



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/2024/414

Date : 19/02/2024

ADVERTISEMENT FOR NON-TEACHING POSITIONS

Central Tribal University of Andhra Pradesh invites online applications from the eligible candidates for the following statutory position and non-teaching position at the various level of Pay. The details can be downloaded from university website (www.ctuap.ac.in).

Date of Commencement of online Application	19/02/2024
Last date of submission of online Application	11/03/2024
Last date of receipt of hardcopy of online application along with all enclosures	16/03/2024

Sl No.	Name of the Post	Pay Level (As per 7 CPC)	No. of Post
1	Registrar	Level-14	01
2	Private Secretary	Level-7	01
Total			2

ELIGIBILITY CRITERIA

Sl. No.	Name of the Post	Maximum Age	Eligibility
01	Registrar (UR) (Level-14)	Preferably below 57 years	Essential: i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration Or Comparable experience in research establishment and/ or other institutions of higher education, Or 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

02	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 wpm in English or 30 wpm 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>
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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. The first Registrar shall be appointed by the Visitor and shall hold office for a term of (03) three years.
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. 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 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.
5. 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.
6. 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.
7. 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.
8. 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, date of issue and seal clearly specifying the duration of work, whether on pay scale or consolidated pay, and last pay received if applicable.
9. 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.

10. 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.
11. 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 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/her 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.
12. All certificates, which are not in English or Hindi, need to be translated preferably to English and the same shall be self-attested.
13. 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.
14. Applications will be scrutinized by a Scrutiny Committee and a list of eligible/ ineligible candidates will be prepared.
15. 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.
16. 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.

17. MODE OF SELECTION:

- A)** For the post of Private Secretary positions the University shall conduct written test –
- i) While filling up the posts under direct recruitment, the University shall hold the written and/or Skill tests for all Group "B" and "C" Non-Teaching posts.
 - ii) The written test may comprise Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of the Establishment, Accounts, Examinations, Language proficiency in English and Hindi, etc. wherever applicable, noting and drafting etc. and/or skill tests, or any other type of test depending upon the job requirements (such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.) to be decided by the University.
 - iii) The University may conduct written tests in two stages (i) a qualifying test (Paper I) consisting of the objective-type questions carrying 100 marks, and (ii) a descriptive type test (Paper II) carrying 100 marks.
 - iv) The minimum qualifying marks to be secured in Paper I shall be 50%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates

who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test/interview, wherever applicable.

v) The marks allocated for the skill test, wherever applicable, shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit list of the candidates shall be drawn based on the performance in Paper II (Descriptive test) only subject to qualifying the skill test, wherever applicable. The skill test will be conducted in the relevant fields based on the specific requirements and responsibilities of the position.

B) For the post of Registrar mode of selection will be based on personal interview only.

C) In case of two candidates scoring identical marks, the qualifying examination percentage will be considered as higher in merit for the candidate.

18. No TA/DA will be paid for attending test/interview.

19. The University shall verify the antecedents and documents submitted by candidates at the time of appointment or during the tenure of the service.

20. 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.

21. The appointment of selected candidate will be governed by the provisions under CTUAP Act and Statutes, Ordinances / UGC regulations and GoI Rules.

22. 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.

23. 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.

24. In case of any dispute, any suit or legal proceeding against the University, the territorial jurisdiction shall be Andhra Pradesh High Court, Amaravati.

25. 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.

26. Canvassing in any form is prohibited and will be treated as a disqualification for the post.

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

28. 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.

29. 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.

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

31. APPLICATION PROCESSING FEES:

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

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

32. 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, caste etc. shall be sent to the below address.

To,

**The Recruitment Cell
Central Tribal University of Andhra Pradesh
Kondakarakam, Vizianagaram (AP) 535003**

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.**

- (iii) Candidates are required to have a valid personal email address. It should be kept active during the process of recruitment. The CTUAP will send call letters for Interview as the case may be to the registered email address or the same may be downloaded from the designated portal. In case, a candidate does not have a valid personal email address, he / she should create his / her new email address before applying Online.
- (iv) The name of the candidate, Date of Birth and his / her Parents name, e-mail and 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/-
Registrar (I/c)