



## राजस्थान केन्द्रीय विश्वविद्यालय

बांदरसिंदरी, एन.एच. 8, तहसील—किशनगढ़, जिला—अजमेर (राज.) 305817

विज्ञापन: आर/एफ.119/2020/5413

दिनांक: 16.03.2020

### अशैक्षणिक पदों 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/भारत सरकार/यूजीसी के नियमानुसार होगी जो कि विश्वविद्यालय की वेबसाइट [www.curaj.ac.in](http://www.curaj.ac.in) पर उपलब्ध है।

आवेदन शुल्क

रु. 1500 (सामान्य श्रेणी/अन्य पिछड़ा वर्ग हेतु)

रु. 750 (एससी/एसटी/पीडब्ल्यूडी वर्ग हेतु)

ऑनलाईन आवेदन करने की अंतिम तिथि 10 अप्रैल 2020 अपराह्न 05:00 बजे तक

आवेदन जमा करने की अंतिम तिथि 17 अप्रैल 2020 अपराह्न 05:00 बजे तक

नोट: सफलतापूर्वक ऑनलाइन आवेदन करने के बाद, सभी आवश्यक दस्तावेजों की स्वयं सत्यापित प्रतिलिपि की हार्डकॉपी आवेदन पत्र की हार्डकॉपी के साथ 17 अप्रैल 2020 तक विश्वविद्यालय में पहुंच जानी चाहिए।

कुलसचिव



## CENTRAL UNIVERSITY OF RAJASTHAN

Bandarsindri, NH-8, Tehsil Kishangarh, Ajmer (Raj.)-305817

Advt.: R/F.119/2020/5413

Date: 16.03.2020

### Advertisement for 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 as prescribed by the University/UGC/GoI and are available at [www.curaj.ac.in](http://www.curaj.ac.in).

**Application Fee - Rs. 1500 (for General/OBC); Rs. 750 (for SC/ST/PWD)**

**Last date for submission of online application 10 April 2020 upto 05:00 PM**

**Last date for submission of Hardcopy Application 17 April 2020 upto 05:00 PM**

**Note: After successfully applying online, hardcopy of the self-attested copies of all the required documents alongwith application form should reach the university by April 17, 2020.**

Registrar



# राजस्थान केन्द्रीय विश्वविद्यालय

बांदरसिंदरी, एन.एच. 8, तहसील-किशनगढ़, जिला-अजमेर (राज.) 305817

विज्ञापन: आर/एफ.119/2020/5413

दिनांक:16.03.2020

## अशैक्षणिक पदों 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।

### अ. गुप-ए (04 पद)

पद का नाम	पदों की संख्या एवं आरक्षण	पे-लेवल	पद का नाम	पदों की संख्या एवं आरक्षण	पे-लेवल
उप पुस्तकालयध्यक्ष	1-अनारक्षित (वीएच.एलवी-बैकलॉग)	लेवल-12	सूचना वैज्ञानिक	1-अनारक्षित	लेवल-10
सिस्टम विश्लेषक	1-अनारक्षित	लेवल-10	चिकित्सा अधिकारी (महिला)	1-अनारक्षित	लेवल-10

### ब. गुप-बी (11 पद)

पद का नाम	पदों की संख्या एवं आरक्षण	पे-लेवल	पद का नाम	पदों की संख्या एवं आरक्षण	पे-लेवल
निजी सचिव	2-अनारक्षित, 1-अपिव, -बैकलॉग 1-अजा. -बैकलॉग	लेवल-07	नर्सिंग अधिकारी	1-अनारक्षित	लेवल-06
वरिष्ठ तकनीकी सहायक	2-अनारक्षित, 1-अपिव, 1-अनारक्षित (ओएच,ओए,ओएल)-बैकलॉग	लेवल-06	कनिष्ठ अनुवादक	1-अनारक्षित	लेवल-06
सहायक	1-अनारक्षित, (ओएच,ओए,ओएल,बीएल -बैकलॉग)	लेवल-06	-	-	-

### स. गुप-सी (34 पद)

पद का नाम	पदों की संख्या एवं आरक्षण	पे-लेवल	पद का नाम	पदों की संख्या एवं आरक्षण	पे-लेवल
तकनीकी सहायक	3-अनारक्षित, 1-अपिव, 1-अजा.	लेवल-05	फार्मासिस्ट	1-अनारक्षित	लेवल-05
सांख्यिकी सहायक	1-अनारक्षित	लेवल-05	वरिष्ठ लिपिक	3-अनारक्षित, 1-अपिव, 1-अजा.	लेवल-04
प्रयोगशाला सहायक	2-अनारक्षित, 1-अपिव	लेवल-04	कनिष्ठ लिपिक मय हिन्दी टंकण	3-अनारक्षित, 1-अजा., 1-अपिव, 1-अपिव (एचएच-बैकलॉग)	लेवल-02
रसोईया	1-अनारक्षित	लेवल-02	चालक	1-अपिव-बैकलॉग	लेवल-02
रसोई परिचारक	1-अजा.-बैकलॉग	लेवल-01	मल्टी-टॉरिंकगं-स्टाफ	1-अनारक्षित, 1-अपिव	लेवल-01
प्रयोगशाला परिचारक	2-अनारक्षित, 2-अपिव, 1-अपिव (वीएच,एलवी-बैकलॉग)	लेवल-01	पुस्तकालय परिचारक	1-अनारक्षित, 1-अपिव	लेवल-01
ड्रेसर	1-अनारक्षित	लेवल-01	-	-	-

न्यूनतम अर्हता, अनुभव, आरक्षण, आयु में छूट, सेवा शर्तें, परिलब्धियाँ, सेवानिवृत्ति की उम्र आदि विश्वविद्यालय/भारत सरकार/यूजीसी के नियमानुसार तथा विश्वविद्यालय की वेबसाइट [www.curaj.ac.in](http://www.curaj.ac.in) पर उपलब्ध सूचना के अनुसार होगी।

आवेदन शुल्क

रु. 1500 (सामान्य श्रेणी/अन्य पिछड़ा वर्ग हेतु)

रु. 750 (एससी/एसटी/पीडब्ल्यूडी वर्ग हेतु)

ऑनलाइन आवेदन करने की अंतिम तिथि 10 अप्रैल 2020 अपराह्न 05:00 बजे तक

आवेदन जमा करने की अंतिम तिथि 17 अप्रैल 2020 अपराह्न 05:00 बजे तक.

नोट: सफलतापूर्वक ऑनलाइन आवेदन करने के बाद, सभी आवश्यक दस्तावेजों की स्वयं सत्यापित प्रतिलिपि की हार्डकॉपी आवेदन पत्र की हार्डकॉपी के साथ 17 अप्रैल 2020 तक विश्वविद्यालय पहुंच जानी चाहिए।

कुलसचिव



# CENTRAL UNIVERSITY OF RAJASTHAN

Bandarsindri, NH-8, Tehsil Kishangarh, Ajmer (Raj.)-305817

Advt.: R/F.119/2020/5413

Date: 16.03.2020

## 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 the various non-teaching positions in the University.

### A. Group-A (04 POSTS)

Name of Post	No. of posts & Reservation	Pay-Level	Name of Post	No. of posts & Reservation	Pay-Level
Deputy Librarian	01-UR (VH:LV-Backlog)	Level-12	Information Scientist	01-UR	Level-10
System Analyst	01-UR	Level-10	Medical Officer (Female)	01-UR	Level-10

### B. Group-B (11 POSTS)

Name of Post	No. of posts & Reservation	Pay-Level	Name of Post	No. of posts & Reservation	Pay-Level
Private Secretary	02-UR, 01-OBC-Backlog, 01-SC-Backlog	Level-07	Nursing Officer	01-UR	Level-06
Senior Technical Assistant	02-UR, 01-OBC 01-UR (OH,OL,OA)-Backlog	Level-06	Junior Translator	01-UR	Level-06
Assistant	01-UR (OH,OL,OA,BL) - Backlog	Level-06	-	-	-

### C. Group-C (34 POSTS)

Name of Post	No. of posts & Reservation	Pay-Level	Name of Post	No. of posts & Reservation	Pay-Level
Technical Assistant	03-UR, 01-OBC, 01-SC	Level-05	Pharmacist	01-UR	Level-05
Statistical Assistant	01-UR	Level-05	UDC	03-UR, 01-OBC 01-SC	Level-04
Laboratory Assistant	02-UR, 01-OBC	Level-04	LDC including Hindi Typist	03-UR, 01-SC, 01-OBC, 01-OBC (HH) - Backlog	Level-02
Cook	01-UR	Level-02	Driver	01-OBC-Backlog	Level-02
Kitchen Attendant	01-ST-Backlog	Level-01	MTS	01-UR, 01-OBC	Level-01
Laboratory Attendant	02-UR, 02-OBC, 01-OBC (VH,LV) - Backlog	Level-01	Library Attendant	01-UR, 01-OBC	Level-01
Dresser	01-UR	Level-01	-	-	-

Minimum qualification, Experience, Reservation, Relaxation in Age, Service Conditions, Emoluments, Age of Superannuation etc. are as prescribed by the University / UGC/ Government of India and are available at [www.curaj.ac.in](http://www.curaj.ac.in)

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**Registrar**



**CENTRAL UNIVERSITY OF RAJASTHAN**  
(A Central University established in 2009 by an Act of Parliament)  
NH-8, Bandarsindri, Tehsil Kishangarh, District Ajmer (Raj.)-305817  
website: www.curaj.ac.in, Ph.: 01463-238755, 238593

**ADVERTISEMENT FOR VARIOUS NON-TEACHING POSITIONS**

(Employment Notification No.: CURAJ/R/F.119/2020/5413 dated 16.03.2020)

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 and 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: 49**

<b>Group - A (04 Posts)</b>			
Sr. No.	Name of Post	Number of Post and Reservation	Pay- Level
A01	Deputy Librarian	01-UR (VH:LV) -Backlog	Level-12
A02	Information Scientist	01-UR	Level-10
A03	System Analyst	01-UR	Level-10
A04	Medical Officer (Female)	01-UR	Level-10
<b>Group - B (11 Posts)</b>			
B01	Private Secretary	02-UR, 01-OBC- Backlog, 01-SC -Backlog	Level-07
B02	Nursing Officer	01-UR	Level-06
B03	Senior Technical Assistant	02-UR, 01-OBC, 01-UR (OH, OA, OL) - Backlog	Level-06
B04	Junior Translator	01-UR	Level-06
B05	Assistant	01-UR (OH, OA, OL, BL) - Backlog	Level-06
<b>Group - C (34 Posts)</b>			
C01	Technical Assistant	03-UR, 01-OBC, 01-SC	Level-05
C02	Pharmacist	01-UR	Level-05
C03	Statistical Assistant	01-UR	Level-05
C04	Laboratory Assistant	02-UR, 01-OBC	Level-04
C05	UDC	03-UR, 01-OBC, 01-SC	Level-04
C06	LDC including Hindi Typist	03-UR, 01-SC, 01-OBC, 01-OBC (HH) - Backlog	Level-02
C07	Driver	01-OBC- Backlog	Level-02
C08	Cook	01-UR	Level-02
C09	MTS	01-UR, 01-OBC	Level-01
C10	Kitchen Attendant	01-ST- Backlog	Level-01
C11	Library Attendant	01-UR, 01-OBC	Level-01
C12	Laboratory Attendant	02-UR, 02-OBC, 01-OBC (VH, LV) - Backlog	Level-01
C13	Dresser	01-UR	Level-01

## Essential qualification of Non-Teaching Positions

(Employment Notification No.: CURAJ/R/F.119/2020/5413 dated 16.03.2020)

Sr. No.	Name of Post & Reservation	Pay Level	Age Limit (as on last date)	Essential Qualification
<b>Group - A (04 Posts)</b>				
A01	Deputy Librarian (01-UR-VH:LV - Backlogue)	Level-12	55 Years	i) A Master's Degree in Library Science/Information Science/Documentation Science, with at least 55% marks. ii) Eight years of experience as an Assistant University Librarian/College Librarian. iii) Evidence of Innovative Library Services including integration of ICT in library. iv) A Ph.D. Degree in Library Science/ Information Science/Documentation Science/ Archives and Manuscript Keeping/ Computerization of Library. <b>Note:</b> Other conditions shall be applicable to all candidates as per UGC/University amendments.
A02	Information Scientist (01-UR)	Level-10	40 Years	First Class M.E./ M.Tech. (Computer Science/ Information Technology or equivalent) <b>OR</b> First Class B.E./B.Tech. (Computer Science/Information Technology or equivalent) with three years of relevant experience. <b>OR</b> First Class Master in Computer Applications (MCA) with three years of relevant experience. <b>OR</b> First Class M.Sc. (Computer Science/Information Science or equivalent) from a recognized University/ Institute with three years of relevant experience.
A03	System Analyst- (01-UR)	Level-10	40 Years	First class M.Tech./ M.E. (Computer Science/ Information Technology) or equivalent <b>OR</b> First class B.E./B. Tech. (Computer Science/Information Technology) or equivalent with two years of relevant experience. <b>OR</b> First Class Master in Computer Applications (MCA) or equivalent with two years of relevant experience. <b>OR</b> M.Sc. (Computer Science/ Information Science) from a recognized University/ Institute with three (03) years of relevant experience
A04	Medical Officer (Female) -(01-UR)	Level-10	40 Years	MBBS recognized by M.C.I. <b>Desirable:</b> i) Post Graduate Medical Qualification from an Institution, recognized by the MCI. ii) Preference will be given to experienced candidate. iii) Working experience in a Hospital attached with a Medical College/ Corporate Hospital

Sr. No.	Name of Post & Reservation	Pay Level	Age Limit (as on last date)	Essential Qualification
<b>Group - B (11 Posts)</b>				
B01	Private Secretary- (02-UR, 01-OBC- <b>Backlog</b> , 01-SC- <b>Backlog</b> )	Level-07	35 Years	i) Bachelor's Degree from a recognized University/ Institute. ii) Three years of experience as Personal Assistant at Pay Level 06 in 7th CPC or in the Pay Band Rs. 9300-34800 Grade Pay 4200 or Pay Band Rs. 5200-20200 Grade Pay 3600 in 6th CPC in Central/State Governments, University/ Institution of Autonomous nature. iii) *Proficiency in Stenography in English/ Hindi with minimum speed of 100 w.p.m. iv) *Proficiency in Typing in English/ Hindi with minimum speed of 35/ 30 w.p.m. v) *Knowledge of computer applications. * Proficiency to be evaluated and will be of qualifying nature
B02	Nursing Officer- (01-UR)	Level-06	35 Years	i) B.Sc. Nursing from a recognized University/ Institution. <p style="text-align: center;"><b>OR</b></p> Diploma in General Nursing and Midwifery (GNM). ii) Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council. iii) Relevant experience of two (02) years in reputed Hospital
B03	Senior Technical Assistant – (02-UR, 01-OBC, 01-UR (OH, OA, OL- <b>Backlog</b> ))	Level-06	35 Years	<b>i) STA (Instrumentation):</b> M.Tech./ M.E. in Instrumentation with at least 60% of marks from a recognized University/ Institute with three (03) years' experience of maintenance of scientific instruments; <b>ii) STA (Physical Science):</b> Master's degree in Physics or M.Tech./ M.E. in Electrical/ Electronics & Communication/ Instrumentation, with at least 60% of marks from a recognized University/ Institute with three (03) years' working experience in a recognized University/ National Level R&D Laboratory <b>iii) STA (Chemical Science):</b> Master's degree in Chemistry with at least 60% of marks from a recognized University/ Institute with three (03) years of working experience in a recognized University/ National Level R&D Laboratory <b>iv) STA (Biological Science):</b> Master's degree in Biotechnology/ Microbiology/ Biochemistry/ Environmental Science with at least 60% of marks from a recognized University/ Institute with three (03) years of working experience in a recognized University/ National Level R&D Laboratory.
B04	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

Sr. No.	Name of Post & Reservation	Pay Level	Age Limit (as on last date)	Essential Qualification
				<p style="text-align: center;"><b>OR</b></p> <p>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</p> <p style="text-align: center;"><b>OR</b></p> <p>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;</p> <p style="text-align: center;"><b>OR</b></p> <p>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;</p> <p style="text-align: center;"><b>OR</b></p> <p>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;</p> <p style="text-align: center;"><b>AND</b></p> <p>ii) Recognized Diploma or Certificate course in translation from Hindi to English &amp; 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.</p>
B05	Assistant- (01-UR (OH, OA, OL, BL- <b>Backlog</b> ))	Level-06	35 Years	<p>i) Bachelor's degree from a recognized University/ Institute, with at least 50% marks or pass in Master's Degree.</p> <p>ii) Two (02) years of experience in Administration/ Finance &amp; Accounts in Central/State Governments University/Research Institution or Autonomous organization</p> <p>iii) Knowledge of Computer Applications.</p>
<b>Group - C (34 Posts)</b>				
C01	Technical Assistant-(03-UR, 01-OBC, 01-SC)	Level-05	32 Years	<p>i) <b>TA (Instrumentation):</b> M.Sc. in Instrumentation / Electronics/ Electrical or B. Tech./B.E. in Instrumentation/Electronics/Electrical, with at least 60% from a recognized University with two (02) years of experience of maintenance scientific instruments;</p> <p>ii) <b>TA (Physical):</b> Bachelor's degree in Physics or B.Tech./ B.E. in Electrical/Electronics &amp; Communication/Instrumentation, with at least 60% of marks from a recognized University/Institute with two (02) years of working experience in relevant field.</p> <p>iii) <b>TA (Chemical Science):</b> Bachelor's degree in Chemistry with at least 60% of marks from a recognized University with two (02) years of working experience in relevant field.</p>

Sr. No.	Name of Post & Reservation	Pay Level	Age Limit (as on last date)	Essential Qualification
				<b>iv) TA (Biological Science):</b> Bachelor's degree in Biotechnology / Microbiology / Biochemistry / Environmental Science with at least 60% of marks from a recognized University with two (02) years of working experience in relevant field.
C02	Pharmacist-(01-UR)	Level-05	32 Years	i) 10+2 or equivalent in Science subjects from a recognized Board or University ii) Diploma in Pharmacy from an Institute recognized by the Pharmacy Council of India <b>OR</b> Bachelor's degree in Pharmacy from a University/ Institute approved by the Pharmacy Council of India. iii) Registered as Pharmacist under the Pharmacy Act, 1948.
C03	Statistical Assistant (01-UR)	Level-05	32 Years	i) Master's Degree in Statistics/Applied Statistics/ Statistics and Informatics/ Statistics and Computers from a recognized University/ Institute with at least 55% marks ii) *Knowledge of Computer based Data Analysis Software * Proficiency to be evaluated and will be of qualifying nature.
C04	Laboratory Assistant-(02-UR, 01-OBC)	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.
C05	Upper Division Clerk -(03-UR, 01-OBC, 01-SC)	Level-04	32 Years	i) Bachelor's Degree from a recognized University/ Institute, with at least 50% marks or pass in Master's Degree. ii) Two (02) years of experience as Lower Division Clerk in Central/ State Governments University/ Research Institution/ Autonomous organization iii) Knowledge of Computer Applications.
C06	LDC including Hindi Typist - (03-UR, 01-SC, 01-OBC, 01-OBC (HH- Backlog))	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.
C07	Driver - (01-OBC Backlog)	Level-02	30 Years	i) Class 10th standard from a recognized School/Board. ii) Possession of a valid driving commercial license for L/M/H motor vehicles issued by the Competent Authority. iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). iv) Experience of driving motor vehicles for at least 03 years. <b>Desirable:</b> The candidate having commercial license for Heavy Motor Vehicles will be given preference.



Sr. No.	Name of Post & Reservation	Pay Level	Age Limit (as on last date)	Essential Qualification
C08	Cook – (01-UR)	Level-02	30 Years	i) Class 10th Standard from a recognized School/ Board ii) Two (02) years of experience in cooking/ catering services in educational institutions/guest houses, reputed hotels, restaurants or similar organizations. <b>Desirable:</b> i) ITI Trade Certificate in Bakery & Confectionery (one year duration) ii) Experience in preparation of vegetarian and non-vegetarian food items both of South Indian/ North
C09	MTS-(01-UR, 01-OBC)	Level-01	30 Years	Matriculation or equivalent pass <b>OR</b> ITI pass
C10	Kitchen Attendant-(ST-01-Backlog)	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
C11	Library Attendant-(UR-01, 01-OBC)	Level-01	30 Years	i) 10+2 or its equivalent examination from a recognized Board ii) Certificate course in Library Science from a recognized Institution.
C12	Laboratory Attendant – (02-UR, 02-OBC, 01-OBC (VH, LV - Backlog))	Level-01	30 Years	10+2 or its equivalent examination with Science subjects from a recognized Board. <b>Desirable:</b> Experience of working in Science Laboratory
C13	Dresser – (01-UR)	Level-01	30 Years	i) Matriculation or its equivalent examination from any recognized Board/ University. ii) Elementary knowledge of first aid. iii) One year experience in hospital work or handling of dressing wounds. <b>Desirable:</b> 10+2 with Science Biology subject or equivalent from a recognized Board/ University



# CENTRAL UNIVERSITY OF RAJASTHAN

NH-8, Bandarsindri, Tehsil Kishangarh, District Ajmer (Raj.)-305817  
website: www.curaj.ac.in, Ph.: 01463-238755, 238593

## ADVERTISEMENT FOR VARIOUS NON-TEACHING POSITIONS

(Employment Notification No.: CURAJ/R/F.119/2020/5413 dated 16.03.2020)

### Procedure, Components for Skill/Trade Test, Written Test, Short listing criteria, and the Interview (only for 'Group-A' posts) for recruitment on various non-teaching posts:

The step-wise procedure, Components for Written Test, Interview and Short listing criteria for recruitment on the Group 'A' Posts are as follows:

**Step-I:** On the basis of minimum academic qualifications, age, experience for the Post under direct recruitment, the applications of the candidates will be scrutinized and the candidates, who fulfil minimum eligibility criteria, will be declared provisionally eligible for Skill/Trade/Written Test.

The list of provisionally eligible / ineligible candidates will be displayed on the University Website, and grievance (if any) will be invited through email from the candidates within seven days for consideration.



**Step-II:** After considering the grievance(s), the list of eligible / ineligible candidates will be displayed on the University Website and the eligible candidates will be called for written test accordingly.

### Criteria and Components of Written test for Group 'A' posts:

#### (1) Paper-I: Multiple Choice Questions (MCQs):

S.No.	Subject	No. of MCQs	Max. Marks	Duration
1.	Language proficiency in English, General Knowledge, Analytical Ability, University System, Central Universities Act, 2009, Statutes and Ordinances, Office Procedures, Filing, Noting, Drafting, Basic GoI Rules etc.	50	50	1½ hrs.
2.	Questions relevant to subject / work profile of the Post	50	50	
<b>TOTAL</b>		<b>100</b>	<b>100</b>	

**Note-** Language of the test paper will be English only. Each correct answer will carry 01 mark and for each wrong answer, 0.25 marks will be deducted. Qualifying marks in written test (Paper-I) will be 35.

#### (2) Paper-II: Descriptive Type Questions:

S.No.	Subject	No. of Questions	Max. Marks	Duration
1.	Language proficiency in English University System, Central Universities Act, 2009, Statutes and Ordinances, Office Procedures, Filing, Noting, Drafting, and Basic GoI Rules, Current Affairs <b>and / or</b> questions relevant to subject / work profile of the Posts	05 to 10	50	1hr.

**NB:** The Answer Script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I (min. 35 marks).



**Step-III:** The candidates will be shortlisted for the interview in the ratio of not exceeding 1:15 (ratio between number of posts and number of candidates) on the basis of the academic career, experiences, and performance in the written test.



**Step-IV:** Interview and selection of the candidates in order of merit.

**Weightage:**

<b>Criteria</b>	<b>Weightage / Marks (Max.)</b>
80% of the total marks secured in the short listing process (out of 100) as mentioned in <b>step-III</b>	80
Interview	20
<b>TOTAL</b>	<b>100</b>

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, knowledge, general awareness, communication and problem solving skills and overall domain knowledge to discharge duties of the cadre post(s).



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## ADVERTISEMENT FOR VARIOUS NON-TEACHING POSITIONS

(Employment Notification No.: CURAJ/R/F.119/2020/5413 dated 16.03.2020)

**Procedure, Components for Screening Test, Skill/Trade Test, Written Test and Short listing criteria (for 'Group-B' - From Pay Level 06 to 09 and 'Group-C' posts - From Pay Level 01 to 05) for recruitment on various non-teaching posts:**

The step-wise procedure, Components for Screening Test, Skill/Trade Test, Written Test and shortlisting criteria for recruitment on the **Group 'B'** and **Group 'C' Posts** are as follows:

**Step-I:** All the candidates who submit application form for Group 'B' and Group 'C' posts will be required to appear for MCQ based Screening Test. The syllabus for the same will be as follows:

S.No.	Subject	No. of MCQs	Max. Marks	Duration
1.	Language proficiency in English, General Knowledge, Analytical Ability, University System, Central Universities Act, 2009, Statutes and Ordinances, Office Procedures, Filing, Noting, Drafting, Basic GoI Rules etc.	50	50	1 hour

Note: The difficulty level of questions will be according to the Group (B and C).

**Step-II:** Candidates qualifying in the Screening Test will be required to appear for Skill/Trade Test of the concerned post, details of which are given in Annexure-1.

**Step-III:** On the basis of qualifying marks in the Skill Test, only eligible candidates will be called for written test accordingly. The syllabus for the same will be as follows:

S.No.	Subject	No. of MCQs	Max. Marks	Duration
1.	Same as that of Screening Test (Since the Syllabus for the Screening Test and the Part-1 of the Written Test is identical, marks obtained in the Screening Test will also be considered for Part-1 of the Written Test.)			
2.	Questions relevant to subject/work profile of the Post	50	50	1 hour
<b>TOTAL (Qualifying marks 35)</b> Each correct answer will carry 01 mark and for each wrong answer, 0.25 marks will be deducted.		100	100	

**Note:** 1. Written test will be conducted along with the Screening Test as in Step-I. However, the evaluation of written test will be done only for those candidates who qualify the Screening and Skill Test. 2. Language of the tests will be English only.

**Step-IV:** Preparation of Merit List for selection:-

1. All those candidates who qualify in the Written Test will be considered for preparation of Merit List.
2. Merit list of the candidates will be prepared on the basis of the academic career, experiences, performance in the Skill Test and/or Written Test, to be decided by the University.



## **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. 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.
9. 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.
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. Canvassing in any form may lead to cancellation of candidature.

12. 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.

13. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.

14. 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.

15. 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.

16. 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:

#	Candidate's category	Amount
1	GEN, OBC & EWS	₹ 1500.00
2	SC, ST & PWD	₹ 750.00
3	The regular employees of Central University of Rajasthan shall be exempted from application fee for the post in the similar cadre or one higher cadre. However, it is to clarify that the regular employees of CURaj are free to apply to any lower/ higher post as per their eligibility subject to payment of prescribed application fee.	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.
- i. 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.

17. After the submission of online application, candidates will be required to 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  
(Atten: Recruitment Cell),  
Central University of Rajasthan,  
NH-8, Bandarsindri, Kishangarh,  
District - Ajmer, 305817 (Rajasthan)**

18. The last date of submission of apply online is **10 April 2020** and submission of hardcopy of application to the University is **17 April 2020**.

19. Candidates are advised to visit the University website at regular intervals for the updates.

20. The University will not be responsible for any delay/loss due to postal or technical reasons in receipt of the application forms.

21. CV/Resume/Bio-data sent directly by post or through e-mail cannot be considered. All applications should be submitted in the prescribed format.

22. Documents/Certificates to be enclosed alongwith the application form:

- (i) Online payment receipt of prescribed application fee (in original),
- (ii) 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.

23. 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.

24. 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.

25. 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.

26. All correspondence from the University including interview call shall be sent to the e-mail ID as provided by the candidate.
27. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the University shall be final.
28. 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.
29. 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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## CENTRAL UNIVERSITY OF RAJASTHAN

(A Central University established in 2009 by an Act of Parliament)  
NH-8, Bandarsindri, Tehsil Kishangarh, District Ajmer (Raj.)-305817  
website: www.curaj.ac.in, Ph.: 01463-238755

### ADVERTISEMENT FOR VARIOUS NON-TEACHING POSITIONS

(Employment Notification No.: CURAJ/R/F.119/2020/5413 dated 16.03.2020)

#### (A) SCHEME / CRITERIA FOR SKILL / TRADE TEST FOR GROUP 'B' POSTS [FROM PAY LEVEL 06 TO 09]

**Posts:** Assistant

Subject	Max. Marks	Description
Test in MS Word (Skill in noting and drafting)	40	<b>Qualifying Marks: 35</b>
Test in MS Excel (Data Analysis, subject / work profile of the Post )	40	
Presentation in MS Power Point	20	
<b>Total marks</b>	<b>100</b>	

**Posts:** Private Secretary

Subject	Duration Max.: 1h35m	Max. Marks	Description
Dictation of test passage in English and/ or Hindi at the speed of words per minute as specified in the RR of the post	10 min.	10	<b>Qualifying Marks: 18</b>
Transcription: on Computer	English: 40 min. / Hindi: 55 min.	20	
Computer proficiency (Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication, etc.)	30 min.	20	
<b>Total marks</b>		<b>50</b>	
<b>Note:</b> Dictation of trial passage of 02 minutes duration will be given before the test passage in English / Hindi.			

**Posts:** Senior Technical Assistant

Subject	Max. Marks	Description
Hands-on Laboratory Practices, Basic Principles & Operation of various Instruments and other relevant Laboratory Tools (Subject/ Department Concerned)	50	<b>Qualifying Marks: 18</b>

**Post:** Nurse/ Compounder and Junior Translator

Subject	Max. Marks	Description
Work Profile, duties of the concerned post	50	<b>Qualifying Marks: 18</b>

**(B) SCHEME / CRITERIA FOR SKILL / TRADE TEST FOR GROUP 'C' POSTS  
[FROM PAY LEVEL 01 TO 05]**

**Posts:** Upper Division Clerk, Semi Professional Assistant (Library Cadre), Lower Division Clerk, Library Assistant

Trade Test: Only for the post of Lower Division Clerk

Subject	Max. Marks	Description
<b>Post: Lower Division Clerk</b> Typing Speed Test in English or Hindi* on Computer: 10 min.	10 marks (Beyond 35 wpm in English / 30 wpm in Hindi, every increment of one correct word per minute will be awarded with 0.5 mark)	<b>Qualifying Criteria:</b> Minimum typing speed of 35 wpm in English OR 30 wpm in Hindi
<b>Post: Library Assistant</b> Typing Speed Test in English on Computer: 10 min.	10 marks (Beyond 30 wpm in English, every increment of one correct word per minute will be awarded with 0.5 mark)	<b>Qualifying Criteria:</b> Minimum typing speed of 30 wpm in English
<p><b>Note:</b> (1) *The candidates for the post of LDC are required to indicate their option either for English or Hindi while applying for the post.                      (2) Before starting the test, 05 minutes will be given to the candidates for practice / to make ensure that computers and keyboards are in working condition.                      (3) Typing Test for the post of LDC and Library Assistant is of qualifying in nature. Only those candidates, who qualify in Typing Speed Test, will be permitted to appear in the Skill Test.                      (4) All the candidates for the post of UDC and Semi Professional Assistant (Library Cadre) will be allowed for appearing in Computer Skill Test.</p>		

Computer Skill Test: Upper Division Clerk, Lower Division Clerk

Subject	Max. Marks	Description
Test in MS Word (Communication skills and work profile of the post)	40	<b>Qualifying Marks: 35</b>
Test in MS Excel (Data Analysis, subject / work profile of the Post)	30	
Presentation in MS Power Point	20	
<b>Total marks</b>	<b>100</b>	

**Post:** Driver

Subject	Max. Marks	Description
Hands-on Driving Practices, Rules & Regulations of Traffic, Driving of Four & Six Wheelers etc.	50	<b>Qualifying Marks: 18</b>

**Posts:** Technical Assistant

Subject	Max. Marks	Description
Hands-on Laboratory Practices, Basic Principles & Operation of various Instruments and other relevant Laboratory Tools (Subject/ Department Concerned)	50	<b>Qualifying Marks: 18</b>

**Posts:** Laboratory Assistant, Laboratory Attendant

Subject	Max. Marks	Description
Hands-on Laboratory Practices, Basic Principles of various Instruments and other relevant Laboratory Tools	50	<b>Qualifying Marks: 18</b>

**Posts:** Cook, Kitchen Attendant

Subject	Max. Marks	Description
Hands-on Kitchen Practices, Kitchen Safety Guidelines, Rules & Regulations etc.	50	<b>Qualifying Marks: 18</b>

**Post:** Statistical Assistant

<b>Subject</b>	<b>Max. Marks</b>	<b>Description</b>
The Skill Test shall be conducted in a manner to check the practical knowledge of the candidate in the use of: Computer Programme Language, Application Software and Analysis the Datasets Statistically. Word Processing Packages (MS-Word), Spread sheets (MS-Excel) and Programming Knowledge in R with Statistical Analysis of given data, Power Point Presentation.	100	<b>Qualifying Marks: 35</b>

**Posts:** MTS

<b>Subject</b>	<b>Max. Marks</b>	<b>Description</b>
Hands-on practices and duties of MTS like physical maintenance of records, general cleanliness & upkeep, carrying of files & other papers, photocopying, sending of FAX etc., other non-clerical work, assisting in routine office work like diary, dispatch etc., including on computer, watch & ward duties, driving of vehicles, upkeep of parks, lawns, potted plants, etc.	50	<b>Qualifying Marks: 18</b>

**Posts:** Hostel Attendant

<b>Subject</b>	<b>Max. Marks</b>	<b>Description</b>
Hands-on Hostel Practices, Rules & Regulations of Hostels etc.	50	<b>Qualifying Marks: 18</b>

**Posts:** Library Attendant, Pharmacist and Dresser

<b>Subject</b>	<b>Max. Marks</b>	<b>Description</b>
Hands-on practices/Work Profile, duties of the concerned post	50	<b>Qualifying Marks: 18</b>