



# हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय

## Central University of Himachal Pradesh

पोस्ट बॉक्स नं.- 21, धर्मशाला, जिला - कांगड़ा, हिमाचल प्रदेश - 176 215

PO Box: 21, DHARAMSHALA, DISTRICT KANGRA, HIMACHAL PRADESH - 176 215

Phone No. 01892 - 229574, Fax No. 01892 - 229330, E-mail ID: [registrar.cuhimchal@gmail.com](mailto:registrar.cuhimchal@gmail.com)

**F. No. 1-1/CUHP/Estt./2010/Vol. II/188-198**

**Dated: 20<sup>th</sup> January, 2015**

### OFFICE MEMORANDUM

**Subject: Filling up the post of Internal Audit Officer in Central University of Himachal Pradesh, Dharamshala, District Kangra, HP on deputation basis.**

The Central University of Himachal Pradesh, Dharamshala is established under Central Universities Act, 2009. The university requires the services of a qualified Internal Audit Officer amongst the officers/officials working in central/state government and autonomous bodies etc., who are well conversant with Government of India's rules & regulations and have experience in audit, establishment, finance & accounts related matters.

2. Therefore, it is proposed to fill up the vacant post of Internal Audit Officer on deputation basis on the standard terms and conditions of deputation as per the guidelines issued by the DOP&T, Government of India from time to time.

3. The Pay Band & Grade Pay / Pay Scale, Essential Qualification, Period of Deputation etc. are given at **ANNEXURE - 1** enclosed.

4. It is therefore requested that the OM may be given wide publicity among staff and may also be circulated among Subordinate / Attached offices. The eligible and interested officials may be instructed to apply by **9<sup>th</sup> February, 2015** on the Prescribed Performa available on the university website ([www.cuhimchal.ac.in](http://www.cuhimchal.ac.in)).

5. The applications received after the due date will not be entertained and are liable to be rejected.

*S/d*  
**Brig. J.C. Rangra, YSM (Retd.)**  
Registrar

**Encl:** As stated above (containing total 3 pages)

#### **Copy of the above forwarded to following for information and necessary action please:**

1. The Comptroller & Auditor General of India, 9, Deen Dayal Upadhaya Marg, New Delhi-24.
2. The Accountant General (Audit), HP, Shimla-171003.
3. The Accountant General (Accounts & Entitlement), HP, Shimla-171003.
4. Accountant General (A&E) Punjab & U.T. Chandigarh.
5. Accountant General (Audit), Punjab, Chandigarh.
6. Accountant General (A&E), Haryana, Chandigarh.
7. Accountant General (Audit), Haryana, Chandigarh.
8. Principal Secretary(Finance), Govt. of Himachal Pradesh, Shimla-2,
9. Principal Secretary (Finance), Govt. of Punjab, Chandigarh.
10. Director, Local Audit Department, Block No. 38, SDA Complex, Kasumpti, Shimla-9.
11. Director General of Audit(Central), Plot No. 21(New Audit Building), Sector-17, Chandigarh -160017.

*S/d*  
**REGISTRAR**



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**F. No. 1-1/CUHP/Estt./2010/Vol. II/**

**Dated: 20<sup>th</sup> January, 2015**

### **EMPLOYMENT NOTICE NO: 01/2015**

**Subject: Filling up the post of Internal Audit Officer in Central University of Himachal Pradesh, Dharamshala on deputation basis.**

1.	Name of the Post	:	<b>Internal Audit Officer</b>
2.	No. of Posts.	:	<b>01 (One)</b>
3.	Pay Band and Grade Pay / Pay Scale	:	Pay Scale: ₹15600-39100 (PB - 3) + Grade Pay ₹7,600/-
4.	Minimum Eligibility and Essential Experience	:	<p><b>a)</b> IA &amp; AS / SAS / CA / ICWA or equivalent accounts qualification.</p> <p><b>b)</b> Deputy Controller / Deputy Director (Audit) in the scale of ₹15600-39100 + ₹7600.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>c)</b> Assistant Controller / Assistant Director (Audit) / Senior Audit Officer or equivalent in the pay band of ₹15600-39100 + ₹5400 GP with 5 years' experience.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>d)</b> 15 years combined experience as Assistant Controller / Assistant Director (Audit) / Senior Audit Officer and Section officer (Audit).</p>
5.	Desirable Experience and Qualification	:	<p><b>a)</b> Working experience in an organizations having double entry system of accounting;</p> <p><b>b)</b> Working experience in universities and/or similar organizations; and</p> <p><b>c)</b> Having knowledge of computer application particularly MS Excel and MS Word.</p> <p><b>d)</b> Candidates possessing Post-Graduation in M. Com. / MBA shall be preferred.</p>
6.	Period of Deputation	:	The period of deputation is initially for <b>three</b> years. However, the period may be extended or curtailed on performance basis and functional requirements.

7.	How to Apply	:	<p>Interested candidates may apply through proper channel alongwith their details of service, experience and copies of the ACR's for the preceding five years on or before 9<sup>th</sup> February, 2015 on the prescribed performa available on university website (<a href="http://www.cuhimachal.ac.in">www.cuhimachal.ac.in</a>).</p> <p>The applications should be sent to:</p> <p><b>THE REGISTRAR, CENTRAL UNIVERSITY OF HIMACHAL PRADESH, CAMP OFFICE, DHARAMSHALA, NEAR HPCA STADIUM, DISTRICT KANGRA, H.P. -176215.</b></p> <p>The candidates may send the advance copy of their application directly to avoid any delay.</p>
8.	Method of Selection	:	<p>The Selection will be made on the basis of nomination / panel received from the Service / Cadre and applications in response to advertisement, quality of ACR's, Experience and interview.</p>
9.	Place and Nature of Duty	:	<p>The officer can be deployed anywhere in the jurisdiction of CUHP.</p> <p><b>Nature of Duty:</b></p> <p>Audit of monthly and annual accounts. Auditing of Procurement, proposals of both Capital and Revenue nature. Checking of TA bills, Medical Claim, Children Education Assistance, Purchase bill and other contingent bills. Checking the Bills of Works. Agreements proposed to be entered into for procurement / works of contract. Verification of Pay fixation, final settlement of Employees, checking of Stock register, Adjustments of Advances, Execution of Work Contracts. Review of System and Procedures, Implementation and proposing necessary amendments and internal receipts, rendering of opinions on matters sought and any other work assigned by the Vice-Chancellor or Registrar or Finance Officer from time to time.</p>

### **GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION**

1. The University **reserves the right** either to fill or not to fill the post and its decision in this regard shall be final.
2. **Mere eligibility will not** entitle any candidate for being called for interview.
3. The university reserves **its right to place reasonable limit on** the total number of candidates to be called for interview.
4. **Stringent criteria may be applied for short-listing the candidates to be called for interview.**
5. Minimum requirements of qualifications and/or experience can be relaxed in respect of exceptionally qualified candidates by the screening/selection committee with the approval of the Vice Chancellor.
6. Higher initial pay may be given to exceptionally qualified and deserving candidates.

7. The service conditions including pay scales and age of superannuation shall be as per UGC / University Rules / Government of India norms.
8. The applicants serving in Government / Semi-Government organization / Public Sector Undertaking / Autonomous Organizations must send their applications "**Through Proper Channel.**" **The applications received without the recommendations of the employers will not be considered.** However, an advance copy of application may be sent followed by the original application through proper channel.
9. Applications received after **9<sup>th</sup> February, 2015** shall not be considered and will be rejected straightway.
10. Candidates shall have to produce original documents at the time of Test / Interview.
11. Canvassing in any form may lead to cancellation of candidature.
12. Incomplete applications or without relevant supporting enclosures (attested copies of degree/certificates/marks sheets/ experience certificate, etc) will be **out-rightly rejected.**
13. The University shall not be responsible for postal delay, if any

*s/d*

**REGISTRAR  
CENTRAL UNIVERSITY OF HIMACHAL PRADESH**



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### APPLICATION FORM

Employment Notice No. .... Dated: .....

Post Applied for .....

*Fix your  
latest photograph  
and sign across*

#### 1. PERSONAL DETAILS: Use CAPITAL LETTERS and write clearly

Name:	English						
	Hindi						
Date of Birth:	Day	Month	Year	Age as on date	Year	Month	
Place of Birth	City / Village			State	Country		
Father's Name	English						
	Hindi						
Mother's Name	English						
	Hindi						
Religion:							
Nationality :	<b>Gender</b> (Tick, whichever is applicable)	<b>Category</b> (Tick, whichever is applicable)			<b>Marital Status</b> (Tick, whichever is applicable)		
	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> SC <input type="checkbox"/> OBC	<input type="checkbox"/> ST <input type="checkbox"/> General	<input type="checkbox"/> Single <input type="checkbox"/> Married			
If physical challenged, indicate relevant particulars	<b>Type of Disability</b>				<b>Percentage of Disability</b>		

**2. EDUCATIONAL QUALIFICATIONS:** (Attached self-attested photocopy of marks sheet & degree of each examination)

	Name of the Board / University	Year	Marks Obtained	Maximum marks	%age of marks / CGPA with %age marks	Division	Subjects studied
Matriculation (10 <sup>th</sup> )							
Higher Secondary / Intermediate(10+2)							
Bachelor's degree ..... ( Name of degree)							
Master's degree ..... ( Name of degree)							
M.Phil. in .....	<b>Title:</b>						
Ph.D. .....	<b>Title :</b>						
Any other							

**3. CURRENT POSITION**

Designation	Employer (Name of the Organisation)	Date of Joining (Date / Month / Year)	Nature of Appointment (Ad hoc / Temporary / Permanent / Contractual)	
Basic Pay p.m.	Pay Band	GP / AGP	Gross Salary p.m.	Increment Date (Date / Month)



**7. Details of the Orientation Programmes / Training Programmes / Workshops attended:**

Name of the Programme	Year	Duration (in days)	Organising Institution

**8. Details of the Refresher Programmes attended:**

Name of the Programme	Year	Duration (in days)	Organising Institution

**9. Involvement in Research & Publications, if any:**

Publications:	Numbers	Publishers / Journals	Communicated
Books			
Research Papers			
Articles			
Others			
<b>Research Projects undertaken</b>			
Major Research Projects Completed			
Major Research Projects ongoing			
<b>Research Supervisions</b>			
No. of Ph.Ds produced			
No. of Candidates enrolled for Ph.D			
<b>Participations in Seminars / Conferences/ Workshops</b>			
No. of Papers presented in national seminars / conferences			
No. of Papers presented in international seminars / conferences			



**10. Any other Experience / Achievements / Qualifications considered to be relevant to the post applied for:**

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**11. References: Please provide names of three persons who are not related to you and are familiar with your work / professional experience / accomplishment**

	1	2	3
<b>Name and address</b>			
<b>Contact Address</b>			
<b>Email:</b>			
<b>Phone (landline) With STD Code:</b>			
<b>Mobile Phone No.</b>			
<b>Fax with STD Code</b>			

**12. Contact Details of the Applicant:**

<b>Address for Correspondence</b>		<b>Permanent Address</b>	
<b>Name:</b>		<b>Name:</b>	
<b>House No:</b>		<b>House No:</b>	
<b>Street:</b>		<b>Street:</b>	
<b>City:</b>		<b>City:</b>	
<b>State:</b>		<b>State:</b>	
<b>Pin Code:</b>		<b>Pin Code:</b>	
<b>Email:</b>	<b>Phone No. (With STD Code)</b>	<b>Mobile No.</b>	<b>Fax No.</b>

### 13. Declaration

I, \_\_\_\_\_ son / daughter of \_\_\_\_\_ hereby declare that all the particulars given in this application form are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature / appointment may be cancelled by the university without assigning any reason thereof.

**Signature of the applicant:** \_\_\_\_\_

**Name in Capital letters:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Note:**

1. *Unsigned application is liable to be rejected and no correspondence will be entertained.*
2. *The University shall not be responsible, if any column is not filled up properly and legibly.*

### 14. Endorsement by the EMPLOYER

*(In case of in-service candidates, whether in permanent / contract / temporary capacity, the application must be endorsed / forwarded by the Head of the Department / Employer, failing which application is liable to be rejected.)*

**Forwarded to the Registrar, Central University of Himachal Pradesh, Dharamshala, District - Kangra, Himachal Pradesh, India - 176 215**

The applicant Dr./Mr./Mrs/Ms. \_\_\_\_\_, who has submitted this application for the post of \_\_\_\_\_ in the Central University of Himachal Pradesh, has been working in this organization namely \_\_\_\_\_ as \_\_\_\_\_ (name of the post), in a temporary / contract / permanent capacity with effect from \_\_\_\_\_ in the Scale of Pay/Pay Band of ₹ \_\_\_\_\_. He / She is drawing a basic pay of ₹ \_\_\_\_\_ His / Her next increment is due on \_\_\_\_\_.

Further, it is certified that no disciplinary / vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his / her application being considered by the Central University of Himachal Pradesh.

**(Signature of the forwarding officer)**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*(Seal)*

**15. Checklist of Documents Enclosed**

<b>Sl. No.</b>	<b>Documents</b>	<b>Tick (√)</b>
1.	Matric / Secondary / High School (10 <sup>th</sup> Class) Marks Sheet	
2.	Matric / Secondary / High School (10 <sup>th</sup> Class) Certificate	
3.	Sr. Secondary / Intermediate (12 <sup>th</sup> Class) Marks Sheet	
4.	Sr. Secondary / Intermediate (12 <sup>th</sup> Class) Certificate	
5.	Bachelor's Degree Marks Sheet	
6.	Bachelors' Degree	
7.	Master's Degree Marks Sheet	
8.	Master's Degree	
9.	M. Phil. Marks Sheet	
10.	M. Phil Degree	
11.	Ph. D. Degree	
12.	Experience Certificate(s) from previous employers:	
13.	Endorsement from the present employer	
14.	SC / ST / OBC / Handicapped Certificate	
15.	Others, if any:	

**Note:** List of Documents be checked & ticked properly. Any lapse on this account is liable for rejection of your form.