Dr. Rajendra Prasad Central Agricultural University,
Pusa, Samastipur, Bihar -848125
Email: recruitment@rpcau.ac.in

Advertisement No.: 01/2021 **Dated: 03.02.2021**

ADVERTISEMENT FOR RECRUITMENT TO VARIOUS ADMINISTRATIVE POSITIONS & FIELDMAN

Opening Date for submission of Online Applications : **04.02.2021(17:00:00 Hrs. IST onwards)**

Last Date for Submission of Online Applications : **24.02.2021(up to 23:59:59 Hrs. IST) For all Administrative posts and Fieldman except for the post of Assistant Registrar(On Deputation) and Assistant Comptroller(on Deputation)**

Application Fee:

1. **For Assistant Registrar(On Deputation)and Assistant Comptroller(On Deputation)**

General/OBC/EWS	:	**`1000/-**
SC/ST/PwD/Women	:	**Exempted from fees**

2. **For all other Administrative & Fieldman posts**

General/OBC/EWS	:	**`500/-**
SC/ST/PwD/Women	:	**Exempted from fees**

1. **Those candidates who have applied online for the post of Junior Accounts Clerk and Lower Division Clerk (LDC) against Advt. No. 01/2020 dated 06.02.2020 need not to apply again. Their candidature shall be considered for selection process.**
2. **Those candidates who have applied Offline for the posts of Assistant Registrar and Assistant Comptroller against Advt. No. 01/2020 dated 06.02.2020 their candidature shall be considered for Direct Recruitment.**
   If they are eligible for Deputation posts against this Advertisement, they are required to apply afresh.

Online applications are invited for recruitment on direct basis for various administrative positions and Fieldman under Cost of Cultivation Scheme(***except for the post of the post of Assistant Registrar (On Deputation) and Assistant Comptroller (On Deputation) – for which the eligible candidates have to apply through OFFLINE MODE by e-mail in single pdf to recruitment@rpcau.ac.in only in the prescribed application format available on the University Website alongwith receipt of RTGS or any other digital mode transfer of requisite fee (if applicable)***against the mentioned categories of posts, by logging into the Recruitment Portal on the University Website (**www.rpcau.ac.in**). The

online application can be filled from **04.02.2021 (17:00:00 Hrs. IST onwards)** to **24.02.2021 (up to 23:59:59 Hrs. IST);** thereafter, the website link will be disabled.

Only for the post of Assistant Registrar (On Deputation) and Assistant Comptroller (On Deputation), the application form (*available on the University Website*) duly filled-in alongwith requisite documents. Fees should be paid in **A/C 4512000100012923 (IFSC Code PUNB0451200) by RTGS or any other digital mode with receipt attached on or before 24.02.2021 up to 23:59:59 (Hrs. IST) PM** positively by e-mail. to recruitment@rpcau.ac.in.

The candidates for administrative positions and Fieldman {Except for the post of Assistant Registrar (On Deputation) and Assistant Comptroller (on Deputation)} are strictly advised to apply online well in advance without waiting for last date of submission of online application form. The printed copy of the online application form with necessary certificates should be kept safely for screening/Verification at later stage.

Except for the post of Assistant Registrar (On Deputation) and Assistant Comptroller (On Deputation), NO Offline application form will be accepted by the University, in any case.

Qualifications/eligibility conditions, age and other documents will be determined as on the last date of receipt of application i.e., **24.02.2021 (for all Administrative Positions& Fieldman).**

The details Positions are as under:

1.	**Name of Post**	**Assistant Registrar(On Deputation)**
2.	Number of Post	**01**
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay / Pay Scale	Pay matrix level 10 as per 7th CPC
5.	Age limit	40 years
6.	Educational and other qualifications required for deputation	**Essential:** i) A Master's degree from a recognized University with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. ii) Person having analogues post on regular basis or at least six years experience as Section Officer or equivalent in the pay band of `9300-34800 with grade pay of `4800 (6th CPC) in an office in academic/examinations/Finance & Accounts/ procurement/Human Resource Management in Central/State Govt. /Public Sector Undertakings. **Desirable:** Good knowledge of Information & Communication.
1.	**Name of Post**	**Assistant Comptroller(On Deputation)**
2.	Number of Post	**03**
3.	Classification	Group 'A'

4.	Pay Band and Grade Pay / Pay Scale	Pay matrix level 10 as per 7th CPC
5.	Age limit	40 years
6.	Educational and other qualifications required for deputation	**Essential:** i) Master's degree from a recognized university with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. ii) Person having analogues post on regular basis or at least six years experience as Section Officer or equivalent in the pay band of `9300-34800 with grade pay of ` 4800(6th CPC)in an office in Finance & Accounts/ procurement/ Human Resource Management in Central/State Govt. /Public Sector Undertakings **Desirable:** Good Knowledge of Information & Communication.

1.	**Name of Post**	**Junior Accounts Clerk**
2.	Number of Post	SC - 02, OBC -04, EWS -02 & UR -05
3.	Classification	Group C
4.	Pay Band and Grade Pay / Pay Scale	Pay matrix level 4 as per 7th CPC
5.	Age limit for direct recruits	30 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. 10+2 or equivalent qualification from a recognized Board or University ii. Knowledge of Computer Application.
7.	Period of Probation	Two Years
8.	Method of Recruitment/Selection	**Written Examination (250 marks):** 1. Aptitude test - 100 2.General Knowledge - 50 3.Language (Hindi/English) - 100 4.Computer Proficiency Test (Qualifying) The candidate must obtain at least 50% marks in qualifying test. No interview as per Government of India direction. Selection will be made on grand total marks in 250 (100 + 50 + 100). Syllabus will be of Intermediate level.
1.	**Name of Post**	**Lower Division Clerk (LDC)**
2.	Number of Post	SC - 05, OBC -08, EWS – 03 & UR - 14
3.	Classification	Group C
4.	Pay Band and Grade Pay / Pay Scale	Pay matrix level 2 as per 7th CPC
5.	Age limit for direct recruits	30 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. 10+2 or equivalent qualification from a recognized Board or University

		ii. Hindi/English Typing speed of **30 WPM** iii. Knowledge of computer applications.
7.	Period of Probation	Two Years
8.	Method of Recruitment/Selection	**Written Examination (250 marks):** 1. Subject matter - 100 2. General Knowledge - 50 3. Language (Hindi) - 100 4. Computer Proficiency test (Qualifying) The Candidate must obtain at least 50% marks in qualifying test. No interview as per Government of India direction. Selection will be made on grand total marks in 250 (100 + 50 + 100). **Note:** **a. Syllabus will be of Intermediate Level.** **b. The Subject matter Paper for the post of LDC will consist of 50% Arithmetic, 20% Algebra and 30% Aptitude Test.**
1.	**Name of Post**	**Fieldman**
2.	Number of Post	SC -01 & UR -01
3.	Classification	Group C
4.	Pay Band and Grade Pay / Pay Scale	Pay matrix level 2 as per 7th CPC
5.	Age limit for direct recruits	30 years
6.	Educational and other qualifications required for direct recruits	**Essential Qualifications:** **i.** 10+2 or equivalent qualification with Mathematics or statistics or Economics from a recognized Board or University ii. Knowledge of computer applications.
7.	Period of Probation	Two Years
8.	Method of Recruitment/Selection	**Written Examination (250 marks):** 1. Aptitude Test - 100 2. General Knowledge - 50 3. Language (Hindi) - 100 4. Computer Proficiency test (Qualifying) The Candidate must obtain at least 50% marks in qualifying test. No interview as per Government of India direction. Selection will be made on grand total marks in 250 (100 + 50 + 100). **Note: Syllabus will be of Intermediate Level.**

Note: No. of posts for PwD and Ex-Servicemen shall be as per GOI norms.
Abbreviations used: UR = Unreserved, SC = Scheduled Caste, ST = Scheduled Tribe, OBC = Other Backward Class, EWS= Economically Weaker Section.

HOW TO APPLY:

Special Instructions:

The prescribed essential qualification does not entitle a candidate to be called for Written Examination/Interview. The University will hold Written Examinations and qualifying test (for the prescribed posts as per RR only).However marks obtained in qualifying test will not be considered for final selection as per govt. of India rules. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode of selection, and criteria for selection etc. will be final and binding on the candidates. **No inquiry or correspondence will be entertained in this regard.**

Note: Candidates are informed that it is mandatory to enter only Percentage in education qualification page (in case of CGPA please convert it to Percentage), if applicable.

Candidates applying for a post must ensure that they fulfil all the eligibility conditions on the last date of receipt of application (for all Administrative Positions & Fieldman). If on verifications at any time before or after the written examination or interview or appointment, it is found that they do not fulfil any of the eligibility condition or it is found that the information furnished is false or incorrect, their candidature will be cancelled.

General Instructions:

1. **Online mode of submission of applications shall be essential {except for the post of Assistant Registrar (On Deputation) and Assistant Comptroller (On Deputation)}.**
2. Before filling-up the Online Application Form, the candidates are advised to read General Instructions, Essential Information and Other Important Conditions section carefully.
3. The eligible and interested persons are required to submit Online Applications at University Website i.e. www.rpcau.ac.in .The last date for applying online is **24.02.2021 (23:59:59 Hrs. IST).** The candidate should fill all details while filling the Online Application Form.
4. After applying online, User ID and Password will be generated.
5. Take print out of the User ID and Password screen for future reference of your application status and for reprinting of your online filled application form.
6. After successful submission of application, candidates can take print-out of application form.
7. **Applicants are NOT required to send Hard Copy of the duly filled Online and offline Application Form.** The hard copy of application form along with all required documents must be brought at the time of verification/scrutiny/interview.
8. **Candidates are advised to fill their application form carefully such as Name, Father's name, Date of Birth, Category, Qualification, it is mandatory to upload all essential documents along with Photo & Signature. After final submission of application form, no change will be allowed. Candidate will be responsible for any mistake in the data of application form and no correspondence will be entertained in this regard.**
9. Applicants have to make sure the documents they are uploading are not blur and must be readable.
10. **APPLICATION FEE AND MODE OF PAYMENT:**

    i. **For Assistant Registrar (On Deputation) and Assistant Comptroller (On Deputation)**

General/OBC/EWS	:	**` 1000/-**
SC/ST/PwD/Women	:	**Exempted from fees**

ii. For all other Administrative & Fieldman posts

General/OBC/EWS	:	**`500/-**
SC/ST/PwD/Women	:	**Exempted from fees**

The candidates shall pay application fee through Internet Banking/Credit Card/Debit Card only.

NOTE:

i. Bank charges in addition to specified application fee shall be borne by the candidate.
ii. Fee once paid will not be refunded under any circumstances.
iii. Application Fee submitted by any other mode like money order, demand draft, cheque, IPO etc. will be rejected.

OTHER CONDITIONS

1. Reservation Policy will be followed as per Government of India Rules, wherever applicable. The SC/ST/OBC/EWS/PwD candidates are required to attach necessary certificate(s) on prescribed format.
2. Person suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of the reservation for Person with Disabilities.
3. The relaxation in age shall also be given in respect of the following categories as mentioned against each:

Sl.	Category of Persons	Extent of Age Relaxation
1.	Regular/Permanent Employee of Dr. Rajendra Prasad Central Agricultural University, Pusa	No Age Limit.
2.	Contractual/Casual Employees of Dr. Rajendra Prasad Central Agricultural University, Pusa	No Relaxation of Age.
3.	Regular Employees of the Central Government / State Government / Central Universities / UGC maintained deemed to be Universities / other Central / State Autonomous Bodies / Organisations / Institutions.	No Relaxation of Age.
4.	OBC/SC/ST/PwD/Ex-Servicemen	Age Limit as per Government of India rules.

4. The selected candidates will not take up any other assignment during the service in Dr. Rajendra Prasad Central Agricultural University, Pusa.
5. The candidate selected will give an undertaking on joining that while discharging duties and responsibilities, he/she shall not disclose any confidential office matter.
6. The selected candidate will be kept on probation for a period of two years. The appointing authority may at its discretion extend the period of probation by one year in case of unsatisfactory performance, misconduct or on ground of misbehavior. In case there is no perceptible improvement despite all this, his/her services shall be terminated by giving one month's notice or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his option to quit by giving one month's notice or deposit one month's salary in lieu of notice.

7. No application for outside employment shall ordinarily be forwarded during the period of probation in case of a temporary employee of the University. However, in case his/her request has been considered by the competent authority of the University at his discretion, an undertaking shall be obtained while forwarding the application that he/she would resign from the post in the event of his/her selection in another department.

8. **Printed Copy:** Printed copy of the application form with original certificates and photocopy of self-attested certificates must be brought by the candidate at the time of verification along with Photo, Identity Proof i.e. Identity Card/Driving License/Passport/Voter ID Card/PAN Card/Aadhar Card etc.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are warned that they should not furnish any particular that are false, tampered/fabricated or should not suppress any information while filling-up the application form.

At the time of written examination/interview, if a candidate is (or has been) found guilty of:

(i) using unfair means during the examination; or

(ii) impersonating or procuring impersonation by any person; or

(iii) misbehaving in the examination hall or taking away the question booklet or any part thereof/answer sheet from the examination hall; or

(iv) resorting to any irregular of improper means in connection with his/her candidature for selection; or

(v) obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable :-

a. To be disqualified from the examination/interview for which he/she is a candidate.

b. To be debarred either permanently or for a specified period, from any examination or recruitment conducted by University.

c. For termination of service, if he/she already in Govt. Service.

Note: **The Dr. Rajendra Prasad Central Agricultural University, Pusa reserves the rights to supervise the complete recruitment process from online application to selection by way of using Biometric process and CCTV Cameras/Videography etc.**

GENERAL INSTRUCTIONS

1. The University reserves the right to:

a. Withdraw any advertised post(s) under any category at any time without assigning any reason thereof. Any consequential vacancies arising at the time of Interview may also be filled up from the available candidates. The number of positions is thus open to change;

b. Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate;

c. Draw reserve panel(s) against the possible vacancies in future;

d. Increase or decrease post(s) under any category or not to fill-up any of the advertised positions;

e. To fix criteria for screening the applications so as to reduce the number of candidates to be called for qualifying tests/written tests/interview;

f. To conduct qualifying/written tests to further shortlist the candidates for such posts where no test is prescribed in the recruitment rules and a large number of applications are received; and

g. Relax the age/qualifications/experience at its discretion.

2. A person whose age is less than 18 years shall not be appointed to any post in the University.

3. In order to avoid last minute rush, the candidates are advised to apply early enough. The University will not be responsible for network problems or any other problem of this nature in submission of online application during the last days.

4. **Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification/experience laid down for the post.**

5. **MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves, before applying, that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained

   NOTE: *The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Written Test/Interview.*

6. Separate application (along with application fee) should be filled for each post applied for.

7. A candidate whether he belongs to General or reserved category viz. SC/ST/OBC/EWS/PwD can submit only one online application form for a particular category of post advertised (**No offline form will be accepted)**. All the relevant columns of the application form should be filled-in.

8. Filling all mandatory fields are required to make your application complete.

9. Incomplete applications will not be considered and will be **REJECTED.**

10. Qualifications/eligibility conditions, age and other documents will be determined with regard to last date fixed to apply Online/Offline applications also called as closing date i.e. **24.02.2021 (for all Administrative Positions and Fieldman)**given in the advertisement.

11. Any change of address from the one given in the online application form should at once be communicated to Recruitment Cell of the University at recruitment@rpcau.ac.in

12. The process of selection may be via qualifying test/written test/presentation/interview or a combination thereof.

13. **Applications, except Online, will not be accepted.** The printed copy of the online application form with original certificates and photocopy of self-attested certificates must be brought at the time of Verification/Scrutiny/ Interview along with Photo, Identity Proof i.e., Identity Card/Driving License/Passport/Voter ID Card/PAN Card/Aadhar Card etc. No offline application form or copy of downloaded application form will be accepted by the University {except for the post of Assistant Registrar (On Deputation) & Assistant Comptroller (On Deputation)}.

14. In case of any technical problems, please send an email to **recruitment@rpcau.ac.in**

15. No interim correspondence shall be entertained.

16. The list of short-listed candidates for Interview/Written Examination/Qualifying or Skill Test and details of Interview/Written Examination/Qualifying or Skill Test will be published on the University Website i.e., **www.rpcau.ac.in** only. **NO SEPARATE CALL LETTER WILL BE SENT TO THE CANDIDATES**. **Applicants are advised to check the University Website regularly.**

17. The University will not be responsible for any loss of E-mail sent, due to invalid/wrong E-mail ID provided by the candidates or for delay/non-receipt of information, if a candidate fails to access his/her email/website in time. Candidates are advised to visit the University Website regularly.

18. After the Written Examination/Interview, in case of selections the appointment will be provisional and is subject to the caste certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to ST/SC/OBC (non-creamy layer)/EWS is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate.

19. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority. If any document is found to be false/fake/incorrect/malafide either before or after appointment, the document shall be summarily rejected and action may be initiated against the candidate which may lead to cancellation of his/her appointment, as the case may be.

20. The appointment of a candidate shall be subject to verification of character & antecedents and caste certificate by the competent authority. Until the verification report of character &antecedents and caste certificate is received, the appointment shall be treated as provisional. In case the report with regard to his/her conducts, character, antecedents, caste certificate etc., is found to be unsatisfactory or false, the appointment shall be cancelled/terminated forthwith.

21. 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 to avoid any disciplinary action.

22. The candidate will have to present himself/herself for a Written Test/interview, if called for, at the place and time mentioned at his own expenses. However, the out-side candidates belonging to SC/ST categories will be defrayed sleeper class rail fare, and in case any station is not connected by rail, ordinary bus fare shall be paid by shortest route, if called for interview against the reserved positions only of the University as per the Govt. of India rule. No extra charges, if any, incurred for reserving seat/sleeping berth in the train will, however, be reimbursed to the candidates. **The above-mentioned conditions are not admissible to those ST/SC candidates who are already in Central/State Government service/or holding any other employment.**

23. The service conditions including pay band and age of superannuation shall be as per University norms.

24. **The selected candidate shall be governed by the 'New Pension Scheme' of the Government of India as applicable w.e.f. 1st January 2004.**

25. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.

26. The University shall verify the antecedents or documents submitted at any time at the time of appointment or during the tenure of service. In case, it is detected that the information provided in the application form, documents submitted are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated forthwith.

27. After joining the service of the University, the candidate will have to abide by the Rules, Regulations and Ordinances of the University applicable from time to time. He/she may be assigned any duty within the University or outside depending upon the exigency of the work.

28. The applicants serving in Government/Semi-Government organizations / Public Sector Undertakings/Autonomous Bodies must bring '**No Objection Certificate** (NOC)' from their present employer at the time of Interview/Verification of Documents/Written Examination. However, the applicants are advised to formally intimate their present employer in writing about making such application at Dr. Rajendra Prasad Central Agricultural University, Pusa, failing which their candidature/selection may stand cancelled.

29. **Canvassing in any form may lead to cancellation of candidature.**

30. Though a selected candidate's headquarters can be any Regional Center/KVK/ Unit of Dr. Rajendra Prasad Central Agricultural University, Pusa, Samastipur, Bihar, he/she will be liable to serve anywhere in India.

31. In case of any disputes, any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Courts in Bihar at District Court at Samastipur and High Court at Patna.

32. Any addendum/dedendum/corrigendum/notices in respect to this advertisement shall be published only on the University Website (www.rpcau.ac.in). Therefore, candidates are advised to check the University Website regularly.

33. **Fake Institutions:** Candidates, who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake by the University Grants Commission, New Delhi or any other regulatory body as deemed fit shall not be eligible for being considered for recruitment to the posts advertised.

34. Any ambiguity or lack of clarity with regard to any clause or rules, the decision of the University shall be final.

35. The following categories of persons shall not be eligible to apply for any position in the University:

    i. Who has been convicted by any Court of Law or any criminal proceedings are pending against him;

    ii. Who has entered into or contracted a marriage with a person having a spouse living;

    iii. Who, having a spouse living, has entered into or contracted a marriage with any person. Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;

    iv. Who is not a citizen of India; and

    v. Any other category of person disqualified for appointment by the Government of India/DARE from time to time.

36. **DOCUMENTS TO BE UPLOADED WITH APPLICATION FORM:**

    a. Scanned Photograph (in JPEG format between 20 kb – 50 kb).
    b. Scanned Signature (in JPEG format between 10 kb – 20 kb).
    c. Certificates and Marksheet of Qualifications (in PDF format between 50 kb – 300 kb).
    d. Experience Certificate, Caste Certificate, PwD Certificate, Ex-Servicemen (If any) (in JPEG format between 300 kb – 500 kb).
    e. Date of Birth proof (in JPEG format between 300 kb – 500 kb).

37. **DOCUMENTS TO BE BROUGHT AT THE TIME OF DCOUMENT VERIFICATION:**

a. All original certificates/documents/testimonials of educational qualifications and other documents mentioned/uploaded in the Online Applications and one set of self-attested copies of all these certificates/documents/testimonials.

b. Caste certificate by candidate seeking reservation as ST/SC/OBC/EWS, in the prescribed proforma from the competent authority indicating clearly the candidate's Caste, the Act/Order under which the Caste is recognized as ST/SC/OBC/EWS and the village/town the candidate is ordinarily a resident of.

c. Printed copy of Online Application Form along with self-attested latest photograph pasted on the application form.

d. **'No Objection Certificate (NOC)'** from their present employer, in case of candidates who are in service.

38. **LIKELY CAUSES OF REJECTION OF APPLICATION:**

The following are likely causes of rejection:

a. More than one application form for a particular post;

b. Application is incomplete and not online;

c. Full fee, if not deposited in the manner prescribed;

d. Applicant does not possess the requisite academic qualification, experience on closing date of filling the online application form;

e. Candidate is underage/overage on the closing date of application;

f. Variation in data of Online Application Form and in original documents when brought for Verification/Scrutiny-cum-Interview; and

g. Lack of essential qualification as prescribed in advertisement.

USE OF MOBILE PHONE AND OTHER ELECTRONIC DEVICES IN Dr. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY, PUSA EXAMINATION/INTERVIEW IS STRICTLY PROHIBITED.

Any attempts to influence the authorities by way of recommendations will ab-initio disqualify the candidate.

Sd/-
Dy. Registrar (Rectt.)
RPCAU, Pusa