



Central University of Bihar

बिहार केन्द्रीय विश्वविद्यालय

(Camp Office : BIT Campus, PO : B.V. College, Patna – 800 014)

Advertisement No – CUB/Advt./10/2011 dated 01/11/2011

Sl. No.	Name of the Post	Pay Band and Grade Pay (in Rupees)	Age limit for Direct Recruitment	Educational and other qualification required for direct recruitment.
1.	Finance Officer	Rs 37400-67000 + GP Rs. 10000/- PB – 4	Preferably below 55 years.	<p>Essential:</p> <ol style="list-style-type: none">1. Master's degree from a recognized University with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale.2. At least 15 years of experience as Assistant Professor in the AGP of 7000/- and above or with at least eight years of service in the AGP of 8000/- and above including as Associate Professor alongwith experience in Educational Administration. <p>Or</p> <p>Comparable experience in research establishments and other institutions of higher education.</p> <p>Or</p> <p>15 years of administrative experience out of which eight years as Deputy Registrar or an equivalent post.</p> <p>Desirable :</p> <ol style="list-style-type: none">1. Preference will be given to candidates with M.Com./M.B.A.(Finance)/CA/ICWA /SAS (Subordinate Accounts Services and/or appropriate experience of financial management.2. Ph.D.3. Operational knowledge of Computer and Internet.



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2.	Controller of Examinations	Rs. 37400-67000 + GP Rs. 10000/- PB – 4	Preferably below 55 years	<p>Essential:</p> <p>(a) Master's degree from a recognized University with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale.</p> <p>(b) At least 15 years of experience as Assistant Professor in the AGP of 7000/- and above or with at least eight years of service in the AGP of 8000/- and above including as Associate Professor alongwith experience in Educational Administration.</p> <p>Or</p> <p>Comparable experience in research establishments and other institutions of higher education.</p> <p>Or</p> <p>15 years of administrative experience out of which eight years as Deputy Registrar or an equivalent post.</p> <p>Desirable :</p> <ol style="list-style-type: none">1. Adequate experience in admission and examination process and maintenance of students records.2. Ph.D.3. Operational knowledge of Computer and Internet.

Note: Controller of Examinations shall be chief in-charge of admission and continuous academic evaluation of students, end semester assessment of each course by the students, etc. and allied work related to the objectives of the Act.



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3.	Internal Audit Officer	Rs. 15600-39100 + AGP Rs. 7600/-	Preferably below 55 years.	<p>1. Officers having IA & AS/SAS/CA /ICWA or equivalent Accounts Qualification.</p> <p>2. Deputy Accountant General /Deputy Director (Audit)/ Deputy Controller /Senior Audit Officer or equivalent in the pay scale of Rs.15600-39100 + GP Rs. 6600</p> <p>Or</p> <p>Assistant Account General/Assistant Controller/Assistant Director (Audit) /Senior Audit Officer or equivalent in the pay scale of Rs. 15600-39100 + GP Rs. 5400 with at least five years regular service.</p> <p>Or</p> <p>15 years combined experience as Assistant Controller/Assistant Director (Audit)/Senior Audit Officer & Section Officer (Audit).</p> <p>Desirable :</p> <p>1. Preference will be given to candidates having experience of working in organisations having Double Entry System of accounting and working in universities or similar organisations.</p> <p>2. Operational knowledge of Computer and Internet.</p>



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4.	Deputy Librarian	Rs 15600-39100 + 8000 AGP PB - 3	Preferably below 45 years.	<p>Essential:</p> <p>Persons, who have knowledge or experience of academic or educational or institutional administration and are working in Universities or other institutions of higher or technical education or research establishments:</p> <ol style="list-style-type: none">1. A Master's Degree in Library Science/ Information Science/Documentation from a recognized University with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.2. Five years experience as an Assistant Librarian in University/College.3. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.4. Operational knowledge of Computer and Internet. <p>Desirable :</p> <ol style="list-style-type: none">(i) A M.Phil./Ph.D. Degree in Library Science/ Information Science/ Documentation/Archives and manuscript-keeping/ Computerization of library.(ii) Operational knowledge of Library Automation and Networking.



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5.	Assistant Registrar	Rs 15600-39100 + GP Rs. 5400/- PB – 3	Preferably below 35 years.	Essential: <ol style="list-style-type: none">1. Good academic record plus Master's degree from a recognized University with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.2. Operational knowledge of Computer and Internet. Desirable: <ol style="list-style-type: none">1. 1 Persons with specialized experience in one or more areas such as (i) Personnel and Administration (ii) Accounts and Finance (iii) Academic and Examinations.2. Experience in University administration and familiarity with the working of university system.3. MBA/PG Diploma in Management or LL.B or CA/ ICWA or MCA or M.Phil/Ph.D. qualification.



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6.	Deputy Registrar	Rs. 15600-39000 + GP Rs. 7600/- PB – 3	Preferably below 45 years.	<p>Essential:</p> <ol style="list-style-type: none">1. A Master's degree from a recognized University with at least 55% marks or its equivalent grade of B in the UGC seven point scale.2. Nine years of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in Educational Administration, <p>Or</p> <p>Comparable experience in Research Establishments and /or other Institutions of Higher Learning.</p> <p>Or</p> <p>Five years of administrative experience as Assistant Registrar or in an equivalent post.</p> <p>Desirable:</p> <ol style="list-style-type: none">1. Persons with specialized experience in one or more areas such as (i) Personnel and Administration (ii) Accounts and Finance (iii) Academic and Examinations.2. Experience in University administration and familiarity with the working of university system.3. MBA/PG Diploma in Management or LL.B or CA/ ICWA or MCA or M.Phil/Ph.D. qualification.4. Operational knowledge of Computer and Internet.



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7.	Hindi Officer	Rs 15600-39100 + GP Rs. 5400/- PB – 3	Not more than 40 years	Essential: <ol style="list-style-type: none">1. Master's degree in Hindi or its equivalent from a recognized University with at least 55% marks and English as one of the subject at the Degree level.2. At least 5 years' experience of bilingual (Hindi to English and vice versa) translation and preferably of technical or scientific literature.3. Operational knowledge of Computer. Desirable: <ol style="list-style-type: none">1. Knowledge of Sanskrit or other Indian Language.