

ESSENTIAL QUALIFICATIONS FOR NON-TEACHING AND OTHER ACADEMIC STAFF POSITIONS:

1. CONTROLLER OF EXAMINATIONS:

- i. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale;
- ii. At least 15 years' of experience as Assistant Professor in AGP of ₹7,000/- and above or 8 years' of service with AGP of ₹8,000/- and above including as Associate Professor along with the experience in educational administration

OR

Comparable experience in research establishment and / or other institutions of higher education.

OR

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

Desirable:

Preference will be given to candidate with adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations; working knowledge of examination software and results automation.

2. LIBRARIAN:

- i. A Master's Degree in Library Science / Information Science / documentation with at least 55% marks or its equivalent grade of B in UGC seven point scale and consistently good academic record.
- ii. At least 13 years as a Deputy Librarian in a University library or 18 years experience as a college Librarian.
- iii. Evidence of innovative library service and organisation of published work.
- iv. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for the maintenance of standards in higher education, 2010.

Desirable:

A M.Phil./Ph.D. Degree in library science/information science/documentation/archives and manuscript-keeping.

3. DEPUTY LIBRARIAN:

- i. A Master's Degree in Library Science/Information Science/documentation with at least 55% of the marks or its equivalent grade of B in UGC seven point scale and consistently good academic record.
- ii. 05 years' experience as an Assistant University Librarian/College Librarian.
- iii. Evidence of innovative library service and organisation of published work and professional commitment, computerisation of library.

- iv. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for the maintenance of standards in higher education, 2010.

Desirable:

A M.Phil./Ph.D. Degree in library science/information science/documentation/archives and manuscript-keeping/computerization of library.

4. ASSISTANT LIBRARIAN:

- i. A Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

OTHER CONDITIONS:

- i. The **Controller of Examinations** shall be appointed for a term of **05 (five)** years and shall be eligible for re-appointment.
- ii. **The various Non-Teaching and other Academic Staff positions advertised by the University vide Employment Notice No. 002/2013 dated 22.04.2013 stand cancelled / withdrawn.**
- iii. The application form must be accompanied by additional sheets (wherever required) and enclosures giving details of academic qualifications, experience, published work etc.
- iv. Relaxation of 5% marks (from 55% to 50%) will be provided at the Master's level in the case of SC/ST/PWD (Persons with Disability) and to those Ph.D. degree holders, who have passed their Master's Degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
- v. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.
- vi. Reservation Policy will be followed as per Government of India Rules, wherever applicable. The SC/ST/OBC/PWD candidates are required to attach necessary certificate(s) on prescribed format.
- vii. The selected candidates shall be appointed under a written contract.
- viii. Applicants not found suitable for higher positions may be considered for lower positions in the same area of specialization.
- ix. NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors in Universities / Colleges / Institutions.

Provided however, that candidates, who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Librarian.
- x. NET/SLET/SET shall not be required for such Master's Degree Programmes in disciplines for which NET/SLET/SET accredited test is not conducted.
- xi. **THE APPOINTMENT OF CANDIDATES ON REGULAR BASIS SHALL BE GOVERNED BY NEW 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 TILL SUCH TIME THEY RETAIN LIEN WITH THE PARENT POST.**

GENERAL INSTRUCTIONS:

1. The number of vacancies mentioned hereinabove is tentative. The University reserves the right to withdraw any advertised post at any time without assigning any reason if the circumstances so warrant. The right is also reserved with the University either to fill or not to fill the post and its decision, in this regard shall be final.
2. **The various Non-Teaching and other Academic Staff positions advertised by the University vide Employment Notice No. 002/2013 dated 22.04.2013 stand cancelled / withdrawn.**
3. Mere eligibility will not entitle any candidate for being called for Interview.
4. Applicants must apply on prescribed form available on website. **Applications received in any other form than prescribed form will be rejected.**
5. Only short-listed candidates will be called for Interview. The University reserves its right to place reasonable limit on the total number of candidates to be called for Interview. The number of such candidates will be decided by the Committee constituted by the University for the purpose.

6. The eligibility of candidates will be determined as on the last date fixed for receipt of application forms i.e., **22nd June, 2015**.
7. Any change of address given in the application form should at once be communicated to the University.
8. Before applying for a post, candidates are advised to satisfy themselves about their eligibility. No enquiry in this regard will be entertained.
9. The process of selection may be by a written test / presentation / interview or a combination thereof.
10. The envelope should be super-scribed as **“Application for the post of”**.
11. Application should be accompanied with a **non-refundable** demand draft **Rs.500/-** for General Category and **Rs.125/-** for SC/ST and Handicapped candidates drawn in favour of the **Finance Officer, Central University of Himachal Pradesh** payable at **Dharamshala, Himachal Pradesh only**.
12. The application duly filled in the prescribed form along with required documents must reach the University office on or before **22nd June, 2015** at the below given address. Applications received after this date shall not be considered. University will not be responsible for any postal delay.

**The Registrar
Central University of Himachal Pradesh
Camp Office, Near HPCA Cricket Stadium,
Dharamshala, District – Kangra,
Himachal Pradesh – 176 215**

13. The service conditions including pay band and age of superannuation shall be as per UGC / NCTE Regulations.
14. **Separate application** along with application **fee** should be submitted **for each post** applied for.
15. The University shall verify the antecedents or documents submitted at any time at the time of appointment or during the tenure of service. In case, it is detected that the documents submitted are fake or the candidate has a clandestine antecedents / background and has suppressed the said information, his / her services shall be terminated forthwith.
16. The applicants serving in Government / Semi-Government organizations / Public Sector Undertakings / Autonomous Bodies must send their applications **“Through Proper Channel”**. The applications received without the recommendations of the employer will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.
17. Candidates shall have to produce original documents at the time of Test / Interview.
18. Canvassing in any form may lead to cancellation of candidature.
19. **Incomplete applications or without relevant supporting enclosures (self-attested copies of degree / certificates / marks sheets / experience certificate, etc.) will be out-rightly rejected.**
20. Selected candidates may be posted at any place in Himachal Pradesh and in any department of studies.
21. In case any disputes, any suites or legal proceeding against the University, the territorial jurisdiction shall be restricted to the Courts in Himachal Pradesh at District Court, Dharamshala and High Court at Shimla.
22. 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.

**Registrar
Central University of Himachal Pradesh**