10	Security Assistant (UR) (Level-2)	32 Years	<p>Qualifications:</p> <ol style="list-style-type: none"> 1. Should have passed Intermediate examination from a recognized examining body or an equivalent qualification from an Army Establishment. 2. Should be an Ex-Army/Para-Military Personnel with proper discharge certificate with Medical Category "AYE" and Character "Very Good" or equivalent.

TERMS & CONDITIONS:

1. Candidate must satisfy himself/herself that he/she fulfills the eligibility criteria and conditions for the post applied for. Candidates are advised to fill up the online application carefully and provide the information as required.
2. Minimum eligibility for each Non-Teaching positions is governed by the Ministry of Education/UGC/Cadre Recruitment Rules of Central Tribal University of Andhra Pradesh in force and amended from time to time.
3. Age limit will be taken into account as on the closing date mentioned for receipt of applications. Age relaxation for SC/ST, OBC, PwBD candidates will be considered for the respective category of posts as per GOI norms.
4. Age and qualification relaxations are applicable only to the candidates working within the CTUAP, Vizianagaram.
5. Relaxations and concessions shall be applicable to the candidates belonging to the SC/ST/PwBD categories as per the notification of Govt of India/ UGC guidelines. A certificate towards proof of respective categories issued recently by the competent authority as per the proforma of Govt. of India should be uploaded with the Central Tribal University of Andhra Pradesh, Advertising for Non-Teaching Positions 2022

application form. If the relevant certificates in case of respective reserved categories are not attached with the application, the application shall be rejected and no appeal will be entertained.

7. Any changes/corrigendum/amendments/updation/cancellation notice related to the recruitment process shall be published in the official website of the University only and not in the newspapers. Therefore, candidates are advised to check the Website regularly.
8. The cut-off date for determining the eligibility of all candidates shall be the closing date for submission of the applications as prescribed in the notification.
9. The candidates must upload copies of all mark statements (UG & PG). Wherever CGPA is awarded in UG/PG degree, percentage equivalent of CGPA should be provided and the conversion formula approved by the University/Institution should be uploaded as a supporting document.
10. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head bearing the name and designation of the issuing authority along with signature and date of issue and seal clearly specifying the duration of work, whether on pay scale or consolidated pay, and last pay received, if applicable.
11. Candidates must upload soft copies of all certificates and relevant documents in support of their claim in the online application form. Candidates must produce original certificates for verification when called for test/interview or when required by the University. Therefore, candidates are advised to prepare PDF files of each of the required documents before starting the online application process.
12. Only Matriculation/Secondary School/Higher Secondary School passing certificate issued by the concerned educational board will be considered as proof of date of birth. No other document will be accepted in support of date of birth.
13. 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 may send an advance copy of his application and 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 the Vigilance Clearance Certificate in a sealed cover" from the employer. Provided that if no objection certificate from the employer is not received till the date of interview, his candidature may be considered for direct recruitment as a fresh candidate, if otherwise eligible. Such candidates are required to submit an undertaking at the time of interview that:
 - (i) No penalty has ever been imposed on him/her and he has never been convicted by any Court of Law.
 - (ii) No disciplinary action/vigilance case is pending or contemplated against him. However, his joining on selection shall be accepted only on production of relieving order preceded by acceptance of resignation, failing which he shall not be allowed to join.
14. All certificates, which are not in English or Hindi, need to be translated preferably to English and the same shall be self-attested.
15. Candidates who are desirous of applying for more than one post will have to submit separate application form for each post along with prescribed application fee.
16. 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/incorrect by way of omission or inclusion, the responsibility and liability shall lie solely with the candidate and the candidate alone would be responsible for consequences if any.
17. Applications will be scrutinized by a Scrutiny Committee and a list of eligible/ ineligible candidates will be prepared.
18. Mere possession of eligibility conditions shall not entitle a candidate to be called for test/interview. The University may restrict the number of candidates to be called for interview on the basis of higher norms than

the minimum prescribed qualification and experience or adopt measures to short list applications such as holding written test.

19. The dates and mode of test/interviews will be communicated through email only to the shortlisted candidates. The mode of interview may be either personal interview in a venue fixed by the University or through online mode which will be at the discretion of the University.

20. MODE OF SELECTION:

- A)** For the regular Group B & C positions, the University shall conduct written test -
- (i) A written test consisting of the objective-type questions carrying 100 marks.
 - (ii) The minimum qualifying marks to be secured in written test shall be 50%. The candidates who secure minimum qualifying marks in written shall be called for the skill test. The marks allocated for the skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit of the candidates shall be drawn based on the performance in written test only, subject to qualifying the skill test.
- B)** For the regular Group A position at Sl.no. 2, the University may hold written test, if necessary, before interview.
- C)** In case of two candidates scoring identical marks, the qualifying examination percentage will be considered as higher in merit for the candidate.

21. No TA/DA will be paid for attending test/interview.
22. The University shall verify the antecedents and documents submitted by candidates at the time of appointment or during the tenure of the service.
23. Suppression of factual information, production 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, any defect/discrepancy is detected at any point of time in future even after appointment that the candidate is not eligible as per the prescribed qualification, experience, etc. which could not be detected at the time of test/interview due to various circumstances, his/her appointment shall be liable for termination forthwith without any notice.
24. The appointment of selected candidate will be governed by the provisions under CTUAP Act and Statutes and Ordinances / UGC regulations and GoI Rules.
25. The service of selected candidate is liable to be terminated without any notice for any act of indiscipline, inefficiency, misconduct, disloyalty and/or commission of an act involving moral turpitude.
26. University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidate, unsuccessful transaction by Payment Gateway etc.
27. In case of any dispute, any suit or legal proceeding against the University, the territorial jurisdiction shall be Andhra Pradesh High Court, Amaravati.
28. The University reserves the right to Revise/Reschedule/Cancel/Suspend/withdraw the recruitment process without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.
29. Canvassing in any form is prohibited and will be treated as a disqualification for the post.
30. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
31. Candidates may send query if any, through email to recruitment@ctuap.ac.in in case of any difficulty in filling and submission of application online. No phone call will be entertained in this regard.

32. The candidates are advised to apply online as per the scheduled notified in the advertisement. Application received through any other mode would not be accepted and summarily rejected.

33. Incomplete application in any respect will not be considered and is summarily rejected.

34. APPLICATION PROCESSING FEES:

Candidates are required to pay the prescribed application processing fee through online mode only. Application processing fee is non-refundable under any circumstances. Application submitted for a particular post is not transferable to any other post.

- (i) Sl. No. 1 to 2 = Non-Refundable fee for UR/OBC category candidate is Rs 2000/-
- (ii) Sl. No. 1 to 2 = Non-Refundable fee for SC/ST/PWD category candidate is 1000/-
- (iii) Sl. No. 3 to 10 = Non-Refundable fee for UR/OBC category candidate is Rs 1000/-
- (iv) Sl. No. 3 to 10 = Non-Refundable fee for SC/ST/PWD category candidate is 500/-

35. HOW TO APPLY:

- (i) Interested candidates have to submit the ONLINE APPLICATION FORM made available in the university website following the instructions given therein before the last date of application.
- (ii) After successfully submission of the Application form, the hardcopy of application form along with Self-attested copies of the certificates of proof of Age, qualifications, experience, and caste shall be send to the below address.

To,

The Recruitment Cell

Central Tribal University of Andhra Pradesh

Kondakarakam, Vizianagaram (AP) 535003

- (iii) Applicants are required to apply online separately for each post and submit hard copy within the prescribed date.

Hardcopy of application form along with all the enclosures **MUST REACH** to the University before last date as prescribed above in a closed cover super-scribing Application for the post of and the advertisement No. of the post as prescribed in the advertisement by **Register Post/Speed Post** Only. **Hardcopy of the application form will not be considered after due date.**

- (iv) Candidates are required to have a valid personal email ID. It should be kept active during the process of recruitment. The CTUAP will send call letters for test/Interview as the case may be through the registered email ID or the same may be downloaded from the designated portal. In case, a candidate does not have a valid personal email ID, he / she should create his / her new email ID before applying Online.
- (v) The name of the candidate, Date of Birth and his / her Parents' name, e-mail & mobile number etc. should be spelt correctly in the application as it appears in the class 10th certificates / marks sheets. Any change / alteration found may disqualify the candidature.

Sd/-
Officer (Admin)