



आर्यभट्ट ज्ञान विष्वविद्यालय

ARYABHATTA KNOWLEDGE UNIVERSITY

(Established by Government of Bihar, Under Bihar Act 24, 2008)

Chanakya National law University Campus, Mithapur, Patna-800001

Phone No: +91612-2366997, website: www.akubihar.ac.in

Appointment Advt. No. 01/2015

Date: 19.01.2015

RECRUITMENT

Applications are invited for the following posts from the eligible candidates on deputation/absorption basis through proper channel, wherever applicable in prescribed format:

Post: (1) Assistant Controller of Examination	- 01(Unreserved),
(2) Section Officer	- 01(Reserved-SC)
(3) Liaison Officer (Purely on Contract basis)	- 01(Unreserved)

1. Minimum Qualification and experience as prescribed by UGC/AICTE as applicable in university norms.
2. Reservation, Relaxation in age, conditions of service, emoluments, age of superannuation will be in accordance with University rules.
3. (a) Assistant Controller of Examination & Section Officer - As far as scales of pay is concerned for new entrants under VI PRC, as per Gazette Notification dated 30.08.2010 in the light of HRD resolution No.15/डी-01/09 अंश -II उ० षि० -2693, dated 27th August 2010, adopted and henceforth will be known as Aryabhatta Knowledge University scales of pay.
(b) Liaison Officer shall be appointed on fixed monthly professional fee.
4. Candidates may be considered for appointment on direct recruitment/deputation/contract basis/outsourcing.
5. Those already employed should apply through proper channel with an advance copy.
6. A Demand Draft of ₹500.00 should be in favour of "Aryabhatta Knowledge University" and should be payable at Patna but for SC/ST/and Persons with disability (PWD) or Physically Challenged (PH) candidates and for persons in a service of AKU are exempted from fee.
7. Completely filled up Application forms along with DD and one self-addressed stamped envelope (25 cm X 12.5 cm size) be sent to "The Registrar, Aryabhatta Knowledge University Patna" on the address mentioned above by **Speed Post** only.
8. For detailed information please log on to university website: **www.akubihar.ac.in**.

Last Date of Application : **21st February 2015**.

By order of the Vice-Chancellor
(Registrar)



आर्यभट्ट ज्ञान विष्वविद्यालय

ARYABHATTA KNOWLEDGE UNIVERSITY
(Established by Government of Bihar, Under Bihar Act 24, 2008)
Chanakya National law University Campus, Mithapur, Patna-800001
Phone No: +91612-2366997, website: www.akubihar.ac.in

Appointment Advt. No. 01/2015

Date: 19.01.2015

GENERAL CONDITIONS

Section A

1. The qualification emoluments and conditions of service, including age of superannuation, shall be as prescribed by the University.
2. The prescribed essential qualifications and experience are the minimum as laid down in Section B.
3. 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.
4. The University, however, encourages candidate possessing higher qualifications and experience.
5. The University may conduct examination/seminar/presentation/written test/computer test as a method for further short listing of candidates as may be decided by the competent authority.
6. Those already employed should apply thorough proper channel. However, they may submit an advance copy to meet the deadline set for receiving the application.
7. Canvassing in any form may lead to cancellation of candidature.
8. The University reserves the right to:
 - i. Offer a post at a level lower than that applied for, depending upon the qualifications, experience and performance of the candidate.
 - ii. 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.
 - iii. 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. Not to fill up the advertised posts, without assigning any reasons.
 - v. Reduce or increase the number of posts.
 - vi. Decide criteria/ procedure for short listing of the candidates.
 - vii. Consider the appointment on direct recruitment/ on deputation/ contract basis/Outsourcing.

- viii. Relax minimum requirements of qualification and/or experience on the recommendation of the Screening/Selection Committee.
9. The age as on last date of submission of application should be less than or equivalent to the age limit prescribed by the State Government/University.
10. Separate application should be submitted for each post.
11. Experience and qualification will be reckoned as on last date of submission of application. Clear quality Photocopies of all important certificates must be attached with the application.
12. No TA/DA shall be paid to the candidates for attending the interview
13. Application fees once paid shall not be refunded under any circumstances.
14. The university will not be responsible for postal delay in receipt of the application forms from the candidates.
15. (a) Application received after the last date, (b) incomplete in any respect and (c) any fresh paper/ enclosures after closing date.
16. Certificate in support of experience should be in 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.
17. The university shall verify the antecedents or documents submitted by a candidate at any time, at the time of interview 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.
18. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
19. Candidates should send self-attested copies of certificates and mark-sheets from X std. onwards in support of their qualifications. Originals should not be sent along with the application but these must be produced at the time of interview or when called for.
20. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
21. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
22. In case of any disputes/suites or legal proceedings against the University, the Jurisdiction shall be restricted to the Hon'ble High Court, Patna.
23. If D.D number filled in the Application Form at the time of filling application form is not found correct or does not match with the original demand draft number attached with the application form, then application may be rejected.
24. In the case of candidates appointed, the date of their superannuation for all teaching and non-teaching employees of University/College/Centre will be as per Statute of the University/approved by the State Government from time to time.
25. The prescribed application format is given in Section C which shall be used by the candidates which can be downloaded from the university website.
26. Application sent in any other format is liable to be rejected.

Section B

1. Assistant Controller of Examination

No. of Vacancy : 01 (UR)

Minimum Qualifications:

Good academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in UGC seven-point Scale.

Experience:-

Three years of experience as a Section Officer/Superintendent in Central/State University offices

Or

Five years of experience as Assistant Professor/Lecturer in a college or a University or an autonomous institution with experience in educational administration.

2. Section Officer

No. of Vacancy : 01 (SC)

Minimum Qualifications:

- a. Graduate in any discipline
- b. Knowledge of Computer Application

Experience:-

5 years' experience as Superintendent/Assistant in a State/Central/Deemed University/Affiliated or Autonomous College/Public Sector Undertaking/Autonomous Organization/Government

Age: Not more than 40 years

3. Liaison Officer

No. of Vacancy : 01 (UR) - Purely on Contractual basis

Minimum Qualifications:

Essential :

- a. Academic record (not less than 50% marks) from the Board level up to the Master's level (or equivalent grade in a point scale wherever grading system is followed).
- b. At least 3 years of experience as a Liaison Officer in a Govt./reputed non-govt. organization.
- c. Adequate working knowledge of Computer.
- d. Age: Not more than 50 years.

Experience :

- a. At least 6 months of experience at an academic/administrative/teaching position in any Govt. recognized University.
- b. At least 7 years of experience as an officer in a responsible capacity in Industrial/Professional organization.

आर्यभट्ट ज्ञान विष्वविद्यालय
ARYABHATTA KNOWLEDGE UNIVERSITY
(Established by Government of Bihar, Under Bihar Act 24, 2008)
Chanakya National law University Campus, Mithapur, Patna-800001
Phone No: +91612-2366997, website: www.akubihar.ac.in

Section C

Application form for Non-Teaching Posts		
<p style="text-align: center;">आर्यभट्टज्ञानविष्वविद्यालय ARYABHATTA KNOWLEDGE UNIVERSITY Chanakya National law University Campus, Mithapur, Patna-800001 Phone No: +91612-2366997, website: www.akubihar.ac.in</p> <p>Advertisement No.....</p>	<p>Registration Number</p> <p>(For Office use only)</p> <p>.....</p>	<p>Paste your recent passport size photograph here</p>

1.Details of application fee payment (if any)							
DD Number	Date	Amount	Name of the Bank	DD Issuing branch's name			
2.	Name of the post applied for						
Personal Details							
3.	Name (in Capital Letter)	First Name		Middle Name		Surname	
4.	Date of Birth	Day	Month	Year	Age as on date of advertisement	Years	Month
5.	Place of Birth						
6.	Father's Name						
7.	Mother's Name						
8.	Nationality						
9.	Gender						
10.	Marital Status		a. Married/Unmarried				
			b. If married, name of spouse_____				

14. Chronological List of experience (Starting with the first appointment)

Designation & scale of pay	Name & address of employers	Period of Experience			Nature of Work/Duties	S.No. of proof enclosed
		From date	To Date	No. of years/ months (As on date of advertisement)		
(a)	(b)	(c)	(d)	(e)	(f)	(g)
15. Total period of Experience		_____ Years _____ months _____ days				

16. Present position details

Designation	Name of the University/Institution	Basic Pay ₹	Gross pay/Total Salary p.m ₹	Increment date (Date/Month)	S.no. of Proof enclosed

17. Any other information/qualification relevant to the post applied for:

18. Candidate's Name & Address for Correspondence:			
	Mailing Address	Permanent Address	
Name			
Complete Address with pin code			
Email:	Phone No. (Landline with STD code)	Mobile No.	Fax No.

19. List of self attested testimonials attached (original to be produced at the time of Interview). Please tick(✓) the ones applicable

1. Matriculation marksheet/certificate
2. +2/Intermediate marksheet/certificate
3. B.A./B.Sc./B.Com(Final) marksheet/degree
4. M.A./M.Sc./M.Com marksheet/degree
5. L.L.B marksheet/degree
6. L.L.M marksheet/degree
7. Caste Certificate issued by the Competent Authority(OBC/SC/ST/etc.)
8. Experience certificate(s)

9. Recommendation letter(s)
10. Any other degree or diploma
11. Award(s)
- 12.
- 13.
- 14.

Total Number of above self attested testimonials attached _____(in words)_____

Note: Application without the above self attested testimonials (applicable to the candidate) will not be entertained

20. Declaration
<p>I, _____ son/ daughter of _____</p> <p>hereby declare that all the entries made by me in this application are true, to the best of my knowledge and belief. No disciplinary/ vigilance case has ever been held or contemplated or is pending against me. If anything is found false or incorrect at any stage, my candidature/appointment may be cancelled by the university without assigning any reason thereof.</p> <p style="text-align: right; margin-right: 20%;">Signature of the applicant</p> <p>Date: _____</p> <p style="text-align: right; margin-right: 20%;">_____</p> <p style="text-align: right; margin-right: 20%;">Name as signed(in BLOCK LETTERS)</p> <p style="text-align: right; margin-right: 20%;">Application not signed by the candidate</p> <p style="text-align: right; margin-right: 20%;">is liable to be rejected</p>

21. Endorsement by the EMPLOYER

(The endorsement below is to be signed and forwarded by the Head of the Department/Employer of the organization/institution in the case of the in-service candidate whether in permanent/contact or temporary capacity)

Forwarded to the Aryabhata Knowledge University, Patna-1, India:

The applicant Dr./Mr./Mrs./Ms. _____, who has submitted this application for the post of _____ in the Aryabhata Knowledge University, Patna, has been working in this organization namely _____ in the post of _____ in a temporary /contract/permanent capacity with effect from _____ in the Scale of Pay of Rs. _____. He/She is drawing basic pay of Rs. _____. 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 Aryabhata Knowledge University, Patna.

(Signature of the forwarding officer)

Name : _____

Designation : _____

Place : _____

Seal **Date** : _____