



# केरल केंद्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF KERALA

(संसद के अधिनियम, वर्ष 2009 द्वारा स्थापित / Established under the Act of Parliament in 2009)

संख्या /No. CUK/RC/FO/2023

दिनांकित /Dated, 14<sup>th</sup> November, 2024

## EMPLOYMENT RE-NOTIFICATION No. SO- 01/2024

Central University of Kerala invites online applications in the prescribed format from eligible candidates for filling up the following post on Direct basis:-

SI No.	Name of the post	Pay Level	No. of post	Category
1	Finance Officer	Level 14 : 144200- 218200	01	UR

### Essential qualifications:

- Master's Degree with at least 55% of the Marks or its equivalent grade in a point scale wherever grading system is followed.
- At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor, along with experience in educational administration.  
**OR**
- Comparable experience in a 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.

**Age limit for Direct Recruits** : Preferably below 57 Years

### **Method of recruitment:**

The post of Finance Officer shall be filled by Direct for a tenure of five years or till attaining the age of 62 years, whichever is earlier.

Direct recruitee shall be governed by the provisions under National Pension System of the Government of India with all its amendments made from time to time.

Eligible for reappointment after observance of due selection process and subject to other fulfilling conditions.

IMPORTANT DATES	
Date of Commencement of Online Application	10.00 AM on 20.11.2024
Last date of Online Application	5.00 PM on 16.12.2024
Last date of receipt of hardcopy of online application along with all self-attested enclosures to the University (Including postal/ processing days)	5.00 PM on 31.12.2024



Page 1 of 5

  
कुलसचिव/REGISTRAR  
कुलसचिव / Registrar  
केरल केंद्रीय विश्वविद्यालय  
Central University of Kerala  
कासरगोड / Kasaragod



# केरल केंद्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF KERALA

(संसद के अधिनियम, वर्ष 2009 द्वारा स्थापित / Established under the Act of Parliament in 2009)

## GENERAL INSTRUCTIONS

1. Eligible candidates are required to apply in Online in the format available in the University website [www.cukerala.ac.in](http://www.cukerala.ac.in) from **20.11.2024**.
2. Online Application fee is Rs.1,500/- for General including EWS and OBC Candidates. The fee shall be remitted through online (Credit/Debit Cards, NEFT, Transfer, Net Banking etc.) and enclose a copy along with the application. Women candidates and Candidates belongs to SC, ST & PWD categories are exempted from payment of application fee.
3. The qualifications and age prescribed shall be as on the last date of receipt of online application.
4. Applicants are advised to submit the applications to the University well in advance without waiting for the last date to avoid postal delay or any delay due to other unforeseen events or circumstances. The University shall not be responsible for any postal delay at any stage.
5. The applicants must ensure that he/she fulfils the eligibility conditions for the post applying for.
6. The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his/her conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/terminated forth with.
7. It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his/her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to termination forthwith as per this clause.
8. The person appointed against any post shall be governed by the Act/Statutes/Ordinances/Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule,1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
9. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
10. The Qualifications and other conditions prescribed in the present advertisement are subject to the regulations/norms stipulated by the MoE/UGC/University from time to time.
11. Candidate who is already in service shall submit his/her application through proper channel along with vigilance clearance certificate from the competent authority. However, he/she may send an advance copy of his/her application and in case



# केरल केंद्रीय विश्वविद्यालय

## CENTRAL UNIVERSITY OF KERALA

(संसद के अधिनियम, वर्ष 2009 द्वारा स्थापित / Established under the Act of Parliament in 2009)

his/her application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate along with the Vigilance Clearance Certificate in a sealed cover" from his/her employer to the University at the time of interview.

12. At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned and a copy of the same shall be kept with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
13. Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
14. The University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the Candidates.
15. Candidates, who have obtained degrees or diplomas or certificates for various courses from any institution declared fake/derecognized by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the post advertised.
16. The selected candidate shall produce a medical fitness certificate from the Medical Board issued by a Govt. Hospital/or Govt./CGHS empanelled Hospital for Group A post as the case may be prior to his/her joining.
17. The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
18. The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail anywhere within the jurisdiction of the University to avoid any disciplinary action.
19. The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc. for direct recruitment applicable on the post of Finance Officer shall be governed strictly as per the UGC's guidelines/regulations. Any amendment to the Notification/Regulations/Guidelines of the UGC/Government of India in future shall be adopted mutatis-mutandis by the University for Implementation in supersession of the existing provisions already adopted and incorporated in these Rules.
20. The candidate shall bring all original certificates relating to his/her age, qualifications, experience, etc. at the time of tests or interview wherever applicable. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his/her application, he/she may not be allowed to appear at the tests/interview and his/her candidature may be treated as cancelled without any further communication in this regard.
21. The University may draw a reserved panel to fill up a post. In case a candidate on higher merit regrets to join within a period of six months or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate in the merit



# केरल केंद्रीय विश्वविद्यालय

## CENTRAL UNIVERSITY OF KERALA

(संसद के अधिनियम, वर्ष 2009 द्वारा स्थापित / Established under the Act of Parliament in 2009)

list, (if otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy. The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason. If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded within a reasonable period of time. In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the Executive Council shall be final.

22. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received is large and/or where it will not be convenient or possible 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 prescribed in the Notification.
23. In case of suits or legal proceedings against the Central University of Kerala, the jurisdiction shall be the High Court of Kerala, Ernakulum only.
24. Incomplete applications such as unsigned/non-submission of- prescribed fees, recent photograph, self-attested copies of supporting documents/non-submission of application in prescribed format/applications received after due date will not be accepted. Any documents/enclosures received separately after submission of original applications will not be merged with the original application.
25. No interim queries regarding /selection from the candidates will be entertained. All updates to this Employment Notification including corrigendum, if any will be host in University website.
26. Candidates in their own interest are advised to remain in touch with the University website [www.cukerala.ac.in](http://www.cukerala.ac.in) regularly. All information will be uploaded in the University website. The online applications should be submitted through online portal at the website [www.cukerala.ac.in](http://www.cukerala.ac.in) from 20.11.2024. The last date for submission of online application is 16.12.2024
27. Anything which is not mentioned in this notification will be dealt as per the Orders/Rules of GoI/ UGC /Min of Education/University Act.
28. **Applications in Online mode only will be accepted. The hard copy of Online Application along with all self-attested testimonials, certificates/ educational qualifications and all supporting documents along with proof of remittance of fee should reach to "Recruitment Cell, Central University of Kerala Tejaswini Hills, Periy, Kasaragod – 671320" in closed envelop on or before 31.12.2024 up to 5.00 PM by Registered Post / Speed Post / Courier only, failing which the application will be rejected.**

Application No: .....

Post Applied for: .....

From  
Name of Applicant:  
Full Address:  
Mobile no.

To  
Recruitment Cell, Central University of Kerala  
Tejaswini Hills, Periy, Kasaragod – 671320.

Page 4 of 5



कुलसचिव / REGISTRAR

कुलसचिव / Registrar

केरल केंद्रीय विश्वविद्यालय



# केरल केंद्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF KERALA

(संसद के अधिनियम, वर्ष 2009 द्वारा स्थापित / Established under the Act of Parliament in 2009)

संख्या /No. CUK/RC/FO/2023

दिनांकित /Dated, 14<sup>th</sup> November, 2024

Copy to:

1. The SO to Vice Chancellor/The PS to Registrar/The PS to Finance Officer
2. The System Analyst (i/c) - For information and for uploading in the University website/other relevant website and to create online application link with necessary details.
3. The Public Relations Officer - For information and necessary action to publish the for advertisement in one insertion in Employment News, through Bureau of Outreach and Communication (formerly DAVP), New Delhi, one in any of the National daily- All India Edition and one in any of the Malayalam Daily- All Kerala Edition and getting publicity through print/visual media.
4. The Section Officer (Recruitment Cell)
5. Office Copy



  
कुलसचिव / REGISTRAR  
केरल केंद्रीय विश्वविद्यालय  
Central University of Kerala  
कासरगोड / Kasaragod  
18/11/2024