

Advt. No.: CUJ/Advt./2025-26/08

Dated: 27<sup>th</sup> December, 2025

**ADVERTISEMENT FOR RECRUITMENT OF REGISTRAR (ON CONTRACT)**

Central University of Jharkhand invites applications from retired/retiring officers of Level: 14 from the Central Autonomous Institutes Preferably Central Universities/IIT's/NIT'S/IIT's for engagement as "Registrar (on contract)" as under: The position is purely on contract basis, initially for a period of six months.

Name of the post	Registrar (on contract)
No. of Post	01(UR)
Eligibility criteria & Experience	<p>i. Minimum qualification: Post-Graduate in any discipline with 55% marks.</p> <p>ii. Should have retired from the rank of Registrar/Finance Officer of Level: 14 or equivalent on regular basis. OR should have worked as Registrar / Finance Officer for a period of at least four years at Level 14.</p> <p>iii. Should be well-versed with the following: All GoI rules and regulations related to Finance and Accounts, Audit, GFRs 2017, Recruitment Rules, Administrative &amp; Establishment/ Purchase &amp; Stores Management, Secretariat Matters, RTI, Court Cases, Grievance Redressal, Contract Executions etc.</p> <p><b>Desirable qualification:</b> Should have knowledge of computer applications and should be able to work independently.</p>
Age limit	Not more than 64 years as on the closing date of application.
Scope of Duties	During the period of engagement, the Registrar (on contract) will discharge the duties of the office of the Registrar.
Remuneration (Per Month)	As per rules for Appointment of retired central government employees.

**General Terms & Conditions:**

- Period of engagement:** The engagement shall be initially for a period of six months which may be extended/curtailed depending upon the performance of the Registrar (on contract) or functional requirement of the office with the approval of the Competent Authority.
- Selection Procedure:** The engagement will be purely on short term contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of the applicants. Registrar (on contract) will be selected/ nominated from shortlisted candidates. The Competent Authority reserves the right to reject an application without mentioning any reason.
- Remuneration:** Apart from consolidated remuneration, no other allowances will be provided. Retired employees engaged as Registrar (on contract) may be allowed Transport, residential accommodation, TA/DA on official tour, if any, as per the entitlement at the time of retirement.
- Age Limit:** Not more than 64 years.
- Scope of Duties:** During the period of such engagement, the Registrar (on contract) will discharge the duties of the office of the Registrar and work(s) as assigned to him by the Vice-Chancellor, Central University of Jharkhand.
- Tax deduction at Source:** The Income tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.
- Conflict of interest:** The Registrar (on contract) appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this University. He/she would not be permitted to take up any other assignment during the period of engagement without permission of the competent authority.
- Termination of service:** The engagement may be terminated at any time without assigning any reason. In case, Registrar (on contract) desires to leave the assignment, he/she is to give 30 days' notice which can be

curtailed/extended depending upon the workload. In the event, if the Registrar (on contract) is found unfit on any account of if he/she is found guilty of any misconduct, his/her services can be terminated immediately without any notice.

9. No TA/DA shall be admissible to attend the interview. The interview will be conducted in both physical and online mode.
10. Person engaged will not be treated on par with regular employees of Central University of Jharkhand and shall have no right to claim implicit or explicit for their absorption or regularization in Sikkim University.

#### **11. How to apply:**

Interested candidates may send detailed resume in the prescribed format through email along with supporting documents and proof of payment to email [non-teaching.recruitment@cuja.ac.in](mailto:non-teaching.recruitment@cuja.ac.in) by **04.01.2026**.

#### **Important Dates**

<b>Last Date of receipt of Application</b>	-	<b>04.01.2026</b>
<b>Date of Interview</b>	-	<b>06.01.2026 from 10:30 onwards</b>

**Sd/-  
Registrar**

**Format of the Application Form**  
**APPLICATION FOR ENGAGEMENT OF REGISTRAR (ON CONTRACT)**

Advertisement No				Affix the Photograph
Name in full (in Block letters)				
Father's/Husband's Name:				
Date of Birth (DD/MM/YYYY)				
Age as on closing date	Years	Months	Days	
Nationality				
Religion				
Category (SC/ST/OBC/PH/GEN)				
Date of superannuation from Govt. Service				
PPO (Enclose Xerox Copy)				
Complete residential address (In block letters) with phone number/mobile no./Email ID**				
Office address at the time of retirement (In block letters)				
Educational Qualifications in chronological order beginning from SSC (10th Onwards)				
Examination passed	University/Institution/ Board	Year of Passing	Division/Class with %age of mark	
Employment records (in chronological order starting with the last job)				
Name and address of the employer	Period		Designation of post held and scale of pay PB/GP or Level as per 7CPC	Area of Experience
	From	To		
Additional relevant information, if any, in support of your suitability for the said engagement*				

Three Reference Name, Designation, Positional Address, Mobile No., E-mail Id, not below the rank of Vice-Chancellor or Director level or equivalent, under whom the candidate was working under him.
1.
2.
3.

\* Attach separate sheet, if required.

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I have read this document and ready to accept all the terms and conditions for engagement of Registrar (on contract).

Place.....

Signature of the Candidate.....

Date.....

Name.....

\*\*\*\*\*