



हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय

Central University of Himachal Pradesh

कैंप कार्यालय, एचपीसीए क्रिकेट स्टेडियम के निकट, धर्मशाला, जिला - कांगड़ा, हिमाचल प्रदेश - 176215
Camp Office, Near HPCA Cricket Stadium, Dharamshala, District Kangra (HP)-176215
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Employment No.: 002/2020

Dated: 09.01.2020

RECRUITMENT FOR NON - TEACHING POSITIONS

Online Recruitment Applications are invited from eligible Indian citizens for the followings Non-Teaching positions on Direct Recruitment basis in Central University of Himachal Pradesh, Dharamshala:

Sr. No.	Positions	Pay Level	No. of Posts
'Group-B' Posts:			
1.	Private Secretary	Level-07	05 (UR-04, OBC-01)
2.	Security Officer	Level-07	01 (UR)
3.	Personal Assistant	Level-06	03 (UR)
4.	Senior Technical Assistant	Level-06	01 (UR)
5.	Junior Translator	Level-06	01 (UR)
'Group-C' Posts:			
6.	Security Inspector	Level-05	01 (UR)
7.	Semi - Professional Assistant	Level-05	01 (UR)
8.	Pharmacist	Level-05	01 (UR)
9.	Upper Division Clerk (UDC)	Level-04	02 (UR)
10.	Lower Division Clerk (LDC)	Level-02	01 (Ex-Servicema-01)
11.	Cook	Level-02	01 (UR)
12.	Driver	Level-02	05 (UR-03, SC-01, OBC-01)
13.	Laboratory Attendant	Level-01	01 (SC)
14.	Library Attendant	Level-01	01 (UR)
15.	Medical Attendant/Dresser	Level-01	01 (UR)
16.	Kitchen Attendant	Level-01	02 (UR)
17.	Hostel Attendant	Level-01	01 (UR)

GENERAL INSTRUCTIONS

1. The **Link** for submission of **online application form** shall be open w.e.f. **15.01.2020.**
2. **Last Date of receipt of applications: 31.01.2020.**
3. **Application Fee: Rs. 500/- for General and Rs. 400/- for OBC category. The SC/ST/PWD/Female applicants and internal regular employees of university are exempted from paying the application fee. The application fee once paid shall neither be refunded nor be held in reserved for any other examination or selection under any circumstances. NO claim for refund shall be entertained.**
4. Candidates desirous of applying for more than one post should submit separate application for each post alongwith requisite application fee.
5. Any corrigendum/change/update related to the recruitment process shall be placed only on the official website of Central University of Himachal Pradesh www.cuhimachal.ac.in and query, if any, may be forwarded at email: ntempnno0022020@gmail.com. For any Technical Issue/inquiry, candidate may contact Sh. Rohit Dhiman - 9805229220, Sh. Sudhakar - 7018316529 between 09:00AM to 05:00PM.
6. The candidates must read the INSTRUCTIONS CAREFULLY FOR APPLYING ONLINE, which are available on the website of the university, i.e. <http://www.cuhimachal.ac.in> before filling up Online Recruitment Application Forms for the concerned post(s).
7. The candidates must ensure their eligibility in respect of category, age and essential qualification(s) etc. as mentioned in the advertisement to avoid rejection at any later stage.
8. Mere eligibility will not entitle any candidate for being called for Written Test and Skill Test. Only short-listed candidates will be called for Written Test or Skill Test. The University reserves its right to place reasonable limit on the total number of candidates to be called for Written Test or Skill Test. The number of such candidates will be decided by the **Screening Committee** constituted by the University for the purpose. **The decision of the Screening Committee shall be final.**
9. The eligibility of candidates will be determined as on the last date fixed for submission of online application form i.e. **31.01.2020.**
10. If any suitable PWD candidate(s) is found against any post (if eligible otherwise), the university, may consider to give preference to such candidates in order to give prescribed quota to PWD category candidates, irrespective of fact that the post was not earmarked for PWD candidates in the advertisement.
11. The eligibility of candidates for Non-Teaching positions shall be determined strictly as per Cadre Recruitment Rules (CRR) of the University which are annexed as 'Annexure-I'. **The Candidate can also see the eligibility for the post by clicking on the name of post at Page No. 1 above.**

12. Only Matriculation/SSC certificate/passing certificate issued by the concerned educational board will be considered as proof of date of birth. No other document will be accepted for verification of date of birth.
13. Incomplete Online Recruitment Application Forms submitted without requisite examination fee, scanned photograph, scanned documents & scanned signatures of prescribed size etc. will be rejected straightway.
14. Candidates belonging to SC/ST/OBC category should submit prescribed certificate as per the proforma of Govt. of India/State.
15. Candidates belonging to OBC category, but coming in creamy layer will not be entitled to the benefits of reservation and should apply as Unreserved Category candidate.
16. The benefit of reservation for 'Group C' post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories, viz., S.C., S.T., O.B.C. and Physically Disabled (Orthopaedically Disabled/ Visually Impaired/ Blind / Hearing Impaired / Deaf & Dumb) etc. and the reserved category candidates belonging to other states will be treated as **UNRESERVED CATEGORY CANDIDATES** and the benefit of reservation and fee concession will not be admissible to such candidates.
17. Number of post(s) is/are tentative and may increase or decrease. 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.
18. In service candidates should submit his/her application through proper channel. However, he/she may send an advance copy of his/her application and should produce a "No Objection Certificate" issued by the employer should be submitted before the written test/skill test failing which he/she shall not be allowed for written test/skill test.
19. The candidate must upload soft copy(ies) of all relevant documents which they have claimed in the online application form. The original certificates would be required at the time of verification of documents after the written test and skill test.
20. The decision of the Vice-Chancellor, Central University of Himachal Pradesh in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of written test and skill test will be final and binding on all the candidates. No enquiry or correspondence will be entertained in this connection from any individual or his/ her agency.
21. In case of any dispute, any suite or legal proceeding against the University, the territorial jurisdiction shall be Himachal Pradesh High Court at Shimla.
22. The written test and skill test will be conducted at various centres located at places with in the Himachal Pradesh depending upon the number of candidates However, the allotment of examination centres will be at discretion of the University. No application for change of centre or any other entry in the application form shall be entertained.
23. Canvassing in any form will be treated as a disqualification for the post.
24. Candidates must be in sound health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as the University may require.
25. The Candidates should keep a copy of online application printout alongwith fee submission receipt. **The candidates are not required to send hard copy of**

- application form to the University.** However, the same will have to be produced by the candidates at the time of document verification before issuing the offer of appointment.
26. The age condition shall not be applicable to the regular employees of this University who apply for direct recruitment. However, they have to fulfil the eligibility criteria in respect of qualification and experience prescribed for Direct Recruitment.
 27. The relaxation in age, qualification etc., shall be applicable to the SC/ST, OBC, Physically Challenged (Divyang) etc., as per rules of GOI. The employees of Central Govt./State Govt./Universities and Autonomous bodies, shall be granted 5 years relaxation in age limit. The age limit shall be determined with reference to the age as on the last date for submission of application.
 28. The University shall verify the qualifications/experience/antecedents and documents submitted by the applicant before the final selection and during the tenure of service. In case, it is detected that the documents submitted are fake or the candidate has clandestine antecedents / background and has suppressed the said information, his / her services shall be terminated forthwith.
 29. Experience will be considered only after the date of fulfilling the minimum educational qualification as required for the post.
 30. In case the working experience in private organization/firm/company/sole proprietorship, etc. is claimed by the applicant in the application form, the University shall verify the authenticity of experience certificate from the related Government Institutes of the region i.e. Labour Office/EPFO/ESIC, etc. Such working experience certificate should have been countersigned by the Labour Officer of the concerned region/area.
 31. Selected candidates may be posted at any place within the jurisdiction of the University.
 32. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the University reserves the right to modify / withdraw / cancel any communication made to the candidates.
 33. **THE APPOINTMENT OF CANDIDATES ON REGULAR BASIS SHALL BE GOVERNED BY NATIONAL PENSION SCHEME (NPS) (APPLICABLE ON ORGANIZATIONS ESTABLISHED ON OR AFTER 1.1.2004) AND AS SUCH EMPLOYEES COMING FROM PENSIONABLE ESTABLISHMENTS WOULD BE GOVERNED BY PENSION SCHEME OF THE PARENT DEPARTMENT ONLY TILL SUCH TIME THEY RETAIN LIEN WITH THE PARENT POST.**

REGISTRAR

1.	Name of Post	Private Secretary
2.	Classification	Group B
3.	Pay Matrix Level	Level-7
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> i. Bachelor's Degree from a recognized University / Institution along with proficiency in English and good knowledge of computer application. ii. English Typing Speed 40 WPM iii. English Stenography speed 100 WPM iv. 3 years' experience at the level of Personal Assistant in the pay band of Rs. 9300-34800 (PB - 2) + Grade Pay Rs. 4,200 / Pay Level-6 or 8 years' experience at the level of Stenographer in the pay band of Rs. 5200-20200 (PB - 1) + Grade Pay Rs. 2,400.00 / Pay Level-4 in the Central / State Governments, Universities or autonomous organisations. <p>Desirable Qualifications: Knowledge of Hindi Typing</p>

1.	Name of Post	Security Officer
2.	Classification	Group B
3.	Pay Matrix Level	Level-7
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> i. A Graduate or an equivalent qualification from a recognized University. ii. At least 20 years' experience in Police / Para-Military Forces / Armed Forces of the Union and not below the rank of Sub-Inspector (Exe) / Subedar or an equivalent position with Exemplary Service. iii. Holding a Valid Driving License to ride Jeep / Motor Cycle. <p>Desirable Qualifications with anyone of the following:</p> <ol style="list-style-type: none"> i. Completion of a course in Fire Fighting from a recognized Institute or Unarmed Combat Course in Army or Para-Military Force. ii. Gallantry award winners / those wounded in Combat will be preferred. iii. Should be able to speak English and Hindi

1.	Name of Post	Personal Assistant
2.	Classification	Group B
3.	Pay Matrix Level	Level-6
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> i. Bachelor's Degree from a recognized University / Institution along with proficiency in English and good knowledge of computer application. ii. English Typing Speed 40 WPM iii. English Stenography speed 100 WPM iv. 3 years' experience as Stenographer or equivalent in the pay band of Rs, 5200-20200 (PB - 1) + Grade Pay Rs. 2,400.00 / Pay Level-4 in the Central / State Governments, Universities or autonomous organisations. <p>Desirable Qualifications: Knowledge of Hindi Typing</p>

1.	Name of Post	Senior Technical Assistant
2.	Classification	Group B
3.	Pay Matrix Level	Level-6
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> i. M.Sc. degree in any discipline from a recognized University. ii. 3 years' experience as Technical Assistant in Central / State University or similar other Institution / Government Department.

1.	Name of Post	Junior Translator
2.	Number of Post	As approved by UGC from time to time
3.	Pay Matrix Level	Level-6
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	<p>न्यूनतमअर्हताएं / योग्यताएं</p> <p>अनिवार्य :</p> <p>i. किसी मान्यता प्राप्त विश्वविद्यालय से अंग्रेजी / हिंदी में स्नातकोत्तर की उपाधि और स्नातकस्तर पर अंग्रेजी / हिंदी अनिवार्य / वैकल्पिक विषय के रूप में रही हो या परीक्षा का माध्यम रही हो।</p> <p>ii. हिंदी से अंग्रेजी और अंग्रेजी से हिंदी में अनुवाद में मान्यता प्राप्त डिप्लोमा / प्रमाण पत्र पाठ्यक्रम किया हो या केन्द्रीय / राज्य सरकार एवं स्वायत्त संस्थाओं के कार्यालयों में हिंदी से अंग्रेजी और अंग्रेजी से हिंदी में अनुवाद कार्य का 2 वर्ष का अनुभव हो।</p> <p>वांछनीय :संस्कृत अथवा किसी भारतीय भाषा का ज्ञान हो।</p>

1.	Name of Post	Security Inspector
2.	Classification	Group C
3.	Pay Matrix Level	Level-5
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i. 10+2 or equivalent from a recognized Board or University.</p> <p>ii. At least 10 years' experience in Police / Para-Military Forces / Armed Forces of the Union and not below the rank of sepoy or an equivalent position with Exemplary Service.</p> <p>iii. Holding a Valid Driving License to ride Jeep / Motor Cycle.</p> <p>Desirable Qualifications with anyone of the following:</p> <p>i. Completion of a course in Fire Fighting from a recognized Institute or Unarmed Combat Course in Army or Para-Military Force.</p> <p>ii. Gallantry award winners / those wounded in Combat will be preferred.</p> <p>iii. Should be able to speak English and Hindi</p>

1.	Name of Post	Semi-Professional Assistant
2.	Classification	Group C
3.	Pay Matrix Level	Level-5
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> i. A Bachelor's degree in Library Science / Library & Information Science from a recognized University / Institution. ii. Good working knowledge of computer applications. <p>Desirable Qualifications:</p> <p>M.Lib. Information Science, AIS / ALIS or PG Diploma in Library Automation and Networking or PGDCA.</p>

1.	Name of Post	Pharmacist
2.	Classification	Group C
3.	Pay Matrix Level	Level-5
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> i. 10+2 in Science stream from a recognised Board / University. ii. A minimum of two-year Diploma in Pharmacy. iii. Registered with Pharmacy Council of India / State iv. 5 years' experience as a Compounder / Pharmacist in a reputed dispensary or hospital.

1.	Name of Post	Upper Division Clerk (UDC)
2.	Classification	Group C
3.	Pay Matrix Level	Level-4
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> i. Bachelor's Degree from a recognized University / Institution and good working knowledge of computer application. ii. A minimum of 3 years' experience as LDC in the pay band of Rs. 5200-20200 (PB - 1) + Grade Pay Rs. 1,900.00 / Pay Level-2 in the Central / State Governments, Universities or autonomous organisations.

1.	Name of Post	Lower Division Clerk (LDC)
2.	Classification	Group C
3.	Pay Matrix Level	Level-2
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> i. 10+2 or equivalent qualification from a recognized Board or University. ii. A typing speed of 35w.p.m. in English or 30 w.p.m. in Hindi on computer. iii. Good working knowledge of computer applications.

1.	Name of Post	Cook
2.	Classification	Group C
3.	Pay Matrix Level	Level-2
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> i. Matriculation or equivalent from recognized Board. ii. Certificate Course in Hotel Management and Catering Services i. 2 year experience of working as a Cook in some Restaurant, Hotel or Hostel. Should be able to cook western as well as Indian Dishes.

1.	Name of Post	Driver
2.	Classification	Group C
3.	Pay Matrix Level	Level-2
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> i. Matriculate or equivalent from a recognised Board / University. ii. Valid driving license for light / medium vehicles. iii. At least 3 years' experience of driving light / medium vehicle <p>Desirable Qualifications with anyone of the following:</p> <ul style="list-style-type: none"> i. Certificate / Diploma in Vehicle Maintenance from a recognized ITI/Govt. Institute. ii. Knowledge of vehicle operation and maintenance and ability to rectify minor defects in the vehicle.

1.	Name of Post	Laboratory Attendant
2.	Classification	Group C
3.	Pay Matrix Level	Level-1
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	Essential Qualifications: Matriculation from a recognised Board / University with science subjects.

1.	Name of Post	Library Attendant
2.	Classification	Group C
3.	Pay Matrix Level	Level-1
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	Essential Qualifications: i. 10+2 or its equivalent from a recognized Board / University. ii. Certificate course in Library Science from a recognized Institute

1.	Name of Post	Medical Attendant / Dresser
2.	Classification	Group C
3.	Pay Matrix Level	Level-1
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	Essential Qualifications: i. Matriculate or equivalent ii. 3 years' experience of working in a reputed Hospital / Dispensary.

1.	Name of Post	Kitchen Attendant
2.	Classification	Group C
3.	Pay Matrix Level	Level-1
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	Essential Qualifications: Matriculate or equivalent.

1.	Name of Post	Hostel Attendant
2.	Classification	Group C
3.	Pay Matrix Level	Level-1
4.	Age limit for direct recruits	Not exceeding 45 years
5.	Educational and other qualifications required for direct recruits	Essential Qualifications: Matriculate or equivalent.