



केन्द्रीय जनजातीय विश्वविद्यालय आंध्र प्रदेश Central Tribal University of Andhra Pradesh

(A Central University)

Transit Campus: Kondakarakam, Vizianagaram-535003, AP

Ref. No. CTUAP/Advt-CL/2024/142

Date : 21/11/2024

ADVERTISEMENT FOR THE POST OF LIBRARIAN

Central Tribal University of Andhra Pradesh invites applications from the eligible candidates for the Librarian position at the Academic Pay Level 14 of 7 CPC. The details can be downloaded from University website (www.ctuap.ac.in).

Date of Commencement of online Application	21/11/2024
Last date of submission of online Application	20/12/2024
Last date of receipt of hardcopy of online application along with all enclosures	30/12/2024

Sl No.	Name of the Post	Pay Level (As per 7 CPC)	No. of Post
1	Librarian	Academic Pay Level-14	01
Total			01

ELIGIBILITY CRITERIA

Sl. No.	Name of the Post	Eligibility
01	Librarian (UR) (Academic Pay Level-14)	<p>i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.</p> <p>ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years experience as a College Librarian.</p> <p>iii) Evidence of innovative library services, including the integration of ICT in a library.</p> <p>iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.</p>

GENERAL INSTRUCTIONS FOR APPLICANTS:

1. All applicants are required to apply online in the prescribed format with complete, correct information and attachments. The applicant will be solely responsible for the authenticity of the submitted information. Applicants are required to fill the online application form as available on the University website www.ctuap.ac.in The details regarding qualifications, experience, screening guidelines and indicative proformas etc. are as per UGC Regulation 2018. The applicants are required to read these details before filling up the form.

2. Applicants should possess the prescribed qualifications and experience as on the closing date of online application, as prescribed by the University from time to time for the respective post. The post advertised carry UGC pay scales plus admissible allowances. The post is being advertised keeping in view the broad areas of specialization in subject.
3. The applications received shall be screened as per screening guidelines and recommended applicants shall be called for interview. Mere fulfillment of the qualification or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview. Publications 'under submission' or submitted to referees will not be considered. The minimum eligibility requirement for short listing of applicants for the post of Librarian is as per UGC Guidelines 2018.
4. The period taken by the candidates to acquire M.Phil. Degree and the residency period prescribed for pursuing Ph.D. shall not be considered as teaching/research/work experience to be claimed for appointment to the said position.
5. Relevant grade which is regarded as equivalent to 55% wherever the grading system is followed by a recognized university shall also be considered eligible. It will be the responsibility of the candidate to provide equivalence certificate for grade obtained from (in terms of %) the concerned degree awarding University. In the absence of such a certificate, the applicant shall not be considered for post applied.
6. The candidate selected shall be appointed under a written contract as per UGC norms.
7. The list of short-listed candidates for Interview will be published on the University Website i.e., www.ctuap.ac.in and will be communicated to the eligible candidates by e-mail. Candidates are advised to regularly visit the University website for the latest information about progress in scrutiny work, important dates of interview. Any excuse / complaint for not visiting the University website shall not be entertained.
8. The service conditions including Academic Level and age of superannuation shall be as per guidelines issued by MoE/UGC/AICTE or other statutory bodies as the case may be, from time to time.
9. The person appointed permanently to the post in the University by direct recruitment shall be on probation in such post for a period of one year, provided that the appointing authority may, in any individual case, extend the period of probation to such an extent as it may deem necessary, the reasons thereof to be recorded in writing.
10. Where a person has not completed his period of probation satisfactorily, the appointing authority may terminate his services in the University without notice and assigning any reason thereof.
11. **Fake/de-recognised Institutions:** Candidates who have obtained degrees or diplomas or certificates for various programmes/courses from any Institution declared fake/derecognised by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the posts advertised.
12. No TA/DA shall be paid to attend the interview.
13. Candidates must write their Email address neatly and correctly for mailing interview/appointment letter as attachment. The date of e-mail will be considered as the official date of dispatch and receipt of communication. Candidates not having an e-mail address must create the same and check it regularly for further communication.

14. Grading criteria as given in Table 4, Appendix II as per UGC Regulation 2018 will be followed. Each criteria must be supported by the documentary evidence which should be objectively verifiable.
15. Reservation for SC/ST/OBC and PwBD are followed as per the guidelines of the UGC/ GoI. Candidates applying for the reserved posts should clearly state to which category they belong to. They must also enclose attested Photostat copy of Caste Certificate/ Medical Certificate issued from the concerned competent authorities. The form of caste certificate to be produced by other backward class candidates must be in the format as prescribed by the Govt. of India. Please visit www.ncbc.nic.in for details. Otherwise, the application will be summarily rejected without further consideration.
16. Canvassing in any form on behalf of any candidate will disqualify such candidate.
17. Any change of address given in the application form should at once be communicated to the University within the stipulated date. The University shall not be held responsible if the communication address given is incorrect.
18. University reserves the right not to fill up the vacancy advertised, if the circumstances so warrant. The University reserves the rights to withdraw the advertised post at any time without giving any reason.
19. The University shall verify the antecedents or documents submitted by a candidate at any time; at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
20. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
21. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
22. Application processing fees and application form(s) are to be submitted as per details given below:
 - Application Processing Fees: Rs.2000/- for UR/OBC/EWS category.
 - Application Processing Fees: Rs.1000/- for SC, ST, PwBD category.
 - Fees once paid will not be refunded under any circumstances.
 - Application form has to be filled only in online mode, as available on the website of the University along with this advertisement, within the prescribed time limit indicated in the advertisement.
 - Payment should be made through: Payment Gateway given in the online application portal.
23. In order to avoid last minute rush, the applicants are advised to apply early. In case of any persistent technical issue, the applicants can mail their problem at the email address [**recruitment@ctuap.ac.in**](mailto:recruitment@ctuap.ac.in)
24. The reservation for applicants from SC, ST, EWS, OBC (non-creamy layer), and Persons with Benchmark Disability (PwBD) categories will be applicable as per UGC/Central Government norms. Applicants seeking reservation benefits available for SC/ST/OBC/ EWS/PwBD categories must

upload the necessary documents justifying the claim of respective reservation as per Govt. of India lists/rules/norms. The certificate uploaded should be in the format prescribed by the Union Government and should be digitally verifiable. In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40 percent. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application. Applicants applying for the post(s) reserved for OBC must upload certificate of OBC (non-creamy layer) in the prescribed form issued by Competent Authority. The certificate should be of the current financial year, in accordance with instructions issued by the Union Government in this respect from time to time. Applicants should ascertain that they belong to the reserved categories (caste) enlisted in the Central List for the Other Backward Classes. If the relevant certificates for respective reserved categories are not uploaded with the application, the application may be rejected and no appeal against its rejection will be entertained.

25. Consequent upon adoption of self-certification provisions as required by the Govt. of India, the University shall process the applications entirely on the basis of information/documents uploaded and hard copy. In case the information/documents are found to be false/ incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for action as per law.
26. The Shortlisted candidates called for interview should report along with all the testimonials/certificates in original along with valid photo ID (Aadhaar/Voter Id/Driving License/Passport). A set of self-attested photocopy of certificates/testimonials with respect to the qualifications, experience and category as applicable, indicated in the online application form, duly certified by the applicant should be submitted at the time of interview.
27. Applicants serving in Government/Public Sector Undertakings (including Boards/ Autonomous Bodies) are required to submit 'No Objection Certificate' from the employer, at the time of interview, if not uploaded with the online application earlier. The NOC should also indicate the vigilance clearance from the parent department.
28. All correspondence from the University including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the online application form.
29. Applications which do not meet the eligibility criteria given in this advertisement and / or are incomplete in any respect shall be summarily rejected. Before applying online, applicants are advised to go through UGC Regulations 2018 guidelines and detailed advertisement available on the website of the University.
30. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the online application and uploading self-certified copies/testimonials.
31. Any dispute regarding the recruitment will fall under the jurisdiction at High Court of Andhra Pradesh.

How to Apply:-

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. The hard copy of the online application along with –

- Self-attested copies of the certificates for age proof, qualifications, experience, caste etc.;
- No Objection Certificate should also indicate the vigilance clearance from the parent department.

The filled in application should reach to the following address within 10 days from the last date of online application along-with with all the relevant enclosures. The Application received after the last date shall be summarily rejected without assigning reason. Any kind postal delay shall not be considered.

To,

**Recruitment Cell
Central Tribal University of Andhra Pradesh
Transit Campus, Kondakarkam
Vizianagaram-535003(Andhra Pradesh)**

IMPORTANT DATES TO REMEMBER	
Link for the Online Application Form will be available from	21/11/2024
Closing date for submission of Online Application Form	20/12/2024
Last date of receipt of hardcopy of online application along with all enclosures	30/12/2024

IMPORTANT NOTE:-

1. Candidates are required to mention Advertisement No., Advertisement Date and Name of the post applied for on the top of the envelope.
2. Corrigendum / Addendum, if any, will be made available only in the University website. Hence, all the applicants are advised to visit the University website regularly.
3. For query, if any, please write to **recruitment@ctuap.ac.in**

Sd/-
Registrar

Declaration

I, _____ son/daughter of _____
hereby declare that all the entries made by me in this application are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature / appointment may be cancelled by the University without any reason thereof.

Date: _____

Signature of the applicant

Place: _____

(Name in Capital letter)

ENDORSEMENT BY THE EMPLOYER (FOR IN SERVICE APPLICANTS)

- a) In case of in-service candidates in Government/Semi-Government organizations/ Public Sector Undertakings/ Autonomous Organizations, the endorsement form must be signed by the employer.
- b) In case of in-service candidates from Private Sector, acceptance of resignation and relieving letter from the employer must be submitted at the time of joining.

Forwarded to the Registrar, Central Tribal University of AP, Vizianagaram-535003 (India)

The applicant Dr/Mr./Mrs./Ms. _____ who has submitted this application for the post of Librarian in the Central Tribal University of AP, Vizianagaram, has been in employment _____ a permanent capacity with effect from _____ in the Scale of Pay of Rs._____. He / She is drawing a basic pay of Rs._____. His /Her next increment is due on _____.

Further, it is certified that no disciplinary and or vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his / her application being considered by the Central Tribal University of AP, Vizianagaram and in the event of selection, he/she will be relieved to join Central Tribal University of AP, Vizianagaram as per rules.

Signature of the forwarding officer

Name: _____

Designation: _____

Place: _____

Date: _____