



CENTRAL UNIVERSITY OF RAJASTHAN

(Established by an Act of Parliament)
Bandarsindri, NH-8, Kishangarh, Dist. Ajmer -305817
Website: www.curaj.ac.in

Advt.: R/F.92/2017/2385

Date: 06-09-2017

RECRUITMENT

Applications in the prescribed format are invited from the eligible Indian Nationals for the post of **Controller of Examinations (CoE)**.

Qualification & Experience: As per the University norms.

Pay-Scale: PB-4 + Grade Pay Rs. 10,000 + applicable allowances.

Prescribed Application Form, tenure, qualification, experience and other particulars are available on the University website i.e. www.curaj.ac.in.

Last date of submission of Application: 15th October 2017.

REGISTRAR



राजस्थान केन्द्रीय विश्वविद्यालय

(संसद के अधिनियम के तहत स्थापित)
बांदरसिंदरी, एन.एच.-8, किशनगढ़, जिला अजमेर-305817

Advt.: R/F.92/2017/2385

Date: 06-09-2017

नियुक्ति

राजस्थान केन्द्रीय विश्वविद्यालय में परीक्षा नियंत्रक के पद हेतु निर्धारित प्रारूप में योग्य भारतीय नागरिकों से आवेदन आमंत्रित किये जाते हैं।

योग्यताएं एवं अनुभव: विश्वविद्यालय के नियमानुसार।

वेतनमान: पे बैंड- 4 + ग्रेड पे- रु. 10,000 + लागू भत्ते।

आवेदन प्रारूप, कार्यकाल, अर्हता, अनुभव एवं अन्य विवरण विश्वविद्यालय की वेबसाइट www.curaj.ac.in पर उपलब्ध है।

आवेदन करने की अंतिम तिथि: 15 अक्टूबर 2017

कुलसचिव



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

Appl. No./आवेदन संख्या

.....
(To be filled by the office)
(कार्यालय द्वारा भरा जाना है)

Application Form for the post of Controller of Examinations
परीक्षा नियंत्रक के पद हेतु आवेदन पत्र

(Please read the notes given at the end before filling the form)
(कृपया आवेदन पत्र भरने से पहले अंत में दी गयी टिप्पणियाँ पढ़ें)

स्वयं का साक्षात्कृत
पासपोर्ट के आकार
का फोटो चिपकाएँ

Paste affix self
attested recent
passport size
photograph

Advertisement No./विज्ञापन सं.: CURAJ/R/F.92/2017/2385 Dated/ दिनांकित 06-09-2017

Post applied for/पद, जिसके लिए आवेदन किया है: **CONTROLLER OF EXAMINATIONS**

Post Category/आवेदित पद की श्रेणी: **UR (अनारक्षित)**

Particulars of Demand Draft/ डिमाण्ड ड्राफ्ट का विवरण:

Amount, Draft No., Dated, Name of the issuing Bank and
Branch

Demand Draft of Rs. 1500/- in respect of Application Fee should be attached by General and OBC category candidates drawn in favour of Central University of Rajasthan payable at Kishangarh

01. Personal Details/व्यक्तिगत विवरण:

Name in English (in block) अंग्रेजी में (बड़े अक्षरों में):		
Name in Hindi हिन्दी में		
Father/ Husband Name पिता/पति का नाम		
Mother Name माता का नाम		
Date of Birth (DD/MM/YYYY) जन्म तिथि (दिनांक/माह/वर्ष)/...../.....	<u>Age (as on Closing date of application)</u> Years Month(s) Day(s)/
Male/ Female/Transgender पुरुष/स्त्री/टीजी	Married/ Unmarried विवाहित/अविवाहित
Category (Gen/SC/ ST/ OBC) श्रेणी (जनरल/एससी/एसटी/ओबीसी)	Person with Disabilities (PWD)/विकलांग Yes/ हाँ [.....] No/नहीं [.....]
Minority community अल्पसंख्यक समुदाय	Yes/ हाँ [.....], No/नहीं [.....]	Nationality/ राष्ट्रियता
Ex-Serviceman/ भूतपूर्व सैनिक	Yes/ हाँ [.....] No/नहीं [.....]	
Address for correspondence पत्र-व्यवहार का पता: City/शहर District/ जिला State/राज्य, Pin code/पिन कोड Tel. No. टेली. नं.:, Mobile:	

02. Educational qualifications/ शैक्षणिक अर्हताएँ:

Examination passed उत्तीर्ण परीक्षा	Passing year उत्तीर्ण वर्ष	Board/ University बोर्ड / विश्वविद्यालय	%age प्रतिशत	Subjects offered परीक्षा के विषय
Secondary (10 th) or equivalent				
Senior Secondary (12 th) or equivalent				
Bachelor's Degree				
Master's Degree				
Ph.D.				
Any Other (please specify)				

03. Present Post (if any)/ वर्तमान पद (यदि हो):

Designation पदनाम	Employer (Name and address) नियोक्ता (नाम व पता)	Date of joining/ कार्यग्रहण की तिथि	Nature of Appointment (Adhoc /Temporary/Permanent/Contractual नियुक्ति का प्रकार (तदर्थ / अस्थायी / स्थायी / संविदा)
Monthly Basic Pay मासिक मूल वेतन	Grade Pay पदक्रम वेतन	Gross Salary p.m. सकल आय (प्रति माह)	Experience (Years, months) अनुभव (वर्ष, माह)

04. Previous relevant experience (if any)/ पूर्ववर्ती संबंधित अनुभव (यदि हो):

पद post	Employer (Name and address) नियोक्ता (नाम व पता)	अनुभव Experience			Basic Pay and Grade Pay मूल वेतन एवं पदक्रम वेतन	Nature of Appointment (Adhoc/Temporary/ Permanent/Contractual नियुक्ति का प्रकार (तदर्थ / अस्थायी / स्थायी / संविदा)
		From से	To तक	Experience (Years, months) अनुभव (वर्ष, माह)		

05. Total relevant job experience (on closing date of application)
कुल संबंधित कार्य अनुभव (आवेदन की अंतिम तिथि को) :

06. Did you hold any position of authority? Did you hold any distinction (other than scholarship) including in Games and Sports, NCC, NSS and /or other Social activities in College /University? क्या आपने प्राधिकारी के रूप में पद ग्रहण किया है? क्या आपने खेल-कूद, एनसीसी, एनएसएस में विशिष्टता प्राप्त की है स्कॉलरशिप को छोड़कर) या/अथवा कॉलेज/विश्वविद्यालय में सामाजिक गतिविधियों में भाग लिया है?

.....
.....

07. Names and Office addresses of three persons to whom reference could be made
तीन व्यक्तियों के नाम व कार्यालय के पते जिनसे रेफरेंस लिया जा सके:

Name	Rank	Office Address	E-mail	Contact No.

08. Whether applying for deputation? (for Govt. employee) Yes/हाँ [.....]
क्या आपने प्रतिनियुक्ति के लिए आवेदन कर रहे हैं? No/नहीं [.....]
09. Whether applying as retired person? Yes/हाँ [.....]
क्या आपने सेवानिवृत्त व्यक्ति के रूप में आवेदन कर रहे हैं? No/नहीं [.....]
10. Conditions for acceptance, if offered
स्वीकृति की शर्तें, यदि प्रस्तावित की जाए तो
11. Indicate the time you will require to join, if selected?
यदि आपका चयन हुआ तो कार्यभार कब तक ग्रहण करेंगे?

DECLARATION/ घोषणा

- 1) I hereby declare that the entries made in this application form are true and correct to the best of my knowledge and belief. If any part of the information given is found to be false or incorrect, my candidature will be treated as cancelled.
मैं घोषणा करता हूँ कि इस आवेदन पत्र में वर्णित सूचना मेरी जानकारी एवं विश्वास के अनुसार सही है। उपर्युक्त विवरण में से यदि कोई भी सूचना असत्य या गलत पायी जाती है तो मेरी उम्मीदवारी निरस्त हो जाएगी।
- 2) I have not been convicted by a Court of Law for any offence.
मैं किसी अपराध के लिए न्यायालय द्वारा दोषी करार नहीं दिया गया हूँ।
- 3) I have not indulged in any of the acts of misconduct such as participating in Gherao of any educational authority, whether academic or administrative manhandling or abusing such authority or damaging any building or other property.
मैं किसी भी शैक्षणिक प्राधिकारी के घेराव या प्रशासनिक, दुर्व्यवहार जैसे दुराचार के कृत्यों में लिप्त नहीं हुआ हूँ एवं न ही किसी प्राधिकारी से प्रशासनिक दुर्व्यवहार या अपशब्द या किसी भी भवन अथवा सम्पत्ति को नुकसान पहुँचाया है।
- 4) I have not been found to have used unfair means in any examination and have not gravely misbehaved with a teacher or officer or my superior or found to have tampered with or forged a marks-sheet, certificate or degree.
मैंने किसी भी परीक्षा में अनुचित साधनों का इस्तेमाल नहीं किया है और न ही ऐसा करते पाया गया हूँ और न ही मैंने किसी अध्यापक या अधिकारी या उच्चतर व्यक्ति से दुराचार किया है और न ही किसी अंकतालिका या प्रमाण-पत्र या डिग्री के साथ छेड़छाड़ की है।
- 5) I have read and understood all the relevant information, terms and conditions, and I shall abide by the same as also any other ordinances, statutes, rules and regulations that may be made by the University hereafter.
मैंने सभी संबंधित जानकारी, नियम और शर्तों को पढ़ व समझ लिया है तथा मैं विश्वविद्यालय के बनाये गये/ बनाये जाने वाले अध्यादेश, संविधि, नियम व विनियम का पालन करने के लिए बाध्य रहूँगा।

(Signature of applicant)
आवेदक के हस्ताक्षर

Date/दिनांक:

07. Names and Office addresses of three persons to whom reference could be made
तीन व्यक्तियों के नाम व कार्यालय के पते जिनसे रेफरेंस लिया जा सके:

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स्वीकृति की शर्तें, यदि प्रस्तावित की जाए तो
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मैं किसी भी शैक्षणिक प्राधिकारी के घेराव या प्रशासनिक, दुर्व्यवहार जैसे दुराचार के कृत्यों में लिप्त नहीं हुआ हूँ एवं ना ही किसी प्राधिकारी से प्रशासनिक दुर्व्यवहार या अपशब्द या किसी भी भवन अथवा सम्पत्ति को नुकसान पहुँचाया है।
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(Signature of applicant)
आवेदक के हस्ताक्षर

Date/दिनांक:

List of self-attested documents/ certificates

स्व-प्रमाणित दस्तावेजों/प्रमाण-पत्रों की सूची

List of self-attested documents/ certificates स्व-प्रमाणित दस्तावेजों/प्रमाण-पत्रों की सूची	Enclosure Sr. no. संलग्न क्रमांक
Certificate issued in support of date of birth जन्म तिथि के समर्थन में जारी प्रमाण पत्र	
Caste Certificate issued by the competent authority (OBC/SC/ST), if applicable सक्षम प्राधिकारी द्वारा जारी जाति प्रमाण पत्र (अपिव/अजा/अजजा), यदि लागू हो	
If Physically Challenged (PWD), certificate should be enclosed/ यदि विशेष योग्यजन (पीडब्ल्यूडी) हैं, तो प्रमाण पत्र संलग्न करें	
Certificate in support of Ex-Serviceman/ भूतपूर्व सैनिक से संबंधित प्रमाण पत्र	
Secondary (10 th) and equivalent mark sheet and certificate माध्यमिक या समकक्ष परीक्षा की अंकतालिका एवं प्रमाण पत्र	
Senior Secondary (12 th) and equivalent mark sheet and certificate उच्च माध्यमिक या समकक्ष परीक्षा की अंकतालिका एवं प्रमाण पत्र	
Bachelor's Degree Mark sheet/ स्नातक अंकतालिका	
Master's Degree Mark sheet / स्नातकोत्तर अंकतालिका	
Certificate/ Diploma / Degree of any other qualification अन्य योग्यता का प्रमाण पत्र/ डिप्लोमा/ डिग्री	
Experience Certificates/ अनुभव प्रमाण पत्र	
'No Objection Certificate' and Vigilance Clearance Report from Present Employer वर्तमान नियोक्ता द्वारा जारी अनापत्ति प्रमाण पत्र एवं विजिलेंस क्लीयरेंस रिपोर्ट	
Total Number of above self-attested documents/ certificates attached उपरोक्त संलग्नित स्व-प्रमाणित दस्तावेजों/प्रमाण-पत्रों की कुल संख्या	

Notes/टिप्पणियाँ:

1. Please tick (✓) wherever applicable/ जहाँ लागू हो, वहाँ (✓) का चिह्न लगायें।
2. The candidate must attach the self-attested copies of all relevant documents, certificates, degrees, testimonials etc. in support of qualifications, experience with the Application Form other the relevant qualification/ experience/ skill may not be considered. The original copies of the documents must be produced at the time of interview (if called for interview). आवेदक योग्यता व अनुभव के समर्थन में संबंधित दस्तावेज, प्रमाण पत्र, उपाधियाँ, प्रशंसापत्र आदि की स्व-प्रमाणित फोटोप्रति आवेदन-पत्र के साथ संलग्न करें अन्यथा योग्यता/अनुभव/कौशल पर विचार नहीं किया जाएगा। दस्तावेजों की मूल प्रतियाँ साक्षात्कार के समय प्रस्तुत करें (साक्षात्कार हेतु बुलाये जाने पर)
3. The incomplete application form will be rejected. अपूर्ण आवेदन-पत्र खारिज/अस्वीकार कर दिया जाएगा।
4. Candidates already in service should apply through their present employer and submit the remarks of employer in format given above. पहले से सेवारत अभ्यर्थी वर्तमान नियोक्ता के माध्यम से आवेदन करें एवं दिये गये उपरोक्त प्रारूप में नियोक्ता की टिप्पणी भरवाएँ।
5. Please keep a Photo copy of this application form for your record and reference. अपने रिकॉर्ड एवं संदर्भ के लिए इस आवेदन पत्र एवं संलग्नकों की एक फोटोकॉपी अपने पास रखें।



CENTRAL UNIVERSITY OF RAJASTHAN

(A Central University established by an Act of Parliament, the Central Universities Act, 2009)

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

website: www.curaj.ac.in

Detail of Recruitment for the post of Controller of Examinations

(Ref.: Advertisement no. CURAJ R/ F.92/ 2017/ 2385 dated 06-09-2017)

Post	Group	No. of Post
Controller of Examinations	'A'	01 (UR)

Essential qualifications:

1. **CONTROLLER OF EXAMINATIONS**
Rs. 37400-67000 (PB-4) + Grade Pay Rs. 10000

Essential:

1. Master Degree with at least 55% of marks or equivalent (B Grade in 7 point scale).
2. Overall experience of 15 years as Assistant Professor or Assistant Registrar or above.
3. At least 8 years of Experience in AGP Rs. 8000 or as Deputy Registrar
4. At least 4 years as Associate Professor or in a position strictly above AGP /GP Rs. 8000
5. At least 5 years of Administrative experience dealing with academic matters in Universities or Research Institutions
6. **Age limit:** Minimum 45 and Maximum 57 years. Age upto 55 years will be preferred.

Desirable: Ph.D. or equivalent Research Degree



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GENERAL TERMS & CONDITIONS

(Ref.: Advertisement no. CURAJ/R/F.92/2017/2385 dated 06-09-2017)

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. 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.
4. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for the interview. 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.
5. The date for determining the eligibility of all candidates in every respect will be the last date of submission of applications.
6. The University may also conduct written test/ trade test/ computer test or any other test as per the requirement of the post as may be decided by the competent authority.
7. The appointment on the post of Controller of Examinations will be made for a term of five years or till attaining the age of 62 years (age of superannuation), whichever is earlier.
8. The Pay-scale for the post of CoE is mentioned as per the 6th CPC subject to revision as per the direction to be received from the UGC /GOI based on 7th CPC.
9. 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.
- c. In case of the post to be filled through deputation if any, ACRS/ APARs for the last 05 years duly attested and Integrity Certificate/ Vigilance/ Cadre Clearance report be sent in sealed confidential cover addressed to the Registrar by the concerned employer, failing which the candidature, may not be considered.

10. Canvassing in any form may lead to cancellation of candidature.

11. The University reserves the right:

- (i) to withdraw the advertisement at any time without assigning any reason to this effect.
- (ii) to fill or not to fill up the advertised post for any reasons whatsoever.
- (iii) 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
- (iv) to draw up reserve panel / waiting list(s), which will be valid for one year from the date of approval of the competent authority and may be used for appointments on consequential / new vacancies.
- (v) to consider applications received after last date.
- (vi) to decide criteria / procedure for short listing of the candidates
- (vii) to consider the appointment on direct recruitment / on deputation / contract basis.
- (viii) 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.

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

13. Reservation and Relaxation:

- i. An Ex-serviceman candidate has to produce a copy of the discharge Certificate/pension payment order and documentary proof of rank last/presently held (substantive as well as acting) at the time of interview. 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. 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.
- iii. Age limit shall not apply to the employees of Central University of Rajasthan.
14. **Payment of T.A.:** The candidate will have to present himself/ herself for an 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 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.

15. **Application Form and fees -**

- a. Applications for the post shall be entertained only on the prescribed application forms, accompanied by a Demand Draft. The application fee by the way of Demand Draft is to be deposited as per details given below:

S.No.	Category	Amount
1	GEN & OBC	Rs. 1500
2	SC, ST & PWD	Nil
3	Regular employees of Central University of Rajasthan	Nil

- b. The Payment can be made through demand draft drawn in favour of the **Central University of Rajasthan, payable at Kishangarh**, district Ajmer (Rajasthan). Candidate should write Full Name, Post applied and Mobile No. in the back side on the Demand Draft. Money Orders or Cheques or cash payment will not be accepted as application fee.
- 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 interview. 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 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 D.D. number and date 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. 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.
16. **The last date of submission of application is 15th October, 2017.** The duly filled application form alongwith all necessary enclosures and Demand Draft of prescribed fee must reach at the address by post to "Deputy Registrar (Establishment), Central University of Rajasthan, NH-8, Bandarsindri, Kishangarh, District Ajmer-305817, Rajasthan" on or before **15th October, 2017.** The University will not be responsible for any delay/loss due to postal or technical reasons in receipt of the application forms. Please super-scribe the post applied for (in bold) on the envelope "**Application for the post of Controller of Examinations**".
17. CV/Resume/Bio-data sent directly by post or through e-mail cannot be considered. All application should be submitted in the prescribed format.
18. **Documents/Certificates to be enclosed alongwith the application form:**
- (i) Demand Draft 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 alongwith the application form should be self-attested.
19. 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.
20. 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.

21. No correspondence or personal enquiries will be entertained by the University regarding postal delays, conduct and result of interview and 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).

All correspondence from the University including interview call shall be sent to the e-mail ID as provided by the candidate.

22. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the University shall be final.
23. 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.
24. Addendum/ deletion/ corrigendum shall be posted on the University website only i.e. www.curaj.ac.in.