



डॉ. राजेंद्र प्रसाद केंद्रीय कृषि विश्वविद्यालय
Dr. Rajendra Prasad Central Agricultural University

पूसा, समस्तीपुर, बिहार - 848125
Pusa, Samastipur, Bihar -848125

Employment Notice No.: RPCAU/02/2023

Dated: 6th September 2023

**ADVERTISEMENT FOR RECRUITMENT TO VARIOUS
STATUTORY POSITIONS**

Dr. Rajendra Prasad Central Agricultural University invites **applications for the various Statutory positions** from eligible candidates to be filled on Tenure/Deputation basis as per the details given below:

S. No	Name of Post	Period of Tenure/Deputation	Number of Posts	Level in Pay Matrix (As per 7th CPC)
1.	Registrar	5 years or till the age of 60 years, whichever is earlier	01 - UR	14
2.	First Comptroller	Till 24.04.2025 or till the age of 60 years, whichever is earlier	01 - UR	14
3.	Dean – College of Community Science	5 years or till the age of 65 years, whichever is earlier	01 - UR	14

IMPORTANT DATES TO REMEMBER

Opening Date for submission of Application form	6th September 2023
Last Date for Submission of Application form.	26th September 2023

APPLICATION FEE:

General/EWS/OBC Category: ₹ 2,000/-

SC/ST/PwD/Women category: 'NIL' (Exempted from paying application fee)

Candidates must pay the fee through Net banking/ Phone banking/Mobile banking mode i.e., RTGS, NEFT, IMPS, etc. at the below mentioned Bank details:

Account Name : Comptroller

Name of Bank : Punjab National Bank

Account No. : 4512000100012923

IFSC Code : PUNB0451200

(NOTE: Copy of the online payment receipt should be attached with the application form)

HOW TO APPLY

1. Interested and eligible candidates have to submit dully filled application form. (Available on university website) Complete in all respects, duly spiral bound/hardbound and continuously page numbered along with self-attested copies of each testimonials/Certificates/supporting documents, in a sealed envelope superscripting **“Application Form for the post of _____ and Employment Notice No. _____ on its top should reach at the following address latest by 26th September 2023 through Registered/Speed post only.**

THE DEPUTY REGISTRAR (RECTT.)

RECRUITMENT SECTION,

DR. RAJENDRA PRASAD CENTRAL AGRICULTURAL UNIVERSITY,

PUSA, SAMASTIPUR- 848125, BIHAR (INDIA)

2. Application not received though prescribed process shall be rejected and no correspondence in this regard will be entertained.
3. Persons already in employment should apply “Through Proper Channel” and/or produce ‘NOC’ from their present employer at the time of interview.
4. Qualifications/eligibility conditions, age and other documents will be determined as on the last date of receipt of application.

The details of Non-Teaching Positions advertised are as under:

1.	Name of Post	Registrar
2.	Number of Post	UR-01
3.	Classification	Group ‘A’
4.	Level in th 7 th CPC Pay Matrix	Level 14
5.	Age Limit for direct recruits	The candidates must not have attained the age of 58 years as on the closing date of the application.
6.	Educational and other qualifications required for direct recruits	Essential Qualifications: i. Doctorate degree in any branch of Agricultural / Horticultural / Animal Sciences / Basic Science/ Community Science / Agricultural Engineering from a recognized University. ii. A minimum of 15 years of experience in teaching/ research of which at least 5 years should be as Professor/ Principal Scientist

		<p>in the pay band-4 of ₹ 37400-67000 with grade pay of ₹ 10000/- (in Level 14 as per 7th CPC).</p> <p>iii. Outstanding contributions in teaching/research as evidenced by published papers in professional National/ International journals of repute/ books etc.</p> <p>Desirable Qualifications/Experience:</p> <p>i. Administrative experience as Head of Department of University/ Head of Division/ Regional Station of an ICAR institute.</p> <p>ii. Familiarity with latest advances in Agricultural education/research.</p>
7.	Mode of Selection	Through Personal Interaction
8.	Method of Recruitment	On Tenure/Deputation basis for a term of Five (5) years or till the age of 60 years, whichever is earlier

1.	Name of Post	First Comptroller
2.	Number of Post	UR-01
3.	Classification	Group 'A'
4.	Level in th 7 th CPC Pay Matrix	Level 14
5.	Age Limit for direct recruits	The candidates must not have attained the age of 58 years as on the closing date of the application.
6.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <p>i. A Post Graduate degree in commerce/financial management with at least 55% of the marks or an equivalent grade in point scales.</p> <p>ii. At least 15 years of comparable experience in research establishment/UGC/other institutions of higher education/organized accounts in central government with similar status.</p> <p style="text-align: center;">OR</p> <p>At least 15 years of financial management experience of which 8 years as Deputy finance officer or an equivalent post.</p> <p>iii. 5% relaxation in percentage of marks at Master's level from 55% to 50% will be extended to SC/ST/PwD categories and to the existing incumbents who are already in the university system.</p>

		Desirable Qualifications/Experience: Persons/officials possessing Master's degree in Business Administration (Finance)/Commerce or possessing CA/ICWA or passing of SAS or its equivalent service examination of central/state govt. / officials working/worked in organized finance & Accounts services under Govt. of India recruited through UPSC will be given preference.
7.	Mode of Selection	Through Personal Interaction
8.	Method of Recruitment	On Tenure/Deputation basis till 24.04.2025 or till the age of 60 years, whichever is earlier

1.	Name of Post	Dean – College of Community Science
2.	Number of Post	UR-01
3.	Classification	Group 'A'
4.	Level in th 7 th CPC Pay Matrix	Level 14
5.	Age Limit for direct recruits	The candidates must not have attained the age of 63 years as on the closing date of the application.
6.	Educational and other qualifications required for direct recruits	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> Doctorate degree in any branch of Community Science (Home Science) i.e., Food and Nutrition, Human Development and Family Studies, Human Resource Management, Clothing and Textile, Home Science Extension including relevant basic sciences. A minimum of 15 years of experience in teaching/ research/extension education of which at least 5 years should be as Professor/ Principal Scientist in the pay band-4 of ₹ 37400-67000 with grade pay of ₹ 10000/- (in Level 14 as per 7th CPC). Outstanding contributions in teaching/research as evidenced by published papers in professional National/ International journals of repute/ books etc. <p>Desirable Qualifications/Experience:</p> <ol style="list-style-type: none"> Administrative experience as Head of Department of University/ Head of Division/ Regional Station of an ICAR institute.

		ii. Familiarity with latest advances in Community Science (Home Science) teaching and research.
7.	Mode of Selection	The score card used for screening will be same as used by ASRB for the post of Director of ICAR Institutes. The academic score obtained will be given 60% weightage and interview 40% weightage
8.	Method of Recruitment	On Tenure/Deputation basis for a term of Five (5) years or till the age of 65 years, whichever is earlier.

GENERAL INSTRUCTIONS

1. Before filling-up the Application Form, the candidates are advised to read Score Card, General Instructions, Essential Information and other important conditions carefully.
2. The candidate should fill all details while filling the Application Form.
3. Candidates are advised to fill their application form carefully such as Name, Father's name, Date of Birth, Category, Qualification, it is mandatory to enclose/attach essential documents along with Photo & Signature. Candidate will be responsible for any mistake in the data of application form and no correspondence will be entertained in this regard.
4. All the relevant columns of the application form should be filled in.
5. Incomplete and Unsigned applications will not be considered and will be **REJECTED**.
6. Separate application (along with application fee) should be filled for each post applied for.
7. The application fee once paid is not refundable in any case
8. Qualifications/eligibility conditions, age and other documents will be determined as on closing date.
9. No interim correspondence shall be entertained.
10. 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 any criteria for shortlisting/selection of candidates, at any stage.**
 - f. **To fix criteria for screening the applications so as to reduce the number of candidates to be called for qualifying tests/written tests/interview, at any stage.**

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

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

12. **MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfil 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.*

13. A candidate who is already in service shall submit the application through proper channel along with vigilance clearance certificate from the competent authority. However, the candidate may send an advance copy of the application and in case the application is not forwarded due to whatever reasons till the time of interview, the candidate should produce a “No Objection Certificate” along with the “Vigilance Clearance Certificate” at the time of Interview.

14. Provided that if “No Objection Certificate” from the employer is not received till the date of interview, candidature of the candidate may be considered for direct recruitment as a fresh candidate, if otherwise eligible. Such candidates are required to submit an undertaking at the time of interview that:

- i. No penalty has ever been imposed on the candidate and has never been convicted by any Court of Law.
- ii. No disciplinary action/ vigilance case is pending or is contemplated, against the candidate.

However, the joining of the candidate on selection shall be accepted only on production of relieving order preceded by acceptance of resignation, failing which the candidate shall not be allowed to join.

15. 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.

16. The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.

17. No correspondence or personal enquiries will be entertained by the University regarding eligibility condition, conduct and result of interview and reasons for not being called for interview. Candidates are advised to regularly visit the University website for getting the information about progress in scrutiny work/ result, important dates for selection process etc.

18. All correspondence from the University including interview call shall be sent to the email ID as provided by the candidate. Any future amendment/ alteration

/modification, in the terms of this advertisement, will be notified on University website only.

19. 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. **Applicants are advised to check the University Website regularly.**
20. The University will not be responsible for any loss of E-mail sent (if any), 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.
21. After the 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.
22. 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.
23. 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.
24. The candidate will have to present himself/herself for interview, if called for, at the place and time mentioned at his/her own expenses.
25. The service conditions including pay and age of superannuation shall be as per University norms.
26. 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.
27. 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.
28. 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.
29. **Canvassing in any form may lead to cancellation of candidature.**
30. Though a selected candidate's headquarters can be any College/Department/Regional Center/KVK/ Unit 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 suits 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.

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 as per GoI/University norms.
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.

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) resorting to any irregular or improper means in connection with his/her candidature for selection; or
- (ii) 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 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.

IMPORTANT INSTRUCTIONS:

1. DOCUMENTS TO BE BROUGHT AT THE TIME OF INTERVIEW:

- i. All original certificates/documents/testimonials of educational qualifications and other documents mentioned in the Application Forms and one set of self-attested copies of all these certificates/documents/testimonials.
- ii. Caste certificate by candidate where applicable seeking reservation as SC/ST/OBC, in the prescribed proforma from the competent authority indicating clearly the candidate's Caste, the Act/Order under which the Caste is recognized as SC/ST/OBC and the village/town the candidate is ordinarily a resident of.
- iii. No Objection Certificate (NOC)' from their present employer, in case of candidates who are in service.

2. LIKELY CAUSES OF REJECTION OF APPLICATION:

The following are likely causes of rejection:

- i. More than one application form for a particular post;
- ii. Application is incomplete or unsigned;
- iii. Full fee (unless exempted), if not deposited in the manner prescribed;
- iv. Applicant does not possess the requisite academic qualification, experience on closing date of filling the online application form;
- v. Candidate is underage/overage on the closing date of application;
- vi. Variation in data of Application Form and in original documents when brought for Verification/Scrutiny-cum-Interview; and
- vii. Lack of essential qualification as prescribed in advertisement.

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

**RECRUITMENT SECTION
RPCAU, PUSA**