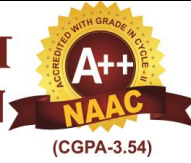




# राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



Advt.: CURAJ/R/F.163/Rectt./2025/3305

Date: 21.01.2025

## ADVERTISEMENT FOR NON-TEACHING POSITIONS

Online applications are invited from the eligible Indian Citizens in the prescribed format through [www.curaj.ac.in](http://www.curaj.ac.in) for various non-teaching positions in the University.

### Group - A

Posts	Pay-Level	Total Posts	Post Categories					
			UR	SC	ST	OBC	EWS	PwBD
Internal Audit Officer (On deputation)	PL-12	01	01	-	-	-	-	-
<b>Total Post</b>		<b>01</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>

### Group - B

Posts	Pay-Level	Total Posts	Post Categories					
			UR	SC	ST	OBC	EWS	PwBD
Assistant Engineer (Civil)	PL-07	01	01	-	-	-	-	-
Junior Translator	PL-06	01	01	-	-	-	-	-
<b>Total Posts</b>		<b>01</b>	<b>01</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>	<b>00</b>

### Group - C

Posts	Pay-Level	Total Posts	Post Categories					
			UR	SC	ST	OBC	EWS	PwBD
Laboratory Assistant	PL-04	01	01	-	-	-	-	-
Library Assistant	PL-04	01	01	-	-	-	-	-
LDC	PL-02	03	02	-	-	01	-	-
Kitchen Attendant	PL-01	01	01	-	-	-	-	-

**Abbreviation:** B.L.-Backlog, PwBD-Persons with Benchmark Disabilities, B-Blindness, LV-Low Vision, LD-Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy, HI- Hearing Impairment including D-Deaf, HH-Hard of Hearing.

Minimum qualification, Experience, Reservation, Relaxation in Age, Service Conditions, Emoluments, Age of Superannuation etc. are available at [www.curaj.ac.in](http://www.curaj.ac.in).

#### Application Fee:

Candidates belong to General/ EWS/OBC categories:

Rs. 1500/-

Candidates belong to SC/ ST/ PwBD categories:

Rs. 750/-

Last date for submission of online application:

07 March 2025 upto 11:59 PM

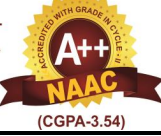
Last date for submission of Hardcopy of Application:

12 March 2025 upto 05:00 PM

Registrar



# राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



विज्ञापन: सीयूराज/आर/एफ.163/भर्ती/2025/3305

दिनांक: 21.01.2025

## अशैक्षणिक पदों पर भर्ती हेतु विज्ञापन

विश्वविद्यालय के विभिन्न अशैक्षणिक पदों पर भर्ती हेतु योग्य भारतीय नागरिकों से निर्धारित प्रारूप में वेबसाइट [www.curaj.ac.in](http://www.curaj.ac.in) के माध्यम से ऑनलाइन आवेदन आमंत्रित किये जाते हैं। न्यूनतम अर्हता, अनुभव, आरक्षण, आयु में छूट, सेवा शर्तें, परिलब्धियाँ, सेवानिवृत्ति की उम्र आदि विश्वविद्यालय की वेबसाइट [www.curaj.ac.in](http://www.curaj.ac.in) पर उपलब्ध है।

### आवेदन शुल्क:

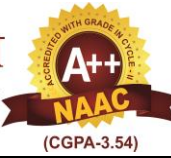
सामान्य/ ईडब्ल्यूएस/अन्य पिछड़ा वर्ग के आवेदकों हेतु	रु. 1500
एससी/एसटी/पीडब्ल्यूडी वर्ग के आवेदकों हेतु	रु. 750

ऑनलाईन आवेदन करने की अंतिम तिथि: 07 मार्च 2025 अपराह्न 11:59 बजे तक  
आवेदन की मूल प्रति जमा करने की अंतिम तिथि: 12 मार्च 2025 अपराह्न 05:00 बजे तक

कुलसचिव



# राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



Advt.: CURAJ/R/F.163/Rectt./2025/3305

Date: 21.01.2025

## Advertisement for recruitment on Non-Teaching Positions

Applications are invited from eligible Indian Citizens for various Non-Teaching positions. Candidates are required to apply online in the prescribed format through [www.curaj.ac.in](http://www.curaj.ac.in). Minimum Qualification, Experience, Reservation, Relaxation in Age, Emoluments, Age of Superannuation and other service conditions are available at [www.curaj.ac.in](http://www.curaj.ac.in)

### Application Fee:

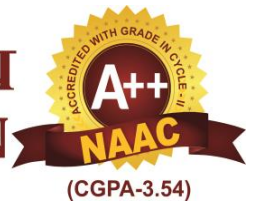
Candidates belong to General/ EWS/OBC categories:	Rs. 1500/-
Candidates belong to SC/ ST/ PwBD categories:	Rs. 750/-

Last date for submission of online application: 07 March 2025 upto 11:59 PM  
Last date for submission of Hardcopy of Application 12 March 2025 upto 05:00 PM

Registrar



# राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



## ADVERTISEMENT FOR VARIOUS NON-TEACHING POSITIONS

(Employment Notification No.: CURAJ/R/F.163 /Rectt./2025/3305 dated 21.01.2025)

Online applications are invited from eligible Indian nationals to fill up the various Non-Teaching positions under direct recruitment.

Minimum eligibility for each post is governed by the University/UGC/GoI Rules and Regulations. Qualifications specific to individual post are appended below. For further details, please visit the following website [www.curaj.ac.in](http://www.curaj.ac.in)

### Detail of Non-Teaching positions:

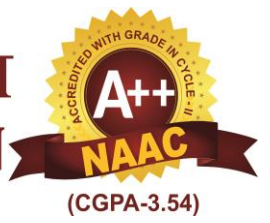
**Total posts: 09**

Post Code	Name of Post	Number of Post	Reservation	Pay- Level
<b>Group - A (01 Post)</b>				
A-01	Internal Audit Officer (On Deputation)	01	01-UR	Pay Level-12
<b>Group - B (02 Posts)</b>				
B-01	Assistant Engineer (Civil)	01	01-UR	Pay Level -07
B-02	Junior Translator	01	01-UR	Pay Level-06
<b>Group - C (06 Posts)</b>				
C-01	Laboratory Assistant	01	01-UR	Pay Level -04
C-02	Library Assistant	01	01-UR	Pay Level -04
C-03	Lower Division Clerk	03	02-UR & 01-OBC	Pay Level -02
C-04	Kitchen Attendant	01	01-UR	Pay Level -01

**Abbreviation:** B.L.-Backlog. PwBD-Persons with Benchmark Disabilities. B-Blindness. LV-Low Vision, LD-Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy. HI- Hearing Impairment including D-Deaf, HH-Hard of Hearing.



# राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



## Essential qualification of Non-Teaching Positions

(Employment Notification No.: CURAJ/R/F.163 /Rectt./2025/3305 dated 21.01.2025)

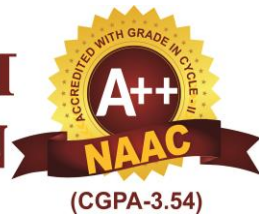
Post Code	Name of Post & Reservation	Pay Level	Age Limit (as on last date)	Essential Qualification
<b>Group – A (01 Posts)</b>				
A-01	Internal Audit Officer (On Deputation) (01-UR)	Pay Level - 12	56 Years	Officers belonging to Audit and Accounts Services or other similar organized Services in Central/State Governments, Universities and other Autonomous Organization: Holding analogous posts on regular basis <b>OR</b> With three years regular service in level 11 or PB-3 (Rs. 15600-39100) + GP of Rs. 6600/- (as per 6 CPC) <b>OR</b> With five years regular service in level 10 or PB-3 (Rs. 15600-39100) + GP of Rs. 5400/- (as per 6 CPC)
<b>Group – B (02 Posts)</b>				
B-01	Assistant Engineer (Civil) (01-UR)	Level-07	35 Years	<b>A.</b> i) Bachelor's degree in Civil Engineering from a recognized University/ Institute or equivalent. ii) Two (02) years of experience in relevant field as Junior Engineer from CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System/ reputed private organizations. <b>OR</b> <b>B.</b> i) Diploma in Civil Engineering from a recognized University/ Institute ii) Five (05) years of experience in relevant field as Junior Engineer from CPWD/ State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System/ reputed private organizations.
B-02	Junior Translator (01-UR)	Level-06	35 Years	i) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level <b>OR</b> Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level <b>OR</b> Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of an examination at the degree level; <b>OR</b> Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of an examination at the degree level; <b>OR</b> Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; <b>AND</b> ii) Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two (02) years of experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.

Post Code	Name of Post & Reservation	Pay Level	Age Limit (as on last date)	Essential Qualification
<b>Group - C (06 Posts)</b>				
C-01	Laboratory Assistant (01-UR)	Level-04	30 Years	Bachelor's degree in Science or other relevant field from a recognized University; <b>Desirable:</b> Experience in Science Laboratories of Academic/Research institutions.
C-02	Library Assistant (01-UR)	Level-04	30 Years	i) Bachelor's degree in Library & Information Science/ Bachelor's degree in Library Science or equivalent. ii) A typing speed of 30 words per minute in English. iii) Knowledge of Computer Applications.
C-03	Lower Division Clerk (02-UR & 01-OBC)	Level-02	30 Years	i) Bachelor's Degree from a recognized University/ Institute with at least 50% marks or pass in Master's Degree. ii) A typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer. iii) Knowledge of Computer Applications.
C-04	Kitchen Attendant (01-UR)	Level-01	30 Years	i) Class 10th Standard from a recognized School/Board. <b>OR</b> ITI Trade Certificate in the relevant field ii) Two (02) years of experience as Cook Apprentice in cooking/catering services in educational institutions/ guest houses, reputed hotels, restaurants and similar facilities

**Abbreviation:** B.L.-Backlog. PwBD-Persons with Benchmark Disabilities. B-Blindness. LV-Low Vision, LD-Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy. HI- Hearing Impairment including D-Deaf, HH-Hard of Hearing.



# राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



## ADVERTISEMENT FOR VARIOUS NON-TEACHING POSITIONS

(Employment Notification No.: CURAJ/R/F.163 /Rectt./2025/3305 dated 21.01.2025)

### GENERAL TERMS & CONDITIONS

1. The qualifications, emoluments and conditions of service, including age of superannuation, shall be as prescribed by the University/ UGC/ Govt. of India, as amended from time to time.
2. Candidates are advised to ensure/satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement and ensure that they fulfil all the eligibility norms.
3. Wherever grading system is followed, equivalent grade point is required.
4. It is the responsibility of the candidate to assess his own eligibility for the post for which he/ she is applying in accordance with the prescribed qualification, experience etc. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his candidature.
5. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for the trade test/written test/interview as the case may be. Where the number of applications received in response to an advertisement is large and it is not feasible or convenient 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 higher than the minimum prescribed for the post. The University, however, encourages candidate possessing higher qualifications and experience.
6. If any amendment or update will be done in this advertisement, the information will be given on the University website only.
7. The date for determining the eligibility of all candidates in every respect will be the last date of submission of applications.
8. The University may also conduct written test/ trade test/ computer test or any other test as per the requirement of the post as per Cadre Recruitment Rules (Non-Teaching), 2018.
9. Experience will be considered only after the date of fulfilling the minimum educational qualification as required for the post. Experience will be counted only if the candidate has atleast 6 months of continuous service with an employer.
10. Guidelines to the candidates, who are already employed:
  - a. The candidate(s) should apply through proper channel. However, they may submit an advance copy to meet the deadline set for receiving the application and should produce a "No Objection Certificate" from the employer at the time of interview, failing which he/ she shall not be interviewed.
  - b. The candidate(s) should also submit a certificate from the employer or his authorized officer to the effect that no disciplinary proceeding is pending or contemplated against him. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application form or at the time of interview.
11. **For the post of Internal Audit Officer (on deputation):**
  - (i) The pay and conditions of deputation of the officers selected will be regulated in accordance with the Department of Personnel & Training OM No. 6/8/2009-Esst. (Pay-II) dated 17/06/2010, as amended from time to time and other instructions of the Central Govt. or university norms issued in this regard from time to time.
  - (ii) The applications in the prescribed format alongwith attested copies of up to date ACRs/APARs for the last five years, Cadre Clearance, Vigilance Clearance, Integrity Certificate and statement showing Major or Minor penalties, if any, imposed during the last ten years, may be forwarded in an envelope duly superscripted "Application for the post of \_\_\_\_\_".

- (iii) The post of Internal Audit Officer shall be filled up on Deputation for a maximum period of three years.
  - (iv) The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of application. This age limit may not be applicable for appointment on contract basis.
- 12.** Canvassing in any form may lead to cancellation of candidature.
- 13.** The University reserves the right:
- (i) to withdraw the advertisement at any time without assigning any reason to this effect.
  - (ii) Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointment accordingly.
  - (iii) to fill or not to fill up the advertised post for any reasons whatsoever.
  - (iv) to consider "in absentia" candidature of those who may not have applied or who may have applied but are not able to appear for the interview
  - (v) to draw up reserve panel/waiting list(s), which will be valid for one year from the date of selection committee and may be used for appointments on consequential/new vacancies.
  - (vi) to consider applications received after last date.
  - (vii) to decide criteria/procedure for short listing of the candidates
  - (viii) to consider the appointment on direct recruitment / on deputation / contract basis.
  - (ix) to relax any of the qualifications, experience, age, etc., in exceptionally deserving cases of all posts on the recommendations of the Screening and Selection Committee.
- 14.** The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
- 15.** Reservation and Relaxation:
- (i) An Ex-serviceman candidate has to submit a copy of the discharge Certificate/pension payment order and documentary proof of rank last/presently held (substantive as well as acting) alongwith application form. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services to join the said post (if selected).
  - (ii) If an Ex-serviceman who has already joined a civil post in any department will not be considered for any relaxation/concession of Ex-serviceman category for the post.
  - (iii) For UR post, the reserved category candidates shall be treated at par Unreserved category/ General category candidates. No relaxation will be provided on UR post to any category candidates and selection will be based on merit only.
  - (iv) The PWD candidates with less than 40% of relevant disability shall not be considered. The disability certificate will be issued by competent authority duly authorized by the Central or State Government.
  - (v) The Central Government, State Government or other Public funded organization regular employees having at least three (03) year of working experience which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post shall be considered for an age relaxation (if required) upto a maximum period of 5 years.
  - (vi) The age relaxation for SC/ST/OBC/PWD candidates shall be given as per University/ UGC/GoI rules.
  - (vii) Age limit shall not apply to the employees of Central University of Rajasthan.
- 16. Payment of T.A.:** The candidate will have to present himself/herself for Test and Interview, if called for, at the place and time mentioned at his own expenses. However, the outside candidates belonging to SC/ST/PWD categories will be defrayed second class rail fare, and in case any station is not connected by rail, ordinary bus fare shall be paid by shortest route as per the guidelines of the University/UGC/Government of India rule, if they attend the interview. Extra charges (if any) incurred for reserving seat/sleeping berth in the train will not be reimbursed to the candidates. The above mentioned concessions shall not be admissible to those SC/ST/PWD candidates who are already in Central/ State Government services. This facility may also be extended to other categories as per the guidelines of the UGC/ Government of India rule.

## 17. Application Form and fees –

- a. Applications for the post shall be entertained only on the prescribed application forms. The application fee is to be paid using Credit Card, Debit Card, Net Banking and UPI as per details given below:

#	Particular	Application Fee Amount
1	Candidates belong to General/ EWS/OBC categories:	Rs. 1500.00
2	Candidates belong to SC/ ST/ PWD categories:	Rs. 750.00
3	Regular employees of Central University of Rajasthan	Nil

- b. **Candidates applying for more than one post must submit separate applications. Fees for each application will be paid separately.** Fee once paid will not be refunded.
- c. 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 submitted by the candidates. In case the information/documents are found to be false/ incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
- d. Candidate should bring all original testimonials/certificates relating to his/her age, qualification, experience and caste etc. at the time of trade test/written test/interview for verification as per instructions of the University. In case the candidate fails to submit the original documents for verification of the certified/Xerox copies of the enclosures to his/her application, he or she shall not be allowed to appear at the written test/interview and his candidature shall be treated as cancelled without any further communication in this regard.
- e. All certificates, which are not in either English or Hindi, need to be translated preferably to either English or Hindi and the same shall be self-attested.
- f. Applications, which do not meet the criteria given in this advertisement &/or received after the last date &/or incomplete in any respect &/or sending enclosures after closing date &/or fee details mentioned in the Application Form is not found correct or does not match with the original demand draft attached with the application form, are liable to be summarily rejected.
- g. Every page of the application and annexure as well as certificates must be self-attested.
- h. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work, name and designation of the issuing authority along with his signature.
18. The selected candidate(s), will be governed by the "National Pension System" (earlier known as 'New Pension Scheme') of the Govt. of India as applicable *w.e.f.* 01.01.2004.
19. After the submission of online application, candidates shall take the printout of the online application form and send it with all enclosures including fee payment receipt of prescribed fee in an envelope duly superscripted "**Application for the post of \_\_\_\_\_ (Post Category)**" to the following address:
- Registrar (Recruitment Cell),  
Central University of Rajasthan,  
NH-8, Bandarsindri, Kishangarh,  
District - Ajmer, 305817 (Rajasthan)**
20. The last date of submission of apply online is **07 March 2025 by 11:59 PM** and submission of hardcopy of application to the University is **12 March 2025 by 05:00 PM**. Applications received after the last date due to postal delay or any other reason(s), shall be summarily rejected and no further correspondence shall be entertained in this regard. Candidates residing in *Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and Spiti District and Pangri Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands, Lakshadweep* may send application by post on or before **19 March 2025 by 05:00 PM**.
21. Candidates are advised to visit the University website at regular intervals for the updates.
22. The University will not be responsible for any delay/loss due to postal or technical reasons in receipt of the application forms.
23. CV/Resume/Bio-data sent directly by post or through e-mail cannot be considered. All applications should be submitted in the prescribed format.
24. Documents/Certificates to be enclosed along with the application form:
- Online payment receipt of prescribed application fee (in original),
  - Photocopy of certificate in support of Date of Birth,



- (iii) Photocopies of all the documents related to qualifications,
- (iv) Photocopies of certificates related to experience,
- (v) Any other document in support of your qualifications, experience etc. as mentioned in the form,
- (vi) Photocopy of SC/ST/OBC/PWD certificate, where applicable. The OBC certificate should be issued in the Performa prescribed by the Government of India and should not be issued before six months from the date of submission of application form and it should clearly state that the candidate does not fall under creamy layer.

**Note:** All documents to be submitted along with the application form should be self-attested.

- 25. 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, his services shall be terminated without prejudice to any other action initiated by the University.
- 26. 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.
- 27. No correspondence or personal enquiries will be entertained by the University regarding postal delays, conduct and result of written test/interview and/or reasons for not being called for interview. Candidates are advised to regular visit the University website for getting the information about progress in scrutiny work/result, important dates of written/trade/computer proficiency test/ interview (if any). The University will not be responsible for invalid/wrong email ID and Mobile No. mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and regularly check their e-mail, SMS and CURAJ website i.e. [www.curaj.ac.in](http://www.curaj.ac.in) for updates.
- 28. All correspondence from the University including interview call shall be sent to the e-mail ID as provided by the candidate.
- 29. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
- 30. In case of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Rajasthan High Court Bench Jaipur.
- 31. Addendum/deletion/corrigendum shall be posted on the University website only i.e. [www.curaj.ac.in](http://www.curaj.ac.in)

**Registrar**

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